

Ipswich Borough Council – Call for Sites Guidance Note (Oct 2025)

1.1 These notes provide information on how to complete the ‘Call for Sites’ submission through either our online forms portal or our proforma.

Key Information	
1.	Submissions need to be received by 1pm 15th December 2025 .
2.	We strongly encourage efficient submissions through our online form portal, which can be accessed at https://ipswich.oc2.uk/ or via the QR code. Completed forms can be saved and downloaded from the system. 
3.	We will only accept written submissions through our online form portal or postal/email submissions with the official form (available on the Council’s website at https://www.ipswich.gov.uk/callforsites)
4.	We are accepting submissions for all use types, including housing, commercial, infrastructure and open space. Submitting a site now does not prevent you submitting the same site for other alternative land uses in the future.
5.	Sites that have been submitted previously can be re-submitted but must be done now to be considered in this new Ipswich Local Plan.
6.	We recommend familiarising yourself with the policies in the Ipswich Borough Council Local Plan 2022 and supporting documents which are available at https://www.ipswich.gov.uk/planning-and-building-control/planning-policy
7.	The sites should have a reasonable prospect of becoming available for development or redevelopment within the plan period (at least up to 2044)
8.	Sites should be within the Ipswich Borough Council administrative boundaries. Cross-boundary sites may be considered but must be clearly identified.
9.	An outline of the site MUST be submitted using an OS Map. Submissions will not be accepted where the site boundary cannot be clearly identified.
10.	A copy of the relevant Land Registry title deeds and title plan for the site must be submitted
11.	We will contact the agent or landowner if we require further information and regarding updates on the progress of the exercise.

1.2 Forms are available on our website and can be returned by email to: planningpolicy@ipswich.gov.uk or posted to Local Plan – Planning Policy, Ipswich Borough Council, Grafton House, 15-17 Russell Road, Ipswich, Suffolk, IP1 2DE.

1.3 For further information, the planning policy team can be contacted via the email address above or by phoning 01473 43 2019.

New Ipswich Local Plan

- 1.4 A new comprehensive Local Plan review is being carried out to comply with the new national planning system. The new Ipswich Local Plan would update and supersede the current Ipswich Local Plan (2022). The new Ipswich Local Plan period will cover at least up to 2044, based on planning ahead at least 15 years from the anticipated date of adoption.
- 1.5 This Call for Sites exercise will not in itself determine whether a site should be allocated for development. All sites will need to be further assessed and the overall strategy for the new Ipswich Local Plan will be informed by a number of evidence base documents and feedback from consultations. **It is very important to stress that the submission of a site through the Call for Sites process does not give the site any planning status, nor does it determine any future planning status.** Please complete the form as fully as possible, as a site may not be able to be considered further for potential allocation if significant gaps in information exist.
- 1.6 The Councils will assess the sites submitted to consider if they are suitable, available and achievable for development. The assessments will be published in a Strategic Housing Land Availability Assessment (SHLAA) and the results will inform the site allocations selection process, if they are required, in the new Ipswich Local Plan. The outcome of the SHLAA will not definitively allocate land for development but will contribute to the Councils' evidence base and ensure that decisions regarding site allocations are backed by robust and objective evidence.

What to submit

- 1.7 Please make sure the following is part of your submission.

- ✓ A fully completed submission form
- ✓ An outline of the proposed site – through an OS Map (at a scale no less than 1:2500)
- ✓ A GIS shapefile of the site boundary (if available)
- ✓ A draft masterplan or concept of the proposal (for schemes of 200+ dwellings or 1,000+ sqm floorspace commercial).
- ✓ A copy of the Land Registry title deeds (Title Register and Title Plan) or alternative official land agreements showing all owners of the land as indicated
- ✓ A flood risk assessment – if applicable
- ✓ An economic viability assessment – if applicable
- ✓ Any other relevant assessments or reports that will support the assessment of the site.

Your privacy is important. For further information about how we use your data please visit www.ipswich.gov.uk/your-council/policies-plans-and-strategies/privacy-notice

Useful links and data sources

1.8 The following links and data sources may assist you in making your submission to the Council.

Headline data sources

#	Topic	Links/Data Source
1.	When detailing previous planning applications relevant to the site, our application portal may be useful. We recommend providing information on applications as far back as 2012, in line with the introduction of the first iteration of the National Planning Policy Framework.	Online Planning Information - Introduction
2.	The Local Plan Policies Map shows a large amount of useful information including constraints on conservation areas, wildlife sites, open space etc.	Adopted Ipswich Local Plan Review 2018-2036 ipswich.gov.uk
3.	The Ipswich Borough Council Local Plan (2022) and supporting documents can be read on the Council's website. We recommend you have regard to these policies when submitting your site.	Adopted Ipswich Local Plan Review 2018-2036 ipswich.gov.uk
4.	Land Registry Deeds can be obtained through the official Land Register database for a small fee.	Get information about property and land: Overview - GOV.UK
5.	The Government have provided information on Biodiversity Net Gain and the national % requirement	Biodiversity net gain - GOV.UK
6.	The definition of previously developed land ('brownfield' land) can be found in the National Planning Policy Framework	National Planning Policy Framework - Annex 2: Glossary - Guidance - GOV.UK
7.	If you are proposing additional Storage and Distribution development , please clearly identify whether they are large	A strategic logistics proposal is defined as – <i>Warehouses of typically more than 9,000sqm (97,000sqft) that are serving as regional or national distribution centres.</i>

#	Topic	Links/Data Source
	scale strategic logistics proposals.	

Other data sources

#	Topic	Links/Data Source
8.	Flood risk	Environment Agency – Get flood risk information for planning in England - Flood map for planning - GOV.UK Suffolk Council Council - Flooding and drainage - Suffolk County Council
9.	Site of Specific Scientific Interest (SSSI), Special Area of Conservation (SAC), Special Projection Area (SPA), Scheduled Ancient Monument (SAM), Ancient Woodlands, Wetland of international important (RAMSAR site), Local Wildlife Sites, Local Nature Reserves.	Natural England - MAGIC Historic England/ Suffolk County Council - Home - Suffolk Heritage Explorer Suffolk Biological Information Service - front Suffolk Biodiversity Information Service
10.	Agricultural Land Classification	Natural England - MAGIC
11.	Suffolk Waste and Minerals Plan	Suffolk County Council - Suffolk minerals and waste plan - Suffolk County Council
12.	National Landscapes (formerly AoNBs)	National Landscapes Association - National Landscapes - National Landscapes
13.	Heritage Assets – including listed buildings, historic parks and gardens, archaeology	Historic England/ Suffolk County Council - Home - Suffolk Heritage Explorer - Introductions to Heritage Assets (IHAs) Historic England
14.	Schools	Suffolk County Council - Schools - Suffolk County Council
15.	GPs and health facilities	NHS - East Suffolk and North Essex NHS Foundation Trust
16.	Roads	Highways England - East - National Highways Suffolk County Council - suffolk.gov.uk/roads-and-transport

Further information

1.9 For further assistance or queries on Local Plan matters, please contact a member of the Planning Policy Team on either planningpolicy@ipswich.gov.uk [mailto:](#) or telephone 01473 43 2019.