



# Ipswich Borough Council Local Validation List

Adopted January 2026



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## **Ipswich Borough Council Local Validation List**

### **About This Document**

When making a planning application, or an application for listed building or advertisement consent, different levels of information are required depending on the nature and scale of the proposal. .

This document (the Local Validation List) sets out the information needed to enable the local planning authority (Ipswich Borough Council) to validate and process your application. In some cases, information is requested at the submission stage not because it is a statutory requirement, but to help minimise the use of pre-commencement conditions and to support a quicker and more efficient planning process. Where information is encouraged rather than required, this is clearly indicated.

In line with government guidance set out within the National Planning Practice Guidance: Making a Planning Application (Paragraph 016), and the statutory requirements contained within The Town and Country Planning (Development Management Procedure) (England) Order 2015, the submission of a valid application for planning permission requires:

- (a) a completed application form
- (b) compliance with national information requirements
- (c) the correct application fee
- (d) provision of local information requirements

### **How This Document Helps**

This validation list is split into two parts, and applicants must refer to both to ensure their application is valid.

The first list sets out the national validation requirements these relate to items a-c above.

The second list below shows the local requirements.

Together, these lists help ensure that applications are complete, clear, and ready for assessment. This reduces delays and helps both applicants and the planning team work more efficiently.

## National Validation Requirements

Item	When and what is required for validation	Sources of further information and support
Application Form	<p><b>When is it required?</b></p> <p>An application form is required for all types of planning applications, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Full and outline planning applications</li> <li>• Listed building consent</li> <li>• Advertisement consent</li> <li>• Prior Approval applications</li> <li>• Lawful Development Certificates (proposed and existing)</li> <li>• Applications to vary or remove planning conditions</li> <li>• Approval of reserved matters</li> <li>• Tree works consent (TPO or Conservation Area)</li> </ul> <p>Applicants should ensure they are using the correct form for their application type, as different application types are subject to different legislative requirements.</p> <p><b>What is required?</b></p> <p>The Planning Portal allows registered users to create and submit planning applications online.</p> <p>Applicants are strongly encouraged to apply electronically. However, the Council recognises that this may not always be possible. In these cases, applications can be submitted by post or in person to Ipswich Borough Council's offices or <a href="mailto:dm@ipswich.gov.uk">dm@ipswich.gov.uk</a>.</p>	<p>Development Management Procedure Order (DMPO) – <a href="https://www.legislation.gov.uk/ukxi/2015/595/contents/made">https://www.legislation.gov.uk/ukxi/2015/595/contents/made</a></p> <p>Planning Practice Guidance (PPG): Making an Application - <a href="https://www.gov.uk/guidance/making-an-application">https://www.gov.uk/guidance/making-an-application</a></p> <p>Planning Portal - <a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a></p> <p>Ipswich Borough Council, Applying for Planning Permission- <a href="http://www.ipswich.gov.uk/planning-and-building-control/development-management/applying-planning-permission">www.ipswich.gov.uk/planning-and-building-control/development-management/applying-planning-permission</a></p> <p>Ipswich Borough Council, Self-build and Custom Build Register - <a href="http://www.ipswich.gov.uk/content/self-build-and-custom-build-register">www.ipswich.gov.uk/content/self-build-and-custom-build-register</a></p> <p>Suffolk Guidance for Parking (October 2023) - <a href="http://www.suffolk.gov.uk/asset-library/Suffolk-Guidance-for-Parking-v5.1.pdf">http://www.suffolk.gov.uk/asset-library/Suffolk-Guidance-for-Parking-v5.1.pdf</a></p> <p>Suffolk Design Streets Guide 2022 - <a href="https://www.suffolk.gov.uk/asset-library/imported/5647-21-Suffolk-Design-Street-Guide-v26.pdf">https://www.suffolk.gov.uk/asset-library/imported/5647-21-Suffolk-Design-Street-Guide-v26.pdf</a></p>

Item	When and what is required for validation	Sources of further information and support
	<p>If submitting a paper application, only one copy of the application form and supporting documents is required. There is no need to provide multiple copies.</p> <p>Please ensure you have the correct form for the type of application you are submitting. You can use the Planning Portal application page to find and complete the relevant application form.</p> <p>You should not include personal information about third parties.</p> <p>Both the Planning Portal and the Council's website offers guidance notes to help you complete the planning application forms.</p> <p>Care should be taken to ensure information submitted is accurate. All questions should be answered. This includes questions on the following topics (where appropriate):</p> <ul style="list-style-type: none"> <li>• Vehicle parking - please specify the total number of existing parking spaces and the total number of proposed parking spaces (including spaces retained) by vehicle type.</li> <li>• Custom and self-build - Applicants and agents are requested to clarify whether their application is for a custom or self-build dwelling on the 'Application for Planning Permission' form (Question 17 - Residential Units). If in doubt, please take the time to review the 'Self-build and Custom Build Register' page on the Council's website - <a href="https://www.ipswich.gov.uk/content/self-build-and-custom-build-register">https://www.ipswich.gov.uk/content/self-build-and-custom-build-register</a></li> </ul>	

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	<ul style="list-style-type: none"> <li>• Non-residential Floorspace – Gross internal floorspace is the internal area of the building, and should include circulation and service space, as well as any mezzanine levels. Where more than one Use Class is proposed as part of any development, floorspace should be specified for each separate planning unit (by Use Class).</li> <li>• Employment – Please give details of the total number of existing people (i.e. already employed on the site and any additional staff to be employed (in both full-time and part-time employment) as a result of the proposal being implemented, and calculate the total full-time equivalent posts, if known.</li> <li>• Site Area – Site area should be provided in hectares. An accurate answer to this question is particularly important for monitoring purposes.</li> </ul> <p>Where a question is not applicable the words “Not Applicable” or “N/A” should be inserted for clarity.</p> <p><b>Application Descriptions</b></p> <p>There are no strict national rules on how to structure an application description, but it should be clear, precise, and accurately reflect what consent is being sought, without being overly lengthy. This applies to all types of applications.</p> <p>The description you provide will typically be used throughout the entire application process on the public website, correspondence, site notices,</p>	

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	newspaper advertisement (if needed), and the final decision notice, unless revised by agreement.	
Ownership Certificates (A, B, C or D as applicable) & Agricultural Land Declaration	<p><b>When is it required?</b></p> <p>An Ownership Certificate provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners (and agricultural tenants).</p> <p>An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate has been completed. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to £5,000. The responsibility for completing the appropriate Certificate rests entirely with the applicant. To avoid delays in validation or the risk of a legal challenge, it is essential that all certificates are completed fully and accurately.</p> <p>An Ownership Certificate is not required for applications for the approval of reserved matters, removal or variation of conditions, consent to work on a tree subject to a Tree Preservation Order (TPO) and advertisement consent. For more information on what is required to support advertisement consent applications, please see 'Advertisement Details (for advertisements requiring express consent)'.</p> <p><b>What is required?</b></p> <p>For this purpose, an 'owner' is anyone with a freehold</p>	<p>Development Management Procedure Order (DMPO), Schedule 2 – <a href="https://www.legislation.gov.uk/ukxi/2015/595/contents/made">https://www.legislation.gov.uk/ukxi/2015/595/contents/made</a></p> <p>Planning Practice Guidance, Making an Application - <a href="https://www.gov.uk/guidance/making-an-application">https://www.gov.uk/guidance/making-an-application</a></p>

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	<p>interest, or leasehold interest the unexpired term of which is not less than 7 years.</p> <p>An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.</p> <p><u>Certificate A – Sole Ownership and no agricultural tenants</u>. This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.</p> <p><u>Certificate B – Shared Ownership (All other owners/agricultural tenants known)</u>. This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.</p> <p><u>Certificate C – Shared Ownership (Some other owners/agricultural tenants known)</u>. This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.</p> <p>If you know the names and addresses of some, but not all the owners of the land involved in the application, you must serve notice on the owners you know about and publish the notice in a local newspaper. You must submit a copy of the published notice with your application.</p>	

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	<p><u>Certificate D – Shared Ownership (None of the other owners/agricultural tenants known).</u> This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.</p> <p>If you do not know the names and addresses of any of the owners of the land involved in the application know you must publish the notice in a local newspaper. You must submit a copy of the published notice with your application.</p> <p>Any hard copy certificate submitted with the standard application form must be signed by hand. For any electronically submitted certificate, a typed signature of the applicant's name is acceptable. Ownership certificates must also be completed for applications for listed building consent, although no agricultural declaration is required.</p>	
Application Fee	<p><b>When is it required?</b></p> <p>A fee is required when submitting a planning application, an application for prior approval, an application for advertisement consent or for a Lawful Development Certificate. Most applications incur a fee.</p> <p>There is currently no fee for applications for Listed Building Consent, however in many cases, work requiring Listed Building Consent will also require Planning Permission, for which a fee will apply.</p>	<p>Town and County Planning (Development Management Procedure) Order 2015 (as amended)– <a href="https://www.legislation.gov.uk/uksi/2015/595/contents/made">https://www.legislation.gov.uk/uksi/2015/595/contents/made</a></p> <p>Planning Practice Guidance (PPG), Making an Application - <a href="https://www.gov.uk/guidance/making-an-application">https://www.gov.uk/guidance/making-an-application</a></p> <p>Planning Portal Fee calculator - <a href="https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1">https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1</a></p>

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	<p><b>What is required?</b></p> <p>The Planning Portal provides a fee calculator to help applicants determine the correct fee. The Council is able to advise applicants on specific cases and available payment methods. <b>However, we strongly encourage all applicants and agents to use the fee calculator before submission, as incorrect fees are a common reason applications are deemed invalid.</b> This issue is particularly prevalent when an agent submits the application but the responsibility for paying the fee rests with the applicant. To avoid delays, agents are advised to provide applicants with clear instructions on the correct fee amount. Ensuring the correct fee is paid upfront supports timely validation and processing.</p> <p><b>Applications will not be validated until the correct application fee has been received by the Council.</b></p>	<p>IBC Planning Application Fees and Pre-Application Charging - <a href="https://www.ipswich.gov.uk/content/planning-fees">https://www.ipswich.gov.uk/content/planning-fees</a></p> <p>Government Guidance Fees for Planning Applications - <a href="https://www.gov.uk/guidance/fees-for-planning-applications">https://www.gov.uk/guidance/fees-for-planning-applications</a></p>
Location Plan	<p><b>When is it required?</b></p> <p>All applications must include copies of a location plan based on an up-to-date map.</p> <p><b>What is required?</b></p> <p>A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible, the plan should be scaled to fit onto A4 or A3 size paper. A location plan should show the direction of north and identify sufficient roads and/or buildings on all land adjoining the application</p>	<p>Town and Country Planning (Development Management Procedure) Order 2015 (as amended) – <a href="https://www.legislation.gov.uk/ukxi/2015/595/contents/made">https://www.legislation.gov.uk/ukxi/2015/595/contents/made</a></p> <p>Planning Practice Guidance (PPG): Making an Application - <a href="https://www.gov.uk/guidance/making-an-application">https://www.gov.uk/guidance/making-an-application</a></p>

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	<p>site to ensure that the exact location of the application site is clear.</p> <p>The application site should be edged clearly with a <u>red line</u> on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A <u>blue line</u> should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p> <p>Where visibility splays are provided, they must be clearly labelled including dimensions and shown to their full extent and to the nearside edge of the carriageway.</p> <p>Location plans can be provided by the Council's Development Management Team. There is a charge for this service.</p> <p>Applicants must ensure that they do not infringe copyright by copying Ordnance Survey material without proper licensing.</p>	
Design and Access Statement	<p><b>When is this required?</b></p> <p>All major<sup>1</sup> development (both full and outline</p>	The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2015 (Article 4) -

<sup>1</sup> The definition of 'major' development which is cited throughout this document relates to development types (a)-(e) as included in Part 1 of the Town and Country Planning (Development Management Procedure) (England) Order 2010; specifically:

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;
- (c) the provision of dwellinghouses where —
- (i) the number of dwellinghouses to be provided is 10 or more; or

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	<p>applications).</p> <p>Applications for listed building consent.</p> <p>Applications in a conservation area where the proposed development consists of one or more dwellings, or a building (or buildings) where the floor space created by the development is 100 square metres or more.</p> <p>Applications for a material change of use or for engineering operations do not need to be accompanied by a Design and Access Statement.</p> <p><b>What is required?</b></p> <p>A Design and Access Statement should:</p> <ul style="list-style-type: none"> <li>• Explain the design principles and concepts that have been applied to the proposed development.</li> <li>• Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account.</li> </ul> <p>A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a Design and Access Statement should be tailored accordingly.</p>	<p><a href="https://www.legislation.gov.uk/ukxi/2013/1238/contents/made">https://www.legislation.gov.uk/ukxi/2013/1238/contents/made</a></p> <p>National Planning Policy Framework (NPPF) 2024, - <a href="https://www.gov.uk/government/publications/national-planning-policy-framework--2">https://www.gov.uk/government/publications/national-planning-policy-framework--2</a></p> <p>Planning Practice Guidance (PPG), Making an Application - <a href="https://www.gov.uk/guidance/making-an-application">https://www.gov.uk/guidance/making-an-application</a></p> <p>Planning Practice Guidance (PPG), Design - <a href="https://www.gov.uk/guidance/design">https://www.gov.uk/guidance/design</a></p> <p>Historic England Advice Note, Statements of Heritage Significance – <a href="https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/heag279-statements-heritage-significance/">https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/heag279-statements-heritage-significance/</a></p> <p>Core Strategy Policies DM12 (Design and Character) and DM13 (Built Heritage and Conservation) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf</a></p> <p>Ipswich Borough Council Conservation Area Appraisals (various dates) - <a href="https://www.ipswich.gov.uk/content/about-our-conservation-areas">https://www.ipswich.gov.uk/content/about-our-conservation-areas</a></p>

- (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more.

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	<p>Design and Access Statements should also explain the design response to creating accessible and adaptable places, including provision for disabled access, as well as sustainable and active forms of movement, and how relevant requirements of the NPPF and Local Plan policies have been taken into account, see also Disability Access Statement. Detail any consultation undertaken in relation to the proposal, and how the outcomes have informed the proposed development. Applicants should also explain how any specific issues that could affect access to the proposed development have been considered and addressed.</p> <p>Where applicable, information on the content and quality of any public art should also be incorporated into the Design and Access Statement.</p> <p>Additionally, the Statement of Crime Prevention may be incorporated into the Design and Access Statement where appropriate. Please cross reference with the Statement of Crime Prevention section for full details.</p> <p><b>Applications for Listed Building Consent:</b></p> <p>Design and Access Statements accompanying applications for listed building consent should include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of:</p> <ul style="list-style-type: none"> <li>• The special architectural or historic importance of the building.</li> </ul>	<p>Ipswich Borough Council Local List (Buildings of Townscape Interest) Supplementary Planning Document (2021) – <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/local_list.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/local_list.pdf</a></p> <p>Ipswich Borough Council Town Centre and Waterfront Public Realm Strategy Supplementary Planning Document (2019) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/town_centre_and_waterfront_public_realm_spd_1.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/town_centre_and_waterfront_public_realm_spd_1.pdf</a></p> <p>Ipswich Borough Council Urban Character Supplementary Planning Documents (various dates) - <a href="https://www.ipswich.gov.uk/content/urban-character-supplementary-planning-document">https://www.ipswich.gov.uk/content/urban-character-supplementary-planning-document</a></p> <p>Ipswich Borough Council Space and Design Guidelines Supplementary Planning Document (2015) - <a href="https://www.ipswich.gov.uk/content/space-and-design-guidelines-supplementary-planning-document">https://www.ipswich.gov.uk/content/space-and-design-guidelines-supplementary-planning-document</a></p> <p>Ipswich Borough Council Public Open Space Supplementary Planning Document (2017) - <a href="https://www.ipswich.gov.uk/content/public-open-space-supplementary-planning-document-spd">https://www.ipswich.gov.uk/content/public-open-space-supplementary-planning-document-spd</a></p> <p>Suffolk Design Streets Guide 2022 - <a href="https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/suffolk-design-guide-for-residential-areas/">https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/suffolk-design-guide-for-residential-areas/</a> Advice from the Design Council on how to write, read</p>

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	<ul style="list-style-type: none"> <li>• The particular physical features of the building that justify its designation as a listed building.</li> <li>• The building's setting.</li> </ul> <p>Unless the proposed works only affect the interior of the building, a Design and Access Statement should also explain how issues relating to access to the building have been dealt with. It should explain the applicant's approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements should also explain how the applicant's approach to access takes account of matters above.</p> <p>Design and Access Statements accompanying applications for listed building consent should provide information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works. Statements should also explain how any specific issues which might affect access to the building have been addressed.</p> <p>Where a planning application is submitted in parallel with an application for listed building consent, a single, combined Design and Access Statement should address the requirements of both. The combined statement should address the elements required in relation to a planning application and the additional requirements in relation to listed building consent.</p>	<p>and use Design and Access Statements can be found on their website - <a href="https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them">https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them</a></p>

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	<p><b>Applications for Outline Planning Permission:</b></p> <p>Information about the proposed use or uses, and the amount of development proposed for each use, is necessary to allow consideration of an application for outline planning permission.</p> <p>Under article 5(3) of the Development Management Procedure Order, an application for outline planning permission must also indicate the area or areas where access points to the development will be situated, even if access has been reserved.</p>	
Fire Statement	<p><b>When is it required?</b></p> <p>A Planning Gateway One Fire Statement must be included for all applications for full planning permission which involve:</p> <ul style="list-style-type: none"> <li>• Provision of one or more relevant buildings.</li> <li>• Development of an existing relevant building.</li> <li>• Development within the curtilage of a relevant building.</li> </ul> <p>A relevant building is defined as a building that contain two or more dwellings or educational accommodation, and meet the height condition (18m or more in height, or 7 or more storey whichever is reached first).</p> <p><b>What is required?</b></p> <p>Fire statements must be submitted using a <u>form published by the Secretary of State</u> (or a form to</p>	<p>Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021 - <a href="https://www.legislation.gov.uk/ukxi/2021/746/contents/made">https://www.legislation.gov.uk/ukxi/2021/746/contents/made</a></p> <p>Planning Practice Guidance, Fire Safety and High-Rise Residential Buildings - <a href="https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021#fire-statement">https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021#fire-statement</a></p> <p>Fire Statement Form and Guidance - <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/996387/Fire_statement_form_-_static.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/996387/Fire_statement_form_-_static.pdf</a></p>

Item	When and what is required for validation	Sources of further information and support
	<p>similar effect), contain the particulars specified in the form, which include (but not limited to):</p> <ul style="list-style-type: none"> <li>• The principles, concepts and approach relating to fire safety that have been applied to each building in the development.</li> <li>• The site layout.</li> <li>• Emergency vehicle access and water supplies for firefighting purposes.</li> <li>• What, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this.</li> <li>• How any policies relating to fire safety in relevant local development documents have been taken into account.</li> </ul>	
Environmental Statement	<p><b>When is this required?</b></p> <p>All Schedule 1<sup>2</sup> Projects (as set out in The Town and Country Planning (Environmental Impact Assessment) Regulations 2017) require an Environmental Impact Assessment. For Schedule 2<sup>3</sup> projects, the LPA should consider whether it is likely to have significant effects on the environment. If a proposed project is listed in the first column in Schedule 2 of the 2017 Regulations and exceeds the relevant thresholds or criteria set out in the second column (sometimes referred to as 'exclusion thresholds and criteria') the proposal needs to be screened by the local planning authority to determine</p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 - <a href="https://www.legislation.gov.uk/uksi/2017/571/introduction/made">https://www.legislation.gov.uk/uksi/2017/571/introduction/made</a></p> <p>Planning Practice Guidance Environmental Impact Assessment - <a href="https://www.gov.uk/guidance/environmental-impact-assessment">https://www.gov.uk/guidance/environmental-impact-assessment</a></p>

<sup>2</sup> <https://www.legislation.gov.uk/uksi/2017/571/schedule/1/made>

<sup>3</sup> <https://www.legislation.gov.uk/uksi/2017/571/schedule/2/made>

Item	When and what is required for validation	Sources of further information and support
	<p>whether significant effects on the environment are likely and hence whether an Environmental Impact Assessment is required.</p> <p>Projects listed in Schedule 2 which are located in, or partly in, a sensitive area also need to be screened, even if they are below the thresholds or do not meet the criteria. In all cases, the screening process must take account of the <i>cumulative effects</i> of the proposed development together with other existing or approved development, including where the proposal itself is below the Schedule 2 thresholds. This is because cumulative impacts may give rise to significant environmental effects requiring an Environmental Impact Assessment.</p> <p>Where it is uncertain whether an Environmental Statement is required, please contact the LPA requesting a formal determination on this issue. You should outline the proposal in sufficient detail for Council officers to decide on the matter. No fee is payable for this service.</p> <p><b>What is required?</b></p> <p>Applicants are advised to discuss the scope of the information to be gathered with the LPA in order to ensure that all issues are appropriately addressed. Formal Scoping Opinions can be requested.</p> <p>Formal Screening Opinions as to whether EIA will be required can be requested at the pre-application stage.</p>	

Item	When and what is required for validation	Sources of further information and support
Biodiversity Net Gain Statement	<p><b>When is this required?</b></p> <p>Biodiversity net gain (BNG) is now mandatory for all Town and Country Planning Act development bar exempt development types.</p> <p><b>What is required?</b></p> <p>The required details set out below are from Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 and are the details required for BNG to be submitted at application stage.</p> <p>Ipswich Borough Council will accept the following information in most instances where mandatory BNG applies:</p> <ul style="list-style-type: none"> <li>• A <u>Biodiversity Metric – Calculation Tool</u> of the pre-development baseline on the date of application (or an earlier date), including a condition assessment where the Statutory Biodiversity Metric – Calculation Tool is used.</li> <li>• Habitat map of the pre-development baseline</li> </ul> <p>Further information may then be requested where Irreplaceable habitat is present or when habitat degradation has occurred.</p> <p>Validation criteria for submission must meet the requirements of the Biodiversity Gain Plan. The Planning Practice Guidance states the following information should be included within a 'Biodiversity Gain Plan':</p>	<p>A Green Future: Our 25 Year Plan to Improve the Environment - <a href="https://www.gov.uk/government/publications/25-year-environment-plan">https://www.gov.uk/government/publications/25-year-environment-plan</a></p> <p>Environment Act 2021 - <a href="https://www.legislation.gov.uk/ukpga/2021/30/content/s/enacted">https://www.legislation.gov.uk/ukpga/2021/30/content/s/enacted</a></p> <p>National Planning Policy Framework (NPPF) 2024 - <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>Core Strategy Policies CS4 (Protecting Our Assets), DM8 (The Natural Environment), DM9 (Protection of Trees and Hedgerows), DM11 (Countryside) and DM12 (Design and Character) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Ipswich Wildlife Audit (2019) - <a href="https://www.ipswich.gov.uk/sites/default/files/ipswich_wildlife_audit_introduction_sep2019.pdf">https://www.ipswich.gov.uk/sites/default/files/ipswich_wildlife_audit_introduction_sep2019.pdf</a></p> <p>Suffolk Biodiversity Information Service: <a href="https://www.suffolkbis.org.uk/">https://www.suffolkbis.org.uk/</a>;</p> <p><u><a href="#">DEFRA Biodiversity Metric - Statutory biodiversity metric tools and guides - GOV.UK</a></u></p>

Item	When and what is required for validation	Sources of further information and support
	<p><i>The following content of a Biodiversity Gain Plan is required for development which is not to proceed in phases. Where planning permission is granted that has the effect of permitting development in phases, there are different requirements for the Biodiversity Gain Plan.</i></p> <p><i>Under paragraph 14(2) of Schedule 7A, a Biodiversity Gain Plan must include the following matters:</i></p> <ul style="list-style-type: none"> <li><i>• information about the steps taken or to be taken to minimise the adverse effect of the development on the biodiversity of the onsite habitat and any other habitat;</i></li> <li><i>• the pre-development biodiversity value of the onsite habitat;</i></li> <li><i>• the post-development biodiversity value of the onsite habitat;</i></li> <li><i>• any registered off-site biodiversity gain allocated to the development and the biodiversity; and</i></li> <li><i>• any biodiversity credits purchased for the development.</i></li> </ul> <p><i>In addition, under Articles 37C(2) and 37C(4) of The Town and Country Planning (Development Management Procedure) (England) Order 2015, the following specified matters are required, where development is not to proceed in phases:</i></p> <ul style="list-style-type: none"> <li><i>• name and address of the person completing the Plan, and (if different) the person submitting the Plan;</i></li> <li><i>• a description of the development and planning permission reference number (to which the plan relates);</i></li> </ul>	<p>Wildlife Assessment Checklist - <a href="https://www.biodiversityinplanning.org/wildlife-assessment-check/">https://www.biodiversityinplanning.org/wildlife-assessment-check/</a></p>

Item	When and what is required for validation	Sources of further information and support
	<ul style="list-style-type: none"> <li>• <i>the <u>relevant date</u>, for the purposes of calculating the pre-development biodiversity value of onsite habitats and if proposing an earlier date, the reasons for using this earlier date;</i></li> <li>• <i>the <u>completed biodiversity metric calculation tool(s)</u>, stating the publication date of the tool(s), and showing the calculation of the pre-development onsite value on the <u>relevant date</u>, and post-development biodiversity value;</i></li> <li>• <i>a description of arrangements for maintenance and monitoring of habitat enhancement to which paragraph 9(3) of Schedule 7A to the 1990 Act applies (habitat enhancement which must be maintained for at least 30 years after the development is completed);</i></li> <li>• <i>(except for onsite irreplaceable habitats) a description of how the biodiversity gain hierarchy will be followed and where to the extent any actions (in order of priority) in that hierarchy are not followed and the reason for that;</i></li> <li>• <i>pre-development and post-development plans showing the location of onsite habitat (including any irreplaceable habitat) on the <u>relevant date</u>, and drawn to an identified scale and showing the direction of North;</i></li> <li>• <i>a description of any <u>irreplaceable habitat</u> on the land to which the plan relates which exist on the <u>relevant date</u>, and any part of the development for which planning permission is granted where the onsite habitat of that part is irreplaceable habitat arrangements for</i></li> </ul>	

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	<p><i>compensation for any impact the development has on the biodiversity of the irreplaceable habitat; and</i></p> <ul style="list-style-type: none"> <li>• <i>if <u>habitat degradation</u> has taken place:</i> <ul style="list-style-type: none"> <li>• <i>a statement to this effect,</i></li> <li>• <i>the date immediately before the degradation activity,</i></li> <li>• <i>the completed biodiversity tool showing the calculation of the biodiversity value of the onsite habitat on that date, and</i></li> <li>• <i>any available supporting evidence for the value.</i></li> </ul> </li> </ul> <p><i>There is a standard <u>Biodiversity Gain Plan template</u> available to complete which brings together many of these matters into one document.</i></p> <p><b>Registered off-site biodiversity gains</b></p> <ul style="list-style-type: none"> <li>• Off-site net gains relate to any biodiversity units recorded in the off-site unit tabs of the Statutory Biodiversity Metric – Calculation Tool (<b>i.e. not in the red line boundary</b>).</li> <li>• The Small Sites Metric – Calculation Tool cannot be used for biodiversity gain condition where off-site units are required, as there is no off-site option site option within the metric.</li> <li>• Off-site units could relate to securing biodiversity units in blue line boundary land within the applicant’s control or with an off-site habitat bank delivery body registered on the biodiversity gain site register.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Off-site units in blue boundary land will require a legal agreement with the Council to be secured.</li> <li>• Off-site units with a registered off-site habitat bank delivery body will already have a legal agreement in place with the relevant LPA or responsible body.</li> <li>• All off-site net gains must be registered on the biodiversity gain site register and allocated to the development:  <a href="https://www.gov.uk/guidance/register-a-biodiversity-gain-site">https://www.gov.uk/guidance/register-a-biodiversity-gain-site</a>. This requires the following information to be submitted on registration: <ul style="list-style-type: none"> <li>• the title deeds or lease agreement to prove ownership</li> <li>• <u>written authorisation</u> from the landowner or leaseholder if you're applying on their behalf</li> <li>• a document or image showing the land boundary – this must not include any personal information, like a landowner's name</li> <li>• a <u>legal agreement</u> that secures the land for at least 30 years – this must be a planning obligation (Section 106 agreement) or conservation covenant</li> <li>• completed <u>statutory biodiversity metric tool</u> calculations that include information about all the land secured by the legal agreement</li> <li>• a <u>habitat management and monitoring plan</u> (this may be within your legal agreement)</li> <li>• a <u>local land charge search certificate</u></li> </ul> </li> </ul>	

Item	When and what is required for validation	Sources of further information and support
	<p><b>What is required as part of the biodiversity gain plan where off-site units are proposed:</b></p> <p><u>Option 1 - Off-site units proposed in blue line boundary land</u>  A legal agreement (i.e. s.106 agreement) will be required to be secured as part of the application or the biodiversity gain plan, to secure the management and monitoring of the biodiversity units for 30 years from completion of development. Once agreed, the off-site units should be registered and allocated to the development prior to the discharge of the biodiversity gain condition.</p> <p><u>Option 2 – Off-site Habitat Bank where an agreement is already in place</u>  The applicant will just need to demonstrate that the site has been allocated to the registered off-site habitat bank on the biodiversity gain site register. See the ‘allocation section’ for the example Habitat Bank: <u>BNG: Biodiversity gain site records</u>.</p> <p>The LPA / ecology consultee should still confirm that they support the approach in principle, prior to the discharge of the biodiversity gain plan. A signed agreement is not necessarily required if the biodiversity units have been allocated on the register.</p> <p><u>Option 3 - Off-site Habitat Bank where an agreement is not in place</u>  In the circumstances where the applicant would like certainty that the off-site approach will be agreed by the LPA before securing off-site habitat units, it is</p>	

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	<p>recommended that an agreement in principle is provided by applicant and the off-site provider that the off-site option can be delivered. This could be submitted by email or covering letter, alongside the completed Statutory Biodiversity Metric – Calculation Tool and other required BNG information.</p> <p>The proposals can then be reviewed by the LPA / ecology consultee to confirm that they support the approach in principle. Once confirmation has been received, the applicant will just need to demonstrate that the site has been allocated to the registered off-site habitat bank prior to the discharge of the biodiversity gain plan. A signed agreement is not necessarily required if the biodiversity units have been allocated on the register.</p> <p><b><u>Statutory Biodiversity Credits</u></b>  Statutory Biodiversity Credits are a last resort option to be secured via the Government and are separate to off-site biodiversity gains. See further information: <a href="https://www.gov.uk/guidance/statutory-biodiversity-credits">https://www.gov.uk/guidance/statutory-biodiversity-credits</a></p> <p><b>How to prove statutory credits are needed:</b>  The developer will need to include the following in their biodiversity gain plan when using statutory credits:</p> <ul style="list-style-type: none"> <li>• Evidence that they considered on-site BNG and the reasons why this is not possible.</li> <li>• Evidence that the developer <b>approached 3 local or national suppliers</b>, habitat banks or</li> </ul>	

Item	When and what is required for validation	Sources of further information and support
	<p>trading websites and that insufficient off-site options are available in England. For example, correspondence emails or a PDF download showing a marketplace search.</p> <p><b>Evidence for small numbers of statutory credits:</b> If a developer needs less than 0.25 biodiversity units (area or linear), they can buy statutory credits without approaching 3 local or national suppliers.</p> <p><b>How to work out the number of credits required:</b> There is a 'unit shortfall tab' with the Statutory Biodiversity Metric (Tiers 'A1' to 'A5' refer to area habitats, tier 'H' refers to hedgerow, and 'W' to watercourse habitats). This does not include the off-site spatial multiplier and should only be used for working out the number of statutory credits required</p> <p>If there are less credits being proposed, then this will not be acceptable, and further information will be required before the discharge of the biodiversity gain condition. If more credits are being proposed, then Natural England have stated that there will be no refunds as part of the process.</p> <p><b>How to developers should approach buying statutory biodiversity credits:</b></p> <ol style="list-style-type: none"> <li>1. <u>Check the cost of statutory biodiversity credits</u> to work out the total cost.</li> <li>2. You should contact the LPA to discuss buying statutory biodiversity credits as part of your overall BNG strategy.</li> </ol>	

Item	When and what is required for validation	Sources of further information and support
	<ol style="list-style-type: none"> <li>3. Your LPA should confirm that you can use statutory credits before you buy them.</li> <li>4. <u>Apply to purchase credits</u>. It can take up to <b>8 weeks</b> to approve your application.</li> <li>5. If your application is approved, you will receive an invoice for the total price of credits.</li> <li>6. Pay for the credits.</li> <li>7. Submit your proof of purchase with the biodiversity gain plan.</li> </ol> <p>The Biodiversity Gain Plan and metric calculation must be carried out by a suitably qualified person (an ecologist).</p>	

### Note on Prior Approval Applications

Prior Approval applications are subject to specific national requirements that vary depending on the type of development proposed (e.g., larger home extensions, telecommunications equipment, changes of use under permitted development rights). These requirements are not the same as those for full or outline planning applications.

Applicants submitting Prior Approval applications are therefore strongly advised to consult the relevant sections of the General Permitted Development Order (GPDO) 2015 (as amended) to ensure they submit the correct form and accompanying information. The type of supporting documentation required will depend on the specific Part and Class of the GPDO under which the development falls. Failure to submit the correct information may result in the application being invalid or refused.

## Local Validation Requirements

The following table contains Ipswich Borough Council's 'Local List' requirements. This sets out the necessary supporting information that should accompany applications of a particular type, scale or location as specified.

Item	When and What required	Sources
Block Plans (Existing and Proposed)	<p><b>When is it required?</b></p> <p>All applications must include Existing and Proposed Block Plans of the site based on an up-to-date map.</p> <p><b>What is required?</b></p> <p>Block Plans should:</p> <ul style="list-style-type: none"> <li>• Be to a scale of 1:200 or 1:500.</li> <li>• Be clearly annotated existing and proposed.</li> <li>• Show all existing buildings and structures.</li> <li>• Show the whole of the boundary of the property.</li> <li>• Include details of all trees.</li> <li>• Show all roads/footpaths/public rights of way adjoining the site.</li> <li>• Show all existing buildings and structures on all land adjoining the application site.</li> <li>• Identify anything to be demolished.</li> <li>• Show the direction of north.</li> </ul> <p>Each plan/drawing should have a title box stating:</p> <ul style="list-style-type: none"> <li>• The address.</li> <li>• The title of the drawing (e.g. 'existing block plan', 'proposed block plan')</li> <li>• The date.</li> <li>• The scale of the drawing and paper size.</li> <li>• The drawing number.</li> </ul>	<p>The following link gives further details on drawing standards - <a href="https://www.n-somerset.gov.uk/sites/default/files/2020-02/Planning%20application%20requirements%20-%20part%203%20drawing%20standards.pdf">https://www.n-somerset.gov.uk/sites/default/files/2020-02/Planning%20application%20requirements%20-%20part%203%20drawing%20standards.pdf</a></p>

Item	When and What required	Sources
	<ul style="list-style-type: none"> <li>Any revisions to the drawings should be clearly identified with a revision number. The date and details of the revision should also be indicated on the drawing.</li> <li>Title boxes should ideally be located on the bottom right-hand side of the page to support consistency across submitted plans.</li> </ul>	
Elevations (Existing and Proposed)	<p><b>When is it required?</b></p> <p>All applications must include two separate sets of elevational drawings. Existing elevations showing the building as it is now and proposed elevations showing how the building will look after the works have been carried out.</p> <p><b>What is required?</b></p> <p>Elevations should:</p> <ul style="list-style-type: none"> <li>Be to a scale of 1:100 or 1:50.</li> <li>Be clearly annotated existing and proposed.</li> <li>Show every elevation of the building, e.g. front, side(s) and rear and state the direction in which each elevation faces, e.g. rear (south).</li> <li>Show outline elevations of other buildings that are close to the development. For example, a side extension close to neighbouring dwelling.</li> <li>In the case of semi-detached houses, include elevations as seen from the adjoining neighbour's side of the boundary (e.g. over or through the fence) to provide a full visual context.</li> <li>Show the position and size of all windows and doors (existing and proposed).</li> <li>Identify anything to be demolished.</li> </ul>	<p>The following link gives further details on drawing standards - <a href="https://www.n-somerset.gov.uk/sites/default/files/2020-02/Planning%20application%20requirements%20-%20part%203%20drawing%20standards.pdf">https://www.n-somerset.gov.uk/sites/default/files/2020-02/Planning%20application%20requirements%20-%20part%203%20drawing%20standards.pdf</a></p>

Item	When and What required	Sources
	<ul style="list-style-type: none"> <li>• Show the direction of north.</li> </ul> <p>Each plan/drawing should have a title box stating:</p> <ul style="list-style-type: none"> <li>• The address.</li> <li>• The title of the drawing (e.g. 'existing rear elevation', 'proposed front elevation')</li> <li>• The date.</li> <li>• The scale of the drawing and paper size</li> <li>• The drawing number.</li> <li>• Any revisions to the drawings should be clearly identified with a revision number. The date and details of the revision should also be indicated on the drawing.</li> <li>• Title boxes should ideally be located on the bottom right-hand side of the page to support consistency across submitted plans.</li> </ul>	
Floor Plans (Existing and Proposed)	<p><b>When is it required?</b></p> <p>All applications must include two separate sets of floor plans. Existing floor plans showing the building as it is now and proposed floor plans showing how the building will look, after the works have been carried out.</p> <p><b>What is required?</b></p> <p>Floor plans should:</p> <ul style="list-style-type: none"> <li>• Be to a scale of 1:100 or 1:50.</li> <li>• Be clearly annotated existing and proposed.</li> <li>• Show all relevant floor levels of the building(s) being constructed, altered or extended, in relation to the remainder of the building.</li> </ul>	<p>The following link gives further details on drawing standards - <a href="https://www.n-somerset.gov.uk/sites/default/files/2020-02/Planning%20application%20requirements%20-%20part%203%20drawing%20standards.pdf">https://www.n-somerset.gov.uk/sites/default/files/2020-02/Planning%20application%20requirements%20-%20part%203%20drawing%20standards.pdf</a></p>

Item	When and What required	Sources
	<ul style="list-style-type: none"> <li>• Clearly label each floor.</li> <li>• Clearly state the use of each room and include position of windows, doors, walls and partitions.</li> <li>• Show the direction of north.</li> <li>• Identify anything to be demolished.</li> </ul> <p>Each plan/drawing should have a title box stating:</p> <ul style="list-style-type: none"> <li>• The address.</li> <li>• The title of the drawing (e.g. 'existing floor plans', 'proposed floor plans')</li> <li>• The date.</li> <li>• The scale of the drawing and paper size</li> <li>• The drawing number.</li> <li>• Any revisions to the drawings should be clearly identified with a revision number. The date and details of the revision should also be indicated on the drawing.</li> <li>• Title boxes should ideally be located on the bottom right-hand side of the page to support consistency across submitted plans.</li> </ul>	
Roof Plans (Existing and Proposed)	<p><b>When is it required?</b></p> <p>When development includes changes to the appearance and shape of a roof.</p> <p><b>What is required?</b></p> <p>Roof plans should:</p> <ul style="list-style-type: none"> <li>• Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets.</li> <li>• Be to a scale of 1:100 or 1:50.</li> </ul>	<p>The following link gives further details on drawing standards - <a href="https://www.n-somerset.gov.uk/sites/default/files/2020-02/Planning%20application%20requirements%20-%20part%203%20drawing%20standards.pdf">https://www.n-somerset.gov.uk/sites/default/files/2020-02/Planning%20application%20requirements%20-%20part%203%20drawing%20standards.pdf</a></p>

Item	When and What required	Sources
	<ul style="list-style-type: none"> <li>• Be clearly annotated existing and proposed.</li> <li>• Show the direction of north.</li> <li>• Identify anything to be demolished.</li> </ul> <p>Each plan/drawing should have a title box stating:</p> <ul style="list-style-type: none"> <li>• The address.</li> <li>• The title of the drawing (e.g. 'existing roof plan', 'proposed roof plan').</li> <li>• The date.</li> <li>• The scale of the drawing and paper size</li> <li>• The drawing number.</li> <li>• Any revisions to the drawings should be clearly identified with a revision number. The date and details of the revision should also be indicated on the drawing.</li> <li>• Title boxes should ideally be located on the bottom right-hand side of the page to support consistency across submitted plans.</li> </ul>	
Site Sections (Existing and Proposed)	<p><b>When is it required?</b></p> <p>Where a proposal involves a significant change in ground levels, illustrative drawings should be submitted to show both existing and finished levels (with levels related to an off-site fixed datum point). These drawings should demonstrate how the proposed development would relate to existing site levels and neighbouring development.</p> <p>In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.</p>	<p>The following link gives further details on drawing standards - <a href="https://www.n-somerset.gov.uk/sites/default/files/2020-02/Planning%20application%20requirements%20-%20part%203%20drawing%20standards.pdf">https://www.n-somerset.gov.uk/sites/default/files/2020-02/Planning%20application%20requirements%20-%20part%203%20drawing%20standards.pdf</a></p>

Item	When and What required	Sources
	<p><b>What is required?</b></p> <p>Floor plans should:</p> <ul style="list-style-type: none"> <li>• Be to a scale of 1:100 or 1:50.</li> <li>• Be clearly annotated existing and proposed.</li> <li>• Show all relevant floor levels of the building(s) being constructed, altered or extended, in relation to the remainder of the building.</li> <li>• Clearly label each floor.</li> <li>• Clearly state the use of each room and include position of windows, doors, walls and partitions.</li> <li>• Show the direction of north.</li> <li>• Identify anything to be demolished.</li> </ul> <p>Each plan/drawing should have a title box stating:</p> <ul style="list-style-type: none"> <li>• The address.</li> <li>• The title of the drawing (e.g. 'existing site sections', 'proposed site sections')</li> <li>• The date.</li> <li>• The scale of the drawing and paper size</li> <li>• The drawing number.</li> <li>• Any revisions to the drawings should be clearly identified with a revision number. The date and details of the revision should also be indicated on the drawing. Title boxes should ideally be located on the bottom right-hand side of the page to support consistency across submitted plans.</li> </ul>	

Item	When and What required	Sources
Street Scene (Existing and Proposed)	<p><b>When is it required?</b> For all major<sup>4</sup> applications. For works that will be visible from the road, including new buildings, large side extensions close to the boundary or neighbouring buildings, major changes to roof pitch, or significant alterations to the front elevation of a dwelling (especially in the case of semi-detached or terraced properties), as these may have a substantial impact on the street scene.</p> <p>Where there is a notable difference in heights between the proposed works and neighbouring dwellings/buildings.</p> <p><b>What is required?</b></p> <p>Street scene plans should:</p> <ul style="list-style-type: none"> <li>• Be to a scale of 1:100 or 1:50.</li> <li>• Accurately show the height and outline of neighbouring dwellings/buildings and the position and size of windows/doors.</li> <li>• Show any differences in levels.</li> <li>• Include written dimensions for gaps between buildings.</li> <li>• Be clearly annotated existing and proposed.</li> <li>• Show the direction of north.</li> <li>• Identify anything to be demolished.</li> </ul> <p>Each plan/drawing should have a title box stating:</p>	<p>The following link gives further details on drawing standards - <a href="https://www.n-somerset.gov.uk/sites/default/files/2020-02/Planning%20application%20requirements%20-%20part%203%20drawing%20standards.pdf">https://www.n-somerset.gov.uk/sites/default/files/2020-02/Planning%20application%20requirements%20-%20part%203%20drawing%20standards.pdf</a></p>

<sup>4</sup> Major development - For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floorspace of 1,000m<sup>2</sup> or more, or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Item	When and What required	Sources
	<ul style="list-style-type: none"> <li>• The address.</li> <li>• The title of the drawing (e.g. 'existing street scene', 'proposed street scene').</li> <li>• The date.</li> <li>• The scale of the drawing and paper size</li> <li>• The drawing number.</li> <li>• Any revisions to the drawings should be clearly identified with a revision number. The date and details of the revision should also be indicated on the drawing.</li> <li>• Title boxes should ideally be located on the bottom right-hand side of the page to support consistency across submitted plans.</li> </ul>	
Joinery and Architectural Details (Existing and Proposed)	<p><b>When is it required?</b></p> <p>Required when traditional features such as windows, doors, <u>shop fronts, stone and brick details and roof details (chimneys and eaves)</u> are being replaced on heritage assets<sup>5</sup>.</p> <p><b>What is required?</b></p> <p>Joinery and architectural details should:</p> <ul style="list-style-type: none"> <li>• Be to a scale of 1:10.</li> <li>• Be clearly annotated existing and proposed.</li> </ul> <p>Each plan/drawing should have a title box stating:</p> <ul style="list-style-type: none"> <li>• The address.</li> </ul>	The following link gives further details on drawing standards - <a href="https://www.n-somerset.gov.uk/sites/default/files/2020-02/Planning%20application%20requirements%20-%20part%203%20drawing%20standards.pdf">https://www.n-somerset.gov.uk/sites/default/files/2020-02/Planning%20application%20requirements%20-%20part%203%20drawing%20standards.pdf</a>

<sup>5</sup> Heritage asset: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing).

Item	When and What required	Sources
	<ul style="list-style-type: none"> <li>• The title of the drawing (e.g. 'existing joinery details', 'proposed joinery details')</li> <li>• The date.</li> <li>• The scale of the drawing and paper size</li> <li>• The drawing number.</li> <li>• Any revisions to the drawings should be clearly identified with a revision number. The date and details of the revision should also be indicated on the drawing.</li> <li>• Title boxes should ideally be located on the bottom right-hand side of the page to support consistency across submitted plans.</li> </ul>	
<p>Advertisement Details (for advertisements requiring express consent)</p>	<p><b>When is it required?</b></p> <p>For all advertisement applications requiring express consent i.e., those which do not fall into one of the Classes in Schedule 1 or Schedule 3 of the Control of Advertisement Regulations.</p> <p>The display of advertisements is controlled through a specific approval process and separate planning permission is not required in addition to advertisement consent.</p> <p>Even if express consent is not required, all advertisements must comply with any other relevant statutory provisions. For example, listed building consent may be required under the Listed Building Regulations.</p> <p><b>What is required?</b></p> <p>The following details should be submitted:</p>	<p>The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended) - <a href="https://www.legislation.gov.uk/uksi/2007/783/contents/made">https://www.legislation.gov.uk/uksi/2007/783/contents/made</a></p> <p>Town and Country Planning Act 1990 (as amended), Section 336(1) - <a href="https://www.legislation.gov.uk/ukpga/1990/8/contents">https://www.legislation.gov.uk/ukpga/1990/8/contents</a></p> <p>Planning Practice Guidance, Advertisements - <a href="https://www.gov.uk/guidance/advertisements">https://www.gov.uk/guidance/advertisements</a></p> <p>National Planning Policy Framework (NPPF) 2024, - <a href="https://www.gov.uk/government/publications/national-planning-policy-framework--2">https://www.gov.uk/government/publications/national-planning-policy-framework--2</a></p> <p>Outdoor Advertisements and Signs: A Guide for Advertisers - <a href="https://assets.publishing.service.gov.uk/government/u">https://assets.publishing.service.gov.uk/government/u</a></p>

Item	When and What required	Sources
	<ul style="list-style-type: none"> <li>• A completed application form for advertisement consent.</li> <li>• A Plan which is drawn to an identified scale, shows the direction of north, identifies the location of the site by reference to at least two named roads, and identifies the proposed position of the advertisement.</li> <li>• Plans of the advert(s) to a scale of 1:50 or 1:100 showing their size, position on buildings or land, height above ground level, extent of projection, sections, materials, colours, font and method of fixing.</li> <li>• A photo montage showing the proposed advertisement on the site may be helpful.</li> <li>• Where the advertisement is illuminated, a Lighting Assessment may be required to assess potential impacts on residential amenity, highway safety, and ecological receptors. Further guidance is available in the Lighting Assessment section of the Local Validation List.</li> </ul>	<p><a href="#">ploads/system/uploads/attachment_data/file/11499/326679.pdf</a></p> <p>Core Strategy Policy DM26 (Amenity) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf</a></p> <p>Shopfront Design Guide Supplementary Planning Document (2016) - <a href="https://www.ipswich.gov.uk/content/shopfront-design-guide-supplementary-planning-document-spd">https://www.ipswich.gov.uk/content/shopfront-design-guide-supplementary-planning-document-spd</a></p>
Affordable Housing Statement	<p><b>When is it required?</b></p> <p>For proposals of 15 or more dwellings <u>or</u> on new housing sites of 0.5ha or more.</p> <p>The requirement for affordable housing does not apply to developments composed of 65% or more flats on brownfield sites.</p> <p><b>What is required?</b></p> <p>This statement should clearly identify the following points:</p>	<p>Town and Country Planning Act 1990, Section 106 - <a href="https://www.legislation.gov.uk/ukpga/1990/8/section/106">https://www.legislation.gov.uk/ukpga/1990/8/section/106</a></p> <p>National Planning Policy Framework 2024, - <a href="https://www.gov.uk/government/publications/national-planning-policy-framework--2">https://www.gov.uk/government/publications/national-planning-policy-framework--2</a></p> <p>Planning Practice Guidance, Planning Obligations - <a href="https://www.gov.uk/guidance/planning-obligations">https://www.gov.uk/guidance/planning-obligations</a></p> <p>Planning Practice Guidance, Housing Needs of Different Groups - <a href="https://www.gov.uk/guidance/housing-needs-of-">https://www.gov.uk/guidance/housing-needs-of-</a></p>

Item	When and What required	Sources
	<ul style="list-style-type: none"> <li>• The total number of all proposed residential units.</li> <li>• Details of the affordable provision as a percentage of the overall number of residential units.</li> <li>• Details of the tenure mix of the affordable units, for example (eg. market housing, affordable rent, intermediate / shared housing etc) and the percentage split.</li> <li>• Details of affordable units, numbers of bedrooms and property types across all tenures to demonstrate a representative mix of unit types and size.</li> <li>• Details of the affordable unit space standards and floor areas (sqm).</li> <li>• Metric scaled plans showing the location of affordable units within the site.</li> <li>• Details of any Registered Providers acting as development partners.</li> <li>• The different levels or types of affordability or tenure proposed for different units. This should be clearly and fully explained in line with policy expectation.</li> </ul> <p>This information can form part of the Planning Statement.</p> <p>Where a Viability Assessment is submitted to accompany a planning application, the Affordable Housing Statement should be based upon and refer back to the Viability Assessment that informed the Local Plan; and the applicant should provide evidence of what has changed since then.</p> <p>A Draft Heads of Terms for a Section 106 Agreement</p>	<p><u><a href="#">different-groups</a></u></p> <p>Core Strategy Policies CS12 (Affordable Housing) - <u><a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf</a></u></p> <p>Ipswich and Waveney Housing Market Areas Strategic Housing Market Assessment Part 1 (Aug 2017) - <u><a href="https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/Local-Plan-Review/Evidence-base/Ipswich-and-Waveney-Housing-Market-Areas-Strategic-Housing-Market-Assessment-Part-1.pdf">https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/Local-Plan-Review/Evidence-base/Ipswich-and-Waveney-Housing-Market-Areas-Strategic-Housing-Market-Assessment-Part-1.pdf</a></u></p> <p>Ipswich and Waveney Housing Market Area Strategic Housing Market Assessment Volume 2 (Sept 2017) - <u><a href="https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/Local-Plan-Review/Evidence-base/Ipswich-and-Waveney-Housing-Market-Areas-Strategic-Housing-Market-Assessment-Part-2.pdf">https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/Local-Plan-Review/Evidence-base/Ipswich-and-Waveney-Housing-Market-Areas-Strategic-Housing-Market-Assessment-Part-2.pdf</a></u></p> <p>Ipswich Housing Market Area Strategic Housing Market Assessment Partial Part 2 Update (Jan 2019) - <u><a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/strategic_housing_market_assessment_part_2_update_january_2019_-_final.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/strategic_housing_market_assessment_part_2_update_january_2019_-_final.pdf</a></u></p> <p>Ipswich Housing Strategy 2019-2024 - <u><a href="https://www.ipswich.gov.uk/content/ipswich-housing-strategy">https://www.ipswich.gov.uk/content/ipswich-housing-strategy</a></u></p> <p>Ipswich Affordable Housing Position Statement -</p>

Item	When and What required	Sources
	<p>(see below) should also confirm the provision of affordable housing.</p> <p>If the application is outline it is understood that some details may be unknown. The statement should confirm that a legal agreement will be entered into to abide by the terms of the Council’s affordable housing policy (CS12). It should include details of any discussions with Registered Providers. Applicants are advised to engage with Registered Providers at an early stage.</p>	<p><a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/Affordable%20Housing%20Position%20Statement%20August%202013.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/Affordable%20Housing%20Position%20Statement%20August%202013.pdf</a></p> <p>Ipswich Whole Plan Viability Assessment (2019) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/ipswich_borough_council_wpv_final.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/ipswich_borough_council_wpv_final.pdf</a></p>
Air Quality Exposure Assessment / Air Quality and Dust Assessment / Scheme Mitigation Statement	<p><b>When is it required?</b></p> <p>All small and medium scale developments (excluding householder developments) are required d to submit an Air Quality Exposure Assessment. Where this Exposure Assessment indicates that relevant exposure would occur, then applicants should submit an Air Quality Assessment should also be submitted.</p> <p>Large scale developments are required to submit an Air Quality Assessment as standard.</p> <p>The thresholds for small, medium, and large development categories, as well as additional trigger criteria, are set out in Appendix 1 of the Low Emissions Supplementary Planning Document (Incorporating Parking Standards for the IP-One Area), adopted November 2021. Applicants should ensure their proposals are assessed against these definitions to determine the appropriate level of air quality information required.</p>	<p>National Planning Policy Framework 2024, - <a href="https://www.gov.uk/government/publications/national-planning-policy-framework--2">https://www.gov.uk/government/publications/national-planning-policy-framework--2</a></p> <p>The Air Quality (England) Regulations 2000 - <a href="https://www.legislation.gov.uk/ukxi/2000/928/contents/made">https://www.legislation.gov.uk/ukxi/2000/928/contents/made</a></p> <p>Land-Use Planning and Development Control: Planning for Air Quality (Jan 2017) - <a href="http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf">http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf</a></p> <p>Core Strategy Policy DM3 (Air Quality) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf</a></p> <p>Ipswich Designated AQMAs - <a href="http://www.ipswich.gov.uk/environmental-health/environmental-protection/air-quality-management">www.ipswich.gov.uk/environmental-health/environmental-protection/air-quality-management</a></p>

Item	When and What required	Sources
	<p>In addition, air quality and dust impact assessments may also be required for applications where there is potential for effects on ecological receptors. This includes impacts on designated nature conservation sites (such as SSSIs, SPAs, and SACs) arising from dust emissions, ammonia, or nitrogen deposition, which can adversely affect sensitive habitats and species. Developments that may influence air quality within or near designated sites should therefore consider ecological impacts as part of their air quality assessment process.</p> <p><b>What is required?</b></p> <p>The Low Emissions SPD provides detailed guidance on the scope and content of both Air Quality Exposure Assessments and Air Quality Assessments.</p> <p>The SPD requires that appropriate mitigation measures are incorporated at the design stage of the development. Applicants are expected to refer to the SPD when preparing their submission and ensure all relevant criteria are addressed. To assist applicants, the SPD includes:</p> <ul style="list-style-type: none"> <li>• A Template Scheme Mitigation Statement for completing an Air Quality Exposure Assessment (Appendix 3), and</li> <li>• An Air Quality Assessment Protocol (Appendix 4, PDF format).</li> </ul> <p>Applicants are expected to use the templates provided in the Low Emissions SPD when submitting air quality information to the Council.</p>	<p>Low Emissions Supplementary Planning Document Incorporating Parking Standards for the IP-One Area (2021) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/low_emissions.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/low_emissions.pdf</a></p> <p>Low Emissions SPD - Practical Guidance for Applicants and Agents - <a href="http://www.ipswich.gov.uk/planning-and-building-control/development-management/low-emissions-spd-practical-guidance">www.ipswich.gov.uk/planning-and-building-control/development-management/low-emissions-spd-practical-guidance</a></p> <p>Air Pollution Information System (APIS) - <a href="https://www.apis.ac.uk/">https://www.apis.ac.uk/</a></p>

Item	When and What required	Sources
	<p>Where developments have the potential to affect ecological receptors or designated sites, applicants should also:</p> <ul style="list-style-type: none"> <li>• Undertake an initial screening using the Air Pollution Information System (APIS) to identify whether habitats, ecosystems, or species may be sensitive to changes in air quality;</li> <li>• Refer to the critical loads for acidity and nitrogen relevant to the designated features of those sites;</li> <li>• Note that Natural England applies an initial 10 km screening distance for European designated sites that may be vulnerable to air quality changes; and</li> <li>• Use appropriate screening tools (available online, via regulators, or through specialist consultants) to identify whether further, more detailed assessment is required.</li> </ul> <p>The outcome of this screening should inform whether a full air quality and/or ecological impact assessment is necessary to fully assess potential impacts.</p>	
Application Summary	<p><b>When is this required?</b></p> <p>For major planning applications (as defined on page 20) where the supporting information would exceed 100 pages.</p> <p>If an application is not classified as a major application but is accompanied by more than 100 pages of supporting documents, a summary document would be useful but is not essential.</p>	

Item	When and What required	Sources
	<p><b>What is required?</b></p> <p>This summary should not exceed 20 pages and should include an overview of the proposal and a clear description of its impacts. The aim of this document is to introduce the scheme to parties who are not familiar with the details of the proposed development. It should be written in a style which is accessible to the public.</p> <p>Where amendments are made to an application during the planning process, the application summary should be updated or a document outlining the changes made should be submitted.</p>	
<p>Archaeological Assessment / Desk Based Assessment</p>	<p><b>When is this required?</b></p> <p>The Borough will require that development proposals which may disturb remains below ground are supported by an appropriate assessment of the archaeological significance of the site including, if necessary, the results of a programme of archaeological field investigation. Such assessments should be proportionate to the importance of the site. Sites within the Area of Archaeological Importance are especially likely to contain significant archaeological remains. The Development and Archaeology Supplementary Planning Document provides guidance on the preparation of archaeological assessments.</p> <p><b>What is required?</b></p> <p>A Desk Based Assessment should cover:</p>	<p>National Planning Policy Framework 2024 , Chapter 16 - <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>Core Strategy Policies CS4 (Protecting Our Assets) and DM14 (Archaeology) and Plan 4 - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf</a></p> <p>Ipswich Development and Archaeology Supplementary Planning Document (2018) - <a href="https://www.ipswich.gov.uk/content/development-and-archaeology-supplementary-planning-document-spd">https://www.ipswich.gov.uk/content/development-and-archaeology-supplementary-planning-document-spd</a></p> <p>Suffolk County Council Archaeology Service - <a href="https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/">https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/</a></p>

Item	When and What required	Sources
	<ul style="list-style-type: none"> <li>• Likely character, complexity and condition of remains, including potential for waterlogging.</li> <li>• Significance of remains, are there nationally, regionally, locally important remains.</li> <li>• A likely deposit model (along with confidence in it), to inform on deposit depths and the</li> <li>• potential for waterlogged deposits with sensitive organic remains.</li> <li>• Impacts of past land use and development on heritage assets (as defined on page 21) and their setting.</li> <li>• The impact of proposed development on heritage assets and their setting.</li> </ul> <p>A Desk Based Assessment should include review of:</p> <ul style="list-style-type: none"> <li>• Data in the UAD.</li> <li>• Past planning data and building control plans, information on services.</li> <li>• Readily available sources in the Suffolk Records Office (including maps, photographs, and pictures) and other relevant local and national archives (such as the Historic England Archive). A list of sources for the earlier history of the town compiled by historian Tony Breen is available on the UAD website.</li> <li>• Photographs of the site and surroundings, observations from walkover (including comments on buildings, cellar survey).</li> <li>• Conservation Area and other townscape appraisals.</li> <li>• Contamination data.</li> </ul>	<p>Chartered Institute for Archaeologists, Standards and Guidance for Historic Environment Desk-based Assessment - <a href="https://www.archaeologists.net/sites/default/files/CIfAS%26GDBA_3.pdf">https://www.archaeologists.net/sites/default/files/CIfAS%26GDBA_3.pdf</a></p> <p>Historic England, Preserving Archaeological Remains: Decision-taking for Sites Under Development (2016) - <a href="https://historicengland.org.uk/images-books/publications/preserving-archaeological-remains/">https://historicengland.org.uk/images-books/publications/preserving-archaeological-remains/</a></p> <p><a href="#">Urban Archaeological Database for Ipswich Ipswich UAD - Suffolk Heritage Explorer</a></p>

Item	When and What required	Sources
	<ul style="list-style-type: none"> <li>• Geological, topographical and soil data, UAD deposit data, geotechnical data (boreholes, test pits), hydrogeological data, LiDAR data.</li> <li>• Historic Landscape Characterisation data (for Zone 2c sites, see Appendix 3) to assess historic landscape features (e.g. with boundaries).</li> </ul> <p>Desk-based Assessment should be undertaken by an archaeological contractor or consultant with suitable expertise in carrying out research.</p>	
Community Consultation Exercise Statement	<p><b>When is this required?</b></p> <p>All major developments are expected to include a Community Consultation Exercise Statement. Where appropriate, this may be incorporated into the Planning Statement.</p> <p>While in-person events are strongly encouraged, particularly for large major developments, other forms of engagement, such as online consultations, virtual meetings, or written correspondence, may also be appropriate depending on the nature and scale of the proposal. The chosen method(s) of engagement should ensure meaningful opportunities for the community to understand and provide feedback on the proposed development.</p> <p>All consultation activities are to be organised and funded by the applicant.</p>	<p>Ipswich Borough Council Statement of Community Involvement - <a href="http://www.ipswich.gov.uk/planning-and-building-control/planning-policy/adopted-statement-community-involvement">www.ipswich.gov.uk/planning-and-building-control/planning-policy/adopted-statement-community-involvement</a></p> <p>Ipswich Borough Council Councillors - <a href="https://democracy.ipswich.gov.uk/mgMemberIndex.aspx?FN=WARD&amp;VW=LIST&amp;PIC=0">https://democracy.ipswich.gov.uk/mgMemberIndex.aspx?FN=WARD&amp;VW=LIST&amp;PIC=0</a></p>

Item	When and What required	Sources
	<p><b>What is required?</b></p> <p>Applicants are expected to provide a written statement demonstrating how the views of the local community have informed the development proposal. This must include detailing the methods used to specifically engage with disadvantaged and at-risk groups.</p> <p>The statement should include:</p> <ul style="list-style-type: none"> <li>• A description of the engagement activities undertaken (e.g. public events, online consultations, written correspondence) and details of who was invited to participate.</li> <li>• A summary of who took part in the engagement and the feedback or comments received.</li> <li>• Details of the information made available to participants as part of the consultation.</li> <li>• An explanation of how the proposal was amended in response to the feedback received.</li> </ul> <p>As a minimum, engagement should be extended to the local MP; all relevant Ipswich Borough Council and Suffolk County Council ward councillors (including neighbouring ward members where proposals are located near a ward boundary); the Planning and Museums Portfolio Holder; the Leaders of all political groups; any known landowners or occupiers of the application site; adjoining landowners and occupiers; local residents groups; and relevant community or business groups.</p>	

Item	When and What required	Sources
<p>Construction Management Plans (Construction and Environmental Management Plans)</p>	<p><b>When is it required?</b></p> <p>While not formally a validation requirement, the submission of a Construction Management Plan at application stage, particularly for full planning applications or reserved matters approvals, is strongly encouraged. Providing a Construction Management Plan upfront can help to minimise the need for pre-commencement planning conditions, which would otherwise require a separate discharge of condition application. This proactive approach can reduce the risk of delays and additional costs for developers during the pre-construction phase.</p> <p><b>What is required?</b></p> <p>Construction management plans should address:</p> <ul style="list-style-type: none"> <li>• Public safety and site security.</li> <li>• Site operating hours.</li> <li>• Construction methodology and programme.</li> <li>• Controls to be put in place to limit noise, vibration and dust.</li> <li>• Proper management of air, dust, stormwater and site drainage/sediment.</li> <li>• Site waste management and materials re-use</li> <li>• Traffic management including access routes to and from the site (including a swept path analysis).</li> <li>• Site specific details which require detailed assessment e.g. interface with adjacent owners.</li> <li>• Lighting, including location, luminance levels, angle, height, hours of use, and impacts upon light pollution and any matters of ecological importance.</li> </ul>	<p>Core Strategy Policy DM3 (Air Quality) – <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Institute of Air Quality Management (IAQM) Guidance on the Assessment of Dust from Demolition and Construction (2014) - <a href="http://iaqm.co.uk/text/guidance/construction-dust-2014.pdf">http://iaqm.co.uk/text/guidance/construction-dust-2014.pdf</a></p> <p>Environment Agency Guidance - Piling and Penetrative Ground Improvement Methods on Land Affected by Contamination: Guidance on Pollution Prevention - <a href="https://cdn.prod.website-files.com/64e4851ee8b02bf2fd3f3084/64e4851ee8b02bf2fd3f33e1_environment_agency_piling_and_penetrative_ground_improvement.pdf">https://cdn.prod.website-files.com/64e4851ee8b02bf2fd3f3084/64e4851ee8b02bf2fd3f33e1_environment_agency_piling_and_penetrative_ground_improvement.pdf</a></p>

Item	When and What required	Sources
	<ul style="list-style-type: none"> <li>• To address the above, Construction Management Plans, should include the following as a minimum: Parking and turning areas for site personnel, operatives, and visitors, as well as loading and unloading areas for plant and materials. A plan must show the layout, location, and operational hours of these activities.</li> <li>• Piling techniques, if applicable.</li> <li>• Storage areas for plant and materials, with location and layout clearly shown on a plan.</li> <li>• Provision and use of wheel washing facilities, including their location, layout, and type—shown on a plan.</li> <li>• Measures to prevent mud and debris from leaving the site, including wheel washing and road cleaning measures. These should be shown on a plan and/or described in a supporting statement.</li> <li>• Monitoring and review mechanisms to ensure the plan is implemented and updated as needed details to be provided in a written statement.</li> <li>• Delivery times and access arrangements for vehicles during the construction phase.</li> <li>• Measures to control noise, vibration, and dust throughout the construction period.</li> <li>• Where piling is to be undertaken on contaminated land, a Foundations Works Risk Assessment (FWRA) should be completed. The FWRA must be undertaken prior to finalising any foundation designs.</li> </ul>	

Item	When and What required	Sources
Daylight/Sunlight/ Microclimate Assessment	<p><b>When is this required?</b></p> <p>Where a development proposal has the potential to affect the amenity of sensitive neighbouring uses. This includes proposals that may affect neighbouring daylight or sunlight due to encroachment into the 45-degree lines, as outlined in the Space and Design Guidelines SPD.</p> <p>All applications for tall buildings, defined as 'buildings which are substantially taller than their neighbours or which significantly change the skyline'. The definition is taken from 'Guidance on Tall Buildings' EH /CABE 2007.</p> <p><b>What is required?</b></p> <p>The report must be prepared in accordance with the adopted British Standard.</p> <p>It should identify and examine the impacts upon existing properties, future occupiers and sites with extant planning permissions.</p>	<p>BRE Site Layout Planning for Daylight and Sunlight (2011)</p> <p>Core Strategy Policies DM15 (Tall Buildings), DM16 (Extensions to Dwellings and the Provision of Ancillary Buildings), DM17 (Small Scale Infill and Backland Residential Developments) and DM18 (Amenity) -  <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Space and Design Guidelines Supplementary Planning Document (2015) -  <a href="http://www.ipswich.gov.uk/files/space_and_design_guides_spd.pdf">www.ipswich.gov.uk/files/space_and_design_guides_spd.pdf</a></p>
Disability Access Statement	<p><b>When is it required?</b></p> <p>For housing, development where 10 or more homes will be provided.</p> <p><b>What is required?</b></p> <p>The statement should set out the measures used to achieve the requirements of the relevant standards under Building Regulations Part M4(2) and include or</p>	<p>Building Regulations Access and use of building: Approved Document M -  <a href="https://www.gov.uk/government/publications/access-to-and-use-of-buildings-approved-document-m">https://www.gov.uk/government/publications/access-to-and-use-of-buildings-approved-document-m</a></p> <p>National Planning Policy Framework (NPPF) 2024-  <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>Core Strategy Policy DM12 Design and Character,</p>

Item	When and What required	Sources
	<p>refer to plans which show compliance with the Building Control requirements. This can be included in Design and Access Statement.</p>	<p>DM25 Shopfront Design and DM30 District and Local Centres -  <a href="http://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>National Register of Access Consultants –  <a href="http://www.nrac.org.uk">www.nrac.org.uk</a></p>
Draft Heads of Terms	<p><b>When is this required?</b></p> <p>For all developments where planning obligations are required, applicants are expected to submit draft Heads of Terms with their application. This is necessary to ensure obligations are considered transparently and support compliance with Article 40(3)(b) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.</p> <p>Failure to provide draft Heads of Terms may delay determination or risk legal challenge, as established in <i>Greenfields (IOW) Ltd v Isle of Wight Council [2025] EWCA Civ 488</i>.</p> <p><b>What is required?</b></p> <p>The draft Heads of Terms should clearly set out the obligations that the developer/landowner is willing to enter into, in order to meet the needs generated by the development which are not going to be met as part of the development. The document should respond to relevant Ipswich Borough Council policies, for example, contributions or provisions relating to</p>	<p>Development Management Procedure Order (DMPO) 2015 -  <a href="http://www.legislation.gov.uk/ukxi/2015/595/contents/made">www.legislation.gov.uk/ukxi/2015/595/contents/made</a></p> <p>Planning Practice Guidance, Planning Obligations -  <a href="http://www.gov.uk/guidance/planning-obligations">www.gov.uk/guidance/planning-obligations</a></p> <p>Core Strategy Policy CS12 Affordable Housing, DM6 Provision of New Open Spaces, Sports and Recreation Facilities  -  <a href="http://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">http://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Developers Guide to Infrastructure Contributions in Suffolk (Suffolk County Council) -  <a href="https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/section-106-planning-obligations/developers-guide-to-infrastructure-contributions-in-suffolk">https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/section-106-planning-obligations/developers-guide-to-infrastructure-contributions-in-suffolk</a></p>

Item	When and What required	Sources
	<p>affordable housing, open space (subject to the open space assessment), Recreational Disturbance Avoidance and Mitigation Strategy (RAMS) and monitoring contributions.</p> <p>In relation to obligations required by Suffolk County Council, applicants are advised to consult the latest version of the Developers Guide to Infrastructure Contributions in Suffolk, available online. This document provides an overview of potential contributions towards education, libraries, and waste infrastructure. However, it should be noted that Suffolk County Council will confirm specific financial contributions and associated triggers on a case-by-case basis.</p> <p>The draft Heads of Terms should also specify the proposed timing and triggers for satisfying each obligation, and provide relevant ownership and contact details to enable timely progression of the agreement.</p>	<p>Suffolk Coast RAMS Supplementary Planning Document (2019) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/suffolk_coast_rams.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/suffolk_coast_rams.pdf</a></p> <p>IBC Public Open Space Supplementary Planning Document (2017) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/public_open_space_spd_22feb_2-updated_290817.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/public_open_space_spd_22feb_2-updated_290817.pdf</a></p>
Ecological Impact Assessment	<p><b>When is this required?</b></p> <p>When the development is likely to affect any sites of biodiversity value, as defined by the SBIS Biodiversity Validation Checklist (link provided opposite).</p> <p><b>What is required?</b></p> <p>All planning applications should show that they have used to SBIS Biodiversity Checklist when they are submitted. Where this Checklist suggests an</p>	<p>National Planning Policy Framework (NPPF) 2024, <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>Planning Practice Guidance, Protected species and development: advice for planning authorities - <a href="https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications#where-to-expect-protected-species">https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications#where-to-expect-protected-species</a></p> <p>Core Strategy Policies CS4 (Protecting Our Assets), DM8 (The Natural Environment), DM9 (Protection of</p>

Item	When and What required	Sources
	<p>Ecological Impact Assessment Report is required applications shall be supported by an adequate survey and, where ecological reports recommend that further surveys may be necessary these further surveys shall also be provided. The findings of the report shall be available as part of the application submission details displayed on the website.</p> <p>Failure to submit the required report could result in your application not being registered. If providing a preliminary ecological report, a further report could be requested at some stage</p> <p>For guidance on avoiding harm to protected areas and wildlife, Natural England has standing advice on construction near protected areas and wildlife and how to prepare a planning proposal to avoid harm or disturbance to protected species.</p>	<p>Trees and Hedgerows), DM11 (Countryside) and DM12 (Design and Character) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Ipswich Wildlife Audit (2019) - <a href="https://www.ipswich.gov.uk/sites/default/files/ipswich_wildlife_audit_introduction_sep2019.pdf">https://www.ipswich.gov.uk/sites/default/files/ipswich_wildlife_audit_introduction_sep2019.pdf</a></p> <p>Suffolk Biodiversity Information Service Biodiversity Value Checklist - <a href="https://www.suffolkbis.org.uk/planning/checklist">https://www.suffolkbis.org.uk/planning/checklist</a></p> <p>CIEEM Guidelines for Preliminary Ecological Appraisal, Second Edition (2017) - <a href="https://cieem.net/wp-content/uploads/2019/02/Guidelines-for-Preliminary-Ecological-Appraisal-Jan2018-1.pdf">https://cieem.net/wp-content/uploads/2019/02/Guidelines-for-Preliminary-Ecological-Appraisal-Jan2018-1.pdf</a></p> <p>Natural England's Sites of Special Scientific Interest (SSSI) Impact Risk Zones tool - <a href="https://www.naturalengland.org.uk/Data-Information/Geoportal/SSSI-Impact-Risk-Zones-England">SSSI Impact Risk Zones (England)   Natural England Open Data Geoportal</a></p> <p>Guidance on the interpretation and use of the Impact Risk Zones for Sites of Special Scientific Interest - <a href="https://magic.defra.gov.uk/Metadata_for_magic/SSSI%20IRZ%20User%20Guidance%20MAGIC.pdf">https://magic.defra.gov.uk/Metadata_for_magic/SSSI%20IRZ%20User%20Guidance%20MAGIC.pdf</a></p>
Economic Impact Assessment	<p><b>When is this required?</b></p> <p>Required for the following types of application/development:</p> <ul style="list-style-type: none"> <li>All major planning applications (as defined on</li> </ul>	<p>Core Strategy Policies ISPA1 (Growth in the Ipswich Strategic Planning Area), CS2 (The Location and Nature of Development), CS13 (Planning for Jobs Growth) and DM33 (Protection of Employment Land)</p>

Item	When and What required	Sources
	<p>page 20) involving the loss of land or buildings in employment uses (Use Class E(g), B2 General Industry or B8 Storage and Distribution, as defined by the Use Classes Order 1987 (as amended)).</p> <ul style="list-style-type: none"> <li>All major planning applications involving the delivery of new employment uses.</li> </ul> <p><b>What is required?</b></p> <p>The scope and level of detail required of each economic impact assessment will be proportionate to the nature and scale of the development proposals.</p> <p>The assessment should forecast how many jobs might be created or lost (i.e. net jobs) as a result of the proposed development and provide details of the type of jobs that might be created or lost.</p> <p>The assessment should indicate if and how employment opportunities, skills and training will be provided during and/or after construction for local residents.</p> <p>The assessment should indicate if and how supply chain opportunities will be provided during and/or after construction for local businesses.</p>	<p>Ipswich Economic Area Employment Land Supply Assessment Ipswich 2018 -  <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/14400.02_final_ipswich_elsa_report_12.04.18.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/14400.02_final_ipswich_elsa_report_12.04.18.pdf</a></p> <p>Ipswich Economic Area Sector Needs Assessment 2017 -  <a href="https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/Local-Plan-Review/Evidence-base/Employment-Land-Needs-Assessment-2017.pdf">https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/Local-Plan-Review/Evidence-base/Employment-Land-Needs-Assessment-2017.pdf</a></p> <p>Ipswich Employment Land Availability Assessment -  <a href="https://www.ipswich.gov.uk/content/land-availability">https://www.ipswich.gov.uk/content/land-availability</a></p> <p>Strategic Housing and Economic Land Availability Assessment 2020 -  <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/shelaa_january_2020_final.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/shelaa_january_2020_final.pdf</a></p> <p>Ipswich Borough Council Economic Development Strategy -  <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/final_adopted_economic_development_strategy_-_front_cover.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/final_adopted_economic_development_strategy_-_front_cover.pdf</a></p> <p>Suffolk's Growth Framework -  <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/d0_suffolks_growth_framework.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/d0_suffolks_growth_framework.pdf</a></p> <p><i>Suffolk Economic Strategy and Growth Plan, Dec 2024 –</i>  <a href="https://suffolkeconomy.co.uk/economic-strategy/">https://suffolkeconomy.co.uk/economic-strategy/</a></p>

Item	When and What required	Sources
Foul Drainage System Information	<p><b>When is it required?</b></p> <p>Where non-mains sewerage is proposed:</p> <ul style="list-style-type: none"> <li>• in a mains supplied area, or</li> <li>• for a major development.</li> </ul> <p>Where Foul Drainage System Information is submitted, an foul drainage assessment form (FDA1) form should be submitted alongside this. The relevant FDA1 guidance can be found linked in the adjacent column.</p> <p><b>What is required?</b></p> <p>Where a bio-disc plant is proposed design calculations, test details and a layout plan should be submitted for consideration. Please note that these are not permitted in the urban area.</p>	<p>Planning Practice Guidance Water supply, wastewater and water quality - <a href="https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality">https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality</a></p> <p>Anglian Water - <a href="http://www.anglianwater.co.uk/">http://www.anglianwater.co.uk/</a></p> <p>Foul drainage assessment form (FDA1) - <a href="https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1">https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1</a></p> <p>Environment Agency - General Binding Rules: small sewage discharge to the ground - <a href="https://www.gov.uk/guidance/general-binding-rules-small-sewage-discharge-to-the-ground">https://www.gov.uk/guidance/general-binding-rules-small-sewage-discharge-to-the-ground</a></p>
Habitat Management and Monitoring Plan	<p><b>When is it required?</b></p> <p>For all major developments.</p> <p><b>What is required?</b></p> <p>The submission of a Draft Habitat Management and Monitoring Plan. This has been included to ensure that developers consider the long-term management of their planting proposals and allow the feasibility of securing the proposed Biodiversity Net Gain to be assessed at an early stage.</p>	<p>DEFRA &amp; Natural England – Creating a habitat management and monitoring plan for BNG - <a href="https://www.gov.uk/guidance/creating-a-habitat-management-and-monitoring-plan-for-biodiversity-net-gain">https://www.gov.uk/guidance/creating-a-habitat-management-and-monitoring-plan-for-biodiversity-net-gain</a></p>

Item	When and What required	Sources
	<p>Any significant on-site enhancements must be managed and monitored for 30 years from the completion of development.</p> <p>Both management and monitoring requirements will be secured by planning obligation (or separate HMMP condition).</p>	
Health Impact Assessment	<p><b>When is it required?</b></p> <p>For all developments exceeding 100 dwellings.</p> <p>For all care/assisted living developments.</p> <p>Schemes involving the loss of, or creation, or expansion of health care facilities.</p> <p>All applications where there is expected to be significant impact on the health and wellbeing of the local population or particular groups within it.</p> <p>If the project is subject to Environmental Impact Assessment (EIA), then integrate health in the EIA process.</p> <p><b>What is required?</b></p> <p>A health impact assessment should:</p> <ul style="list-style-type: none"> <li>• Maximise positive health impact, minimise negative health impact and enable an overall reduction in health inequalities.</li> <li>• Be based on evidence and align with local health and wellbeing needs and priorities.</li> <li>• Be delivered within the existing parameters and</li> </ul>	<p>Planning Practice Guidance, Heathy and Safe Communities - <a href="https://www.gov.uk/guidance/health-and-wellbeing">https://www.gov.uk/guidance/health-and-wellbeing</a></p> <p>Health Impact Assessment Final Draft Ipswich Local Plan 2018 -2036 – <a href="https://www.gov.uk/sites/ipswich/files/2024-10/a9_health_impact_assessment_of_the_final_draft_ipswich_local_plan.pdf">ipswich.gov.uk/sites/ipswich/files/2024-10/a9_health_impact_assessment_of_the_final_draft_ipswich_local_plan.pdf</a></p> <p>Health Impact Assessment in spatial planning: a guide for local authority public health and planning teams (2020) - <a href="https://www.gov.uk/government/publications/health-impact-assessment-in-spatial-planning">https://www.gov.uk/government/publications/health-impact-assessment-in-spatial-planning</a></p> <p>Joint Strategic Needs Assessment for Suffolk - <a href="https://www.healthysuffolk.org.uk/jsna/index-of-reports">https://www.healthysuffolk.org.uk/jsna/index-of-reports</a></p> <p>Ipswich Place Based Needs Assessment - <a href="https://www.healthysuffolk.org.uk/uploads/ipswich_PB_NA_V2.pdf">https://www.healthysuffolk.org.uk/uploads/ipswich_PB_NA_V2.pdf</a></p> <p>Office for Health Improvement &amp; Disparities - <a href="https://fingertips.phe.org.uk/">https://fingertips.phe.org.uk/</a></p>

Item	When and What required	Sources
	<p>mechanisms of the planning process.</p> <ul style="list-style-type: none"> <li>• Be proportionate to the significance of impact of the local plan or project proposal on population groups and based of locally determined triggers.</li> </ul> <p>Be shaped by opportunities for early and ongoing engagement and involvement by public health teams and wider health and social care partners.</p>	<p>Suffolk Observatory –  <a href="https://www.suffolkobservatory.info/">https://www.suffolkobservatory.info/</a></p>
Heritage Statement	<p><b>When is this required?</b></p> <p>Where a proposal involves directly, is adjacent to or affects the setting of a heritage asset (as defined on page 21), the developer must submit a Heritage Statement proportional to the heritage asset status.</p> <p><b>What is required?</b></p> <p>A Heritage Statement should include the following:</p> <ul style="list-style-type: none"> <li>• Identify and describe all the heritage assets that may be affected by the proposed development, with an assessment of their heritage significance. The description should normally go beyond simply quoting published material such as a list description or Historic Environment Record (HER) entry, because it should enable the reader to understand the context of the proposals being assessed in the next section. Significance may not always be clear from list descriptions or HER entries. Close inspection of a building or site often reveals features previously unrecorded, and which sometimes fundamentally alter our understanding of a heritage asset.</li> <li>• Assessment of impact – this describes the impact of the proposed development, and how it will alter</li> </ul>	<p>National Planning Policy Framework (2021), Paragraphs 189-208 -  <a href="https://www.gov.uk/government/publications/national-planning-policy-framework--2">https://www.gov.uk/government/publications/national-planning-policy-framework--2</a></p> <p>Core Strategy Policies CS4 (Protecting Our Assets) and DM13 (Built Heritage and Conservation) -  <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf</a></p> <p>National Heritage List for England -  <a href="https://historicengland.org.uk/listing/the-list/">https://historicengland.org.uk/listing/the-list/</a></p> <p>Local List (Buildings of Townscape Interest) Supplementary Planning Document (2021) -  <a href="https://www.ipswich.gov.uk/content/local-list-spd;">https://www.ipswich.gov.uk/content/local-list-spd;</a></p> <p>Ipswich Conservation Area Appraisals (various dates) -  <a href="https://www.ipswich.gov.uk/content/about-our-conservation-areas">https://www.ipswich.gov.uk/content/about-our-conservation-areas</a></p> <p>Ipswich Urban Character Supplementary Planning Documents (various dates) -  <a href="https://www.ipswich.gov.uk/content/urban-character-supplementary-planning-document">https://www.ipswich.gov.uk/content/urban-character-supplementary-planning-document</a></p>

Item	When and What required	Sources
	<p>or affect the heritage asset(s) and the setting. Questions to bear in mind while writing this section may include some or all of the following:</p> <ul style="list-style-type: none"> <li>○ Does the statement sufficiently explain why the proposals are necessary or desirable?</li> <li>○ Does the proposal affect any views looking away from or towards the asset?</li> <li>○ If any historic fabric is to be removed or altered, is its significance properly understood and explained in the document?</li> <li>○ Are the design details of any proposed new work clearly described in the Statement, to make up for any shortcomings in the submitted plans?</li> <li>○ Has a variety of options been considered and why was this option chosen?</li> <li>○ Are the works reversible in whole or in part?</li> <li>○ If the proposed works will result in any harm, is the harm offset or outweighed by any public benefits?</li> </ul> <ul style="list-style-type: none"> <li>● A mitigation strategy may be necessary. Sometimes, the mitigation of any adverse effects will have been worked through and resolved by amending or evolving the plans prior to submission, or there may be no mitigation measures necessary (e.g. when the intention of the works is solely to improve, repair or restore). However, for some categories of work it will be necessary to include a mitigation strategy that addresses the perceived impacts of the proposed development on the significance of the historic asset. This might include modification or explanation of methods and materials,</li> </ul>	<p>Historic England Advice Note 12, Statements of Heritage Significance - <a href="https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/">https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/</a></p>

Item	When and What required	Sources
	<p>incorporation of planting or hard landscaping schemes, or a scheme of archaeological or architectural investigation and recording. A mitigation strategy may be evolved or modified between the applicant and the Borough Council.</p> <p>Sometimes a Heritage Statement will be amalgamated with other documents such as a schedule of works, a Design and Access Statement, or drawn details that may expand on the content of submitted drawings. It is for the applicant or agent to decide whether it is appropriate, in the circumstances, to amalgamate the documents or keep them separate. <b><u>So long as the content of the document is made clear in the title</u></b>, it makes no difference to the validation of an application by the Authority.</p>	
Housing Delivery Statement	<p><b>When is this required?</b></p> <p>Proposals for temporary car park applications on sites allocated for housing in the adopted Ipswich Local Plan Review 2018-2036.</p> <p><b>What is required?</b></p> <p>Temporary car park applications will be required to submit a Housing Delivery Statement illustrating future plans to bring forward the respective housing site occupied by the proposed temporary car park.</p>	<p>Site Allocations and Policies, Policy SP34 (Town Centre Car Parking in the IP-One Area) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/site_allocations_and_policies_dpd_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/site_allocations_and_policies_dpd_0.pdf</a></p>
Land Contamination Assessment	<p><b>When is this required?</b></p> <p>For development on land that has been identified on the public register as being contaminated or land that</p>	<p>National Planning Policy Framework (NPPF) 2024 , <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></p>

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	<p>is adjacent to a source of contamination, a Phase 1 Assessment will be required as a minimum.. Also, any application where contaminated land is suspected or where a sensitive end use is proposed. Development comprising dwellings, allotments, schools, nurseries, playgrounds, hospitals, and care homes will require a minimum of a Phase 1 Land Contamination Assessment (often referred to as a Preliminary Risk Assessment) to be submitted.</p> <p>Early engagement will clarify what assessment is needed to support the proposal and issues that need to be considered in its design and development.</p> <p>Applicants should use the Department of the Environment (DoE) Industry Profiles as a reference to identify potential contamination sources associated with previous land uses.</p> <p>Every proposal involving underground fuel tanks should undertake an Above vs Below Ground Options Appraisal. Proposals should consider position statements D1 to D3 from The Environment Agency's approach to groundwater protection.</p> <p><b>What is required?</b></p> <p>The Phase 1 Land Contamination Assessment should include a desktop study, site walkover and a conceptual site model.</p>	<p>Core Strategy Policy DM18 (Amenity) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Planning Practice Guidance Land Affected by Contamination - <a href="https://www.gov.uk/guidance/land-affected-by-contamination">https://www.gov.uk/guidance/land-affected-by-contamination</a></p> <p>Environmental Protection Act 1990 Part 2A - <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/223705/pb13735cont-land-guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/223705/pb13735cont-land-guidance.pdf</a></p> <p>Ipswich Borough Council Contaminated Land &amp; Planning - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/contaminated_land_and_planning_march_2020.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/contaminated_land_and_planning_march_2020.pdf</a></p> <p>Department of the Environment Industry Profiles (1995) - <a href="https://claire.co.uk/information-centre/water-and-land-library-wall.html?view=article&amp;id=198:doe-industry-profiles&amp;catid=41">https://claire.co.uk/information-centre/water-and-land-library-wall.html?view=article&amp;id=198:doe-industry-profiles&amp;catid=41</a></p> <p>Land Contamination Risk Management: Stage 1 risk assessment - - <a href="https://www.gov.uk/government/publications/land-contamination-risk-management-lcrm/lcrm-stage-1-risk-assessment">https://www.gov.uk/government/publications/land-contamination-risk-management-lcrm/lcrm-stage-1-risk-assessment</a></p> <p>National Quality Mark Scheme for Land Contamination Management (NQMS) - <a href="https://claire.co.uk/projects-and-initiatives/nqms">https://claire.co.uk/projects-and-initiatives/nqms</a></p>

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	<p>The purpose of a Phase 1 Land Contamination Assessment is to establish the previous uses of the site or land adjacent to the site, and to initially identify potential sources pathways and receptors (pollutants / contamination linkages).</p> <p>As part of the desktop study and site walkover it is important to identify all past uses of the site, and adjacent or nearby sites, since pollutants have the potential to travel away from the source, depending on the geology, groundwater and surface water of the area.</p> <p>The desktop study and the site walkover should be the first stages of any site assessment and should enable a 'conceptual site model' of the site to be produced that provides a clear interpretation of all plausible pollutant linkages at the site.</p> <p>The Phase 1 Land Contamination Assessment compiled following the completion of the conceptual model will determine whether a Phase 2 Intrusive Site Investigation is required.</p> <p>Where significant contamination is known or is likely to be present, it may be necessary to carry out some site investigations before the submission of an application, as significant contamination may limit the allowable land uses.</p> <p>The National Quality Mark Scheme (NQMS) accredits competent persons with regard to assessing and reporting land contamination issues.</p>	<p>Environment Agency - Prevent groundwater pollution from underground fuel storage tanks - <a href="https://www.gov.uk/guidance/prevent-groundwater-pollution-from-underground-fuel-storage-tanks/assessing-and-preparing-for-risks-for-an-underground-storage-tank">https://www.gov.uk/guidance/prevent-groundwater-pollution-from-underground-fuel-storage-tanks/assessing-and-preparing-for-risks-for-an-underground-storage-tank</a></p>

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<p>Landscaping Strategy, Landscaping Scheme and Management Plan</p>	<p><b>When is this required?</b></p> <p><u>All applications where an Environmental Impact Assessment is required.</u></p> <p>All major developments should be accompanied with a Landscaping Strategy and minor applications in a sensitive landscape, .          Developments that are likely to have a significant visual or landscape impact may also require a Landscape and Visual Impact Assessment to assess potential effects on landscape character and visual amenity.          The principles of a Landscaping Strategy may be agreed as part of the planning application, with detailed landscaping scheme secured by condition as part of the grant of any permission.          For all applicable developments, the Landscaping Strategy must also include a clear management and maintenance scheme to ensure the long-term success of the landscape proposals.</p> <p><b>What is required?</b></p> <p>A Landscaping Strategy should clearly explain:</p> <ul style="list-style-type: none"> <li>• The context and setting of the application site, including existing and historic land uses, vegetation types and patterns, the presence of heritage assets (as defined in national policy), buildings, and relationships to the wider landscape, including watercourses and green infrastructure connections.</li> </ul>	<p><u>Levelling-up and Regeneration Act 2023 - <a href="https://www.legislation.gov.uk/ukpga/2023/55/enacted">https://www.legislation.gov.uk/ukpga/2023/55/enacted</a></u></p> <p><u>National Planning Policy Framework (NPPF) 2024- <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></u></p> <p>Core Strategy Policies DM8 (The Natural Environment), DM9 (Protection of Trees and Hedgerows), DM11 (Countryside), DM12 (Design and Character) and DM13 (Built Heritage and Conservation) - <u><a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></u></p> <p>Ipswich Wildlife Audit 2019 - <u><a href="https://www.ipswich.gov.uk/sites/default/files/ipswich_wildlife_audit_introduction_sep2019.pdf">https://www.ipswich.gov.uk/sites/default/files/ipswich_wildlife_audit_introduction_sep2019.pdf</a></u></p> <p>Settlement Sensitivity Assessment Volume 1: Landscape Fringes of Ipswich (2018) - <u><a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/settlement-sensitivity-assessment-july2018.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/settlement-sensitivity-assessment-july2018.pdf</a></u></p> <p>IBC Space and Design Guidelines SPD (2015) - <u><a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/space_and_design_guides_spd.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/space_and_design_guides_spd.pdf</a></u></p> <p>Suffolk Design Guide for Residential Areas, Landscaping (2000) -</p>

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	<ul style="list-style-type: none"> <li>• How landscape and visual considerations have informed the overall design of the scheme.</li> <li>• The measures proposed to avoid, reduce, or offset adverse landscape and visual effects, including a long-term management and maintenance scheme.</li> <li>• Where relevant, how the proposal addresses potential effects on the Suffolk Coast and Heaths National Landscape (AONB) or other locally valued landscapes, including any supporting visual impact assessment or cross-boundary landscape analysis.</li> </ul> <p>This information may be provided as a standalone document or as a subsection within the Design and Access Statement, depending on the scale and sensitivity of the proposal.</p> <p>Landscape designs should incorporate the principles of biodiversity net gain, habitat creation, and wildlife enhancement, and should provide accessible green networks and corridors to facilitate connections for both people and wildlife.</p> <p>Proposals within or near the Suffolk Coast and Heaths National Landscape demonstrate a clear understanding of this policy context and are accompanied by appropriate assessment and mitigation measures where relevant. This applies to proposals outside the designated area but impacting on its natural beauty.</p>	<p><a href="http://www.suffolk.gov.uk/business/planning-and-design-advice/suffolk-design-guide-for-residential-areas/">http://www.suffolk.gov.uk/business/planning-and-design-advice/suffolk-design-guide-for-residential-areas/</a></p>
Landscape/Townscape and Visual Impact Assessment (LVIA/TVIA)	<p><b>When is this required?</b></p> <p>A LVIA/TVIA is required for any development that would likely have a significant impact on the landscape or townscape. This may form part of an environmental statement where a proposal would fall</p>	<p>Core Strategy Policies DM12 (Design and Character) and DM13 (Built Heritage and Conservation) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_dpd_review.pdf</a></p>

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	<p>within the guidelines of an environmental impact assessment (EIA) development.</p> <p><b>What is required?</b></p> <p>An LVIA will be required to be prepared in accordance with the latest Landscape Institute guidance (currently GLVIA3: Guidelines for Landscape and Visual Impact Assessment).</p> <p>Where a proposal is an EIA development it will be required to be carried out by a competent expert and the assessment must include a statement outlining the relevant expertise or qualifications of such experts (normally a Chartered Member of the Landscape Institute).</p>	<p>Ipswich Borough Council Conservation Area Appraisals (various dates) - <a href="https://www.ipswich.gov.uk/content/about-our-conservation-areas">https://www.ipswich.gov.uk/content/about-our-conservation-areas</a></p> <p>Ipswich Borough Council Local List (Buildings of Townscape Interest) Supplementary Planning Document (2021) – <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/local_list.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/local_list.pdf</a></p> <p>Landscape Institute, Guidelines for Landscape and Visual Impact Assessment (GLVIA3)</p> <p>Historic England Advice Note, The Setting of Heritage Assets - <a href="https://historicengland.org.uk/images-books/publications/gpa3-setting-of-heritage-assets/">https://historicengland.org.uk/images-books/publications/gpa3-setting-of-heritage-assets/</a></p>
Lighting Assessment	<p><b>When is this required?</b></p> <p>All developments proposing or including:</p> <ul style="list-style-type: none"> <li>• Significant external lighting (new and intensified)</li> <li>• Illuminated advertisements.</li> <li>• Floodlighting.</li> <li>• Large expanses of glazing which could result in light spillage.</li> <li>• Lighting adjacent to a highway.</li> <li>• External lighting of historic buildings.</li> <li>• Developments in sensitive areas, such as adjacent to sites of nature conservation importance.</li> <li>• Development where protected or S.41 priority species are known or strongly suspected to be present.</li> </ul>	<p>National Planning Policy Framework (NPPF) 2024, - <a href="http://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">http://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Planning Practice Guidance Light Pollution - <a href="https://www.gov.uk/guidance/light-pollution">https://www.gov.uk/guidance/light-pollution</a></p> <p>Core Strategy Policy DM18 (Amenity)- <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Ipswich Wildlife Audit 2019 - <a href="https://www.ipswich.gov.uk/sites/default/files/ipswich_wildlife_audit_introduction_sep2019.pdf">https://www.ipswich.gov.uk/sites/default/files/ipswich_wildlife_audit_introduction_sep2019.pdf</a></p>

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	<p><b>What is required?</b></p> <p>Details of external lighting and the proposed hours when it would be switched on. Include a layout plan with beam orientation, schedule of the equipment in the design, and any proposed mitigation measures.</p> <p>Schemes involving floodlighting need to provide an assessment that will cover such matters as: light spillage, hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries, the need for full horizontal cut-off; no distraction to the highway; levels of impact on nearby dwellings; use of demountable columns; retention of screening vegetation; use of planting and bunding to contain lighting effects.</p> <p>The assessment should include how the lighting may affect:</p> <ul style="list-style-type: none"> <li>• Visual amenity.</li> <li>• Local character and distinctiveness.</li> <li>• Neighbouring amenity.</li> <li>• Heritage assets (as defined on page 21) if present.</li> <li>• Designated nature conservation sites or S.41 priority.</li> <li>• Habitats if present.</li> <li>• Protected or S.41 priority species if known or strongly suspected to be present and how those effects will be mitigated.</li> </ul>	<p>DEFRA - Artificial Light in the Environment (2013) - <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/269402/pb14108-artificial-light-progress-dec2013.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/269402/pb14108-artificial-light-progress-dec2013.pdf</a></p> <p>Guidance Notes for the Reduction of Obtrusive Light (2021) (Institution of Lighting Engineers) - <a href="https://www.theilp.org.uk/documents/obtrusive-light/">https://www.theilp.org.uk/documents/obtrusive-light/</a></p> <p>Information from the Bat Conservation Trust on artificial lighting, and Eurobats guidelines for consideration of bats in lighting projects The Chartered Institution of Building Services Engineers (CIBSE) – Society of Light and Lighting (SLL) Code for Lighting</p> <p>The Chartered Institution of Building Services Engineers (CIBSE) – Society of Light and Lighting (SLL) Lighting Guide 6: The Exterior Environment</p> <p>The Chartered Institution of Building Services Engineers (CIBSE) – Society of Light and Lighting (SLL) Lighting Guide 15: Transport Buildings</p>
Marketing Information	<p><b>When is this required?</b></p> <p>Planning applications for:</p>	<p>Core Strategy Policies DM13 (Built Heritage and Conservation), DM24 (Protection and Provision of Community Facilities), DM27 (The Central Shopping Area), DM28 (Arts, Culture and Tourism), DM30</p>

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	<ul style="list-style-type: none"> <li>• Proposals in District and Local Centres for the change of use of ground floor units to F1, F2 and other suitable Sui Generis uses which meet the needs of the local community (DM30).</li> <li>• Non B1 (Business), B2 (General Industrial) and B8 (Storage or Distribution) uses on land allocated for such purposes in the development plan (DM33).</li> <li>• Proposals for substantial harm to (or total loss of significance of) a designated heritage asset (as defined on page 21).</li> <li>• The loss of a community facility (as defined through Policy DM24).</li> <li>• The loss of arts, cultural and tourism facilities, including visitor accommodation (DM28); and</li> <li>• Change of use or redevelopment of a public house (DM28).</li> </ul> <p>In cases where applicants are proposing a change of use from a Class E use to a non-Class E use that would fall above the defined thresholds, it is advised that they enter into pre-application discussions with the Council to determine the type of information that would be required to robustly demonstrate that it would add to the vitality and viability of the zone.</p> <p>The need for such evidence should be clarified with the Local Planning Authority at pre-application stage including the scope of the marketing exercise and timescales.</p>	<p>(District and Local Centres), DM33 (Protection of Employment Land) and Appendix 5 - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>IBC Retail Surveys - <a href="https://www.ipswich.gov.uk/content/retail-surveys">https://www.ipswich.gov.uk/content/retail-surveys</a></p> <p>IBC Employment Land Availability Surveys - <a href="https://www.ipswich.gov.uk/content/land-availability">https://www.ipswich.gov.uk/content/land-availability</a></p>

Item	When and What required	Sources
	<p><b>What is required?</b> For information on Marketing Requirements please see Appendix 5 of the Core Strategy DPD.</p>	
Minerals Assessments	<p><b>When is this required?</b></p> <p>Under Policy MP10 from the Suffolk Minerals and Waste Local Plan any development coming forward in a “minerals consultation areas” as defined by the safeguarding and policies map in the SCC Minerals Local Plan.</p> <p><b>What is required?</b></p> <p>Will require the local authority to consult with Suffolk County Council as the Mineral Planning Authority and will have to demonstrate ‘that the sand and gravel present is not of economic value, or not practically or environmentally feasible to extract, or that the mineral will be worked before the development takes place or used within the development’ or Suffolk County Council will object to the application. A Minerals assessment will be required to demonstrate this and could be required for the validation of applications within minerals consultation areas and meet the threshold of MP10.</p> <p>Where proposed development sits within the ‘safeguarding buffer’ for any Minerals or Waste sites as identified on the ‘Safeguarding and Proposals map’ from the SMWLP)applicant should include Noise and Air Quality (including dust) Assessments to assess potential local impacts and cumulative effects, in line with NPPF paragraph 180, 225.</p>	<p>Suffolk County Council – Minerals and Waste Plan <a href="https://www.suffolk.gov.uk/planning-waste-and-environment/suffolk-minerals-and-waste-plan">https://www.suffolk.gov.uk/planning-waste-and-environment/suffolk-minerals-and-waste-plan</a></p>

Item	When and What required	Sources
Noise and Vibration Assessment	<p><b>When is this required?</b></p> <p>Where uses sensitive to noise are proposed close to an existing source of noise or when development that is likely to generate noise is proposed, the Council will require an acoustic report to accompany the application.</p> <p>This includes applications requiring ventilation and extraction equipment, such as those for commercial kitchens, as these can be significant sources of noise.</p> <p><b>What is required?</b></p> <p>An assessment should be prepared by a suitably qualified acoustician and outline the potential sources of noise/vibration generation, and how this may have a negative effect on local amenity. The assessment should also outline how the developer intends to mitigate and reduce to a minimum potential adverse impacts.</p>	<p>National Planning Policy Framework (NPPF) 2024  <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>Planning Practice Guidance Noise -  <a href="https://www.gov.uk/guidance/noise--2">https://www.gov.uk/guidance/noise--2</a></p> <p>Core Strategy Policy DM18 Amenity -  <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p>
Odour Assessment	<p><b>When is it required?</b></p> <p>Where development that is likely to result in odours is proposed, including applications requiring ventilation and extraction equipment, such as those for commercial kitchens, as these can be significant sources of odour.</p> <p>Where development that is likely to be impacted upon by odours from existing land uses is proposed.</p> <p><b>What is required?</b></p>	<p>National Planning Policy Framework (NPPF) 2024 -  <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>Core Strategy Policy DM18 Amenity -  <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Environment Agency Odour Management guidance:  <a href="http://webarchive.nationalarchives.gov.uk/20140328084622/http://www.environment-">http://webarchive.nationalarchives.gov.uk/20140328084622/http://www.environment-</a></p>

Item	When and What required	Sources
	<p>An assessment should be prepared by a suitably qualified professional and should be prepared in accordance with Chapter 3.1 (Content of an Odour Assessment for Planning) of the Institute of Air Quality Management – Guidance on the Assessment of Odour for Planning (2018).</p>	<p><a href="https://agency.gov.uk/homeandleisure/pollution/odour/136139.aspx">agency.gov.uk/homeandleisure/pollution/odour/136139.aspx</a></p> <p>Institute of Air Quality Management – Guidance on the Assessment of Odour for Planning (2018) - <a href="https://iaqm.co.uk/text/guidance/odour-guidance-2014.pdf">https://iaqm.co.uk/text/guidance/odour-guidance-2014.pdf</a></p>
<p>Open Space Assessment</p>	<p><b>When is this required?</b></p> <p>For all major developments.</p> <p>For any development that includes the loss (in whole or in part) of open space, sports, or recreation facilities.</p> <p><b>What is required?</b></p> <p>Proposals should include an assessment that:</p> <ul style="list-style-type: none"> <li>• Demonstrates compliance with Core Strategy Policy DM6 and the standards set out in Appendix 3 of the Local Plan.</li> <li>• Begins with a clear assessment of open space needs as defined by policy, and whether those needs can be met on-site.</li> <li>• Where on-site provision is not achievable or appropriate, includes a justification for alternative provision, including identification of: <ul style="list-style-type: none"> <li>○ Suitably located open space within the vicinity, and/or</li> <li>○ Proposed financial contributions for off-site mitigation.</li> </ul> </li> </ul> <p>The assessment should also:</p> <ul style="list-style-type: none"> <li>• Reference and apply relevant national and local</li> </ul>	<p>National Planning Policy Framework (NPPF) 2024- <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>Core Strategy Policies CS16 (Green Infrastructure, Sport and Recreation), DM5 (Protection of Open Spaces, Sports and Recreation Facilities), DM6 (Provision of New Open Spaces, Sports and Recreation Facilities) and Appendix 3 (Ipswich standards for the provision of open spaces, sport and recreation facilities – table 9) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Sport England Playing Fields and Policy Guidance (2018) - <a href="https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/final-playing-fields-policy-and-guidance-document.pdf">https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/final-playing-fields-policy-and-guidance-document.pdf</a></p> <p>IBC Play Area Strategy Draft - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/Draft-Play-Strategy-2014-2021.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/Draft-Play-Strategy-2014-2021.pdf</a></p> <p>IBC Public Open Space Supplementary Planning Document (2017) -</p>

Item	When and What required	Sources
	<p>planning policy relating to open space, sports, and recreational provision.</p> <ul style="list-style-type: none"> <li>• Identify the quantity, quality, and accessibility of existing facilities on or near the site.</li> <li>• Set out any remediation or mitigation measures to compensate for loss or deficiencies in provision.</li> </ul> <p>Where proposals involve the loss of open space, sport or recreational facilities, applicants should engage with Sport England at an early stage. Evidence of this engagement, and any response received, should be submitted as part of the application.</p> <p>Assessments should be robust and up-to-date. Planting proposals should be supported by an appropriate management and maintenance plan.</p>	<p><a href="http://www.ipswich.gov.uk/sites/ipswich/files/m-files/public_open_space.pdf">www.ipswich.gov.uk/sites/ipswich/files/m-files/public_open_space.pdf</a></p> <p>IBC Open Space, Sport and Recreation Study (2009) (as updated in 2017) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/Draft_Ipswich_Open_Space_Sport_and_Recn_Report_Sept09.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/Draft_Ipswich_Open_Space_Sport_and_Recn_Report_Sept09.pdf</a></p>
Planning Statement	<p><b>When is this required?</b></p> <p>All major developments.</p> <p><b>What is required?</b></p> <p>A planning statement provides a balanced justification for a proposed development and includes an assessment of how the proposed development relates to relevant national and local planning policies. The planning statement generally aims to demonstrate that a proposal is in accordance with all policies. It should include a clear explanation of how the proposal addresses the requirements of any relevant site-specific allocation policies in the adopted Local</p>	<p>National Planning Policy Framework (NPPF) 2024 - <a href="https://assets.publishing.service.gov.uk/media/67aaf8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aaf8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>Ipswich Local Plan Review 2018 – 2036 - <a href="https://www.ipswich.gov.uk/localplanadoption">https://www.ipswich.gov.uk/localplanadoption</a></p> <p>Suffolk Minerals and Waste Local Plan, Policies MP10 (Minerals consultation and safeguarding areas) and WP18 (Safeguarding of waste management sites) - <a href="https://www.suffolk.gov.uk/planning-waste-and-environment/minerals-and-waste-policy/suffolk-minerals-and-waste-development-scheme/">https://www.suffolk.gov.uk/planning-waste-and-environment/minerals-and-waste-policy/suffolk-minerals-and-waste-development-scheme/</a></p>

Item	When and What required	Sources
	<p>Plan. It may also include the planning history of the site and details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission. The statement should clearly set out the planning balance, summarise all the supporting documents and weigh the material considerations in the balance, particularly where reductions are proposed in policy requirements.</p> <p>Other site-specific assessments could be included within the Planning Statement, depending on the scale and nature of the development.</p>	<p>Planning Practice Guidance Minerals - <a href="https://www.gov.uk/guidance/minerals">https://www.gov.uk/guidance/minerals</a></p>
Retail Impact Assessment / Sequential Test	<p><b>When is this required?</b></p> <p><u>Sequential Test</u></p> <p>A Sequential Test is required for main Town Centre uses<sup>6</sup> which are neither in an existing Centre nor in accordance with the Local Plan.</p> <p><u>Retail Impact Assessment</u></p> <p>A Retail Impact Assessment is required for retail developments of more than 200sqm net outside defined Centres. Assessment of the retail impact of proposed development on the Central Shopping Area will only be required where the retail floorspace proposed exceeds 525 sq. m. net.</p>	<p>National Planning Policy Framework (NPPF) 2024- <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>Planning Practice Guidance, Town Centres and Retail - <a href="https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres">https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres</a></p> <p>Core Strategy Policies DM27 (The Central Shopping Area), DM30 (District and Local Centres), DM31 (Town Centre Uses Outside the Central Shopping Area) and DM32 (Retail Proposals Outside Defined Centres) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p>

<sup>6</sup> Main town centre uses are defined in the NPPF as: retail development (including warehouse clubs and factory outlet centres); leisure, entertainment facilities, and the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

Item	When and What required	Sources
	<p>Retail proposals that are over 525 sq. m net will be required to undertake a Retail Impact Assessment on all Defined Centres (including the Central Shopping Area) in the catchment area.</p> <p>Retail proposals that are between 200 and 525 sq. m. over 200 sq. m net will be required to undertake a Retail Impact Assessment on District and Local Centres in the catchment area.</p> <p><b>What is required?</b></p> <p><u>Sequential Test</u></p> <p>A Sequential Test should clearly demonstrate that preferable locations (in centre, then edge of centre locations – as defined in the NPPF and Core Strategy) have been assessed and can be appropriately discounted as unavailable or unsuitable. The area of search should be informed by the geographical catchment that the use is intended to serve, and full consideration should be given to sites that are suitable, viable and available or could become available within a reasonable timescale.</p> <p><u>Retail Impact Assessment</u></p> <p>Retail Impact Assessment should consider:</p> <ul style="list-style-type: none"> <li>• The impact of the proposal on existing, committed and planned public and private investment in a Defined Centre in the catchment area of the proposal, taking account of cumulative impact.</li> </ul>	

Item	When and What required	Sources
	<ul style="list-style-type: none"> <li>The impact of the proposal on the vitality and viability of Defined Centres, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major developments where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.</li> </ul> <p>The scope of these assessments should be agreed with the LPA in accordance with local and national planning policy principles. In addition, Core Strategy Policy DM23 requires new retail development to be appropriate in terms of scale of development and accessibility by a choice of public transport (criteria a &amp; d).</p>	
Sequential Test and Exception Test	<p><b>When is it required?</b></p> <p>A Sequential Test must be undertaken as part of the planning process if both of the following apply:</p> <ul style="list-style-type: none"> <li>The development is in flood zone 2 or 3 – (find out which flood zone a site is in and see also SFRA Appendix A, Map 6) or at medium or high risk (100 year or 30 year flood events) of surface water flooding (find out if the site at risk of surface water flooding on the long term flood risk map).</li> <li>a Sequential Test has not already been completed for development of the same type on the proposed site. The Sequential Test has been carried out for Local Plan allocations within the flood zone as reported in the Flood Risk Sequential and Exception Test Statement October 2020 (Ipswich Local Plan 2018-2036 Core Document reference</li> </ul>	<p>National Planning Policy Framework (NPPF) 2024 , - <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>Planning Practice Guidance Flood Risk Assessment: the Sequential Test for Applicants - <a href="https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants">https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants</a></p> <p>Core Strategy Policies DM4 - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Site Allocations and Policies (incorporating IP-One Area Action Plan) Development Plan Document Review -</p>

Item	When and What required	Sources
	<p>134.1).</p> <p>A Sequential Test does not need to be carried out if there has been one carried out as part of the Local Plan process, provided flood risk and development circumstances have not changed; or</p> <p>The application:</p> <p>(1) is for the types of minor development and changes of use as set out in paragraph 176 and footnote 62 of the NPPF; or,</p> <p>(2) provides an FRA that shows that, within the red line site boundary, no built development, land raising or access and escape routes will be sited in an area at risk of flooding from any source either now or after climate change is considered (as set out in paragraph 175 of the NPPF).</p> <p>If it is not possible for development to be located in areas with a lower risk of flooding (taking into account wider sustainable development objectives), the exception test may have to be applied. The need for the exception test will depend on the potential vulnerability of the site and of the development proposed, in line with the Flood Risk Vulnerability Classification set out in Annex 3 of the NPPF.</p> <p><b>What is required?</b></p> <p>If the Sequential Test is required, the developer needs to include in the Sequential Test the name and location of the site proposed for development and an explanation of why that specific site was selected. Developers will need to agree with Ipswich Borough</p>	<p><a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/site_allocations_and_policies_dpd_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/site_allocations_and_policies_dpd_0.pdf</a></p> <p>IBC Development and Flood Risk SPD (2022) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/development_flood_risk_spd_-_adopted_27-july_2022_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/development_flood_risk_spd_-_adopted_27-july_2022_0.pdf</a></p>

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	<p>Council an appropriate area of search for, and list of, reasonably available alternative sites, against which to test the proposed development site. For more guidance, please see Section 5.3 of the Development and Flood Risk SPD.</p> <p>To pass the exception test it should be demonstrated that:</p> <p>a) the development would provide wider sustainability benefits to the community that outweigh the flood risk; and</p> <p>b) the development will be safe for its lifetime taking account of the vulnerability of its users, without increasing flood risk elsewhere, and, where possible, will reduce flood risk overall.</p> <p>Both elements of the exception test should be satisfied for development to be allocated or permitted.</p> <p>The application of the exception test should be informed by a strategic or site specific flood risk assessment.</p>	
<p>Site Specific Flood Risk Assessment (including Exception Test)</p>	<p><b>When is this required?</b></p> <p>Flood Risk Assessments are required to form part of planning applications for development in the following situations:</p> <ul style="list-style-type: none"> <li>• In flood zone 2 or 3 including minor development and change of use.</li> <li>• Involving sites of more than 1 hectare (ha) in flood zone 1.</li> <li>• Sites of less than 1 ha in flood zone 1 where proposed development includes the change of use</li> </ul>	<p>National Planning Policy Framework (NPPF) 2024 , - <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>Planning Practice Guidance Flood Risk and Coastal Change - <a href="https://www.gov.uk/guidance/flood-risk-and-coastal-change">https://www.gov.uk/guidance/flood-risk-and-coastal-change</a></p> <p>Planning Practice Guidance Flood Risk Assessment for Planning Applications -</p>

Item	When and What required	Sources
	<p>to a more vulnerable Use Class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example ground water, surface water, drains or canals).</p> <ul style="list-style-type: none"> <li>• Sites in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency. The EA locally has not designated any “areas with critical drainage problems” in Essex, Norfolk or Suffolk. Please note that these should not be confused with the “Critical Drainage Areas” identified by Suffolk County Council in its Surface Water Management Plan, which are different in context. Therefore, in Ipswich Borough, the EA has not designated any area of flood zone 1 as having critical drainage problems.</li> <li>• Development in a ‘critical drainage area’ as identified in the Ipswich Surface Water Management Plan.</li> <li>• within Flood Zone 3b,</li> <li>• within Flood Zone 1 and the flood map for planning shows it is at increased risk of flooding from rivers or sea during its lifetime, or within Flood Zone 1 where the LPA’s strategic flood risk assessment (SFRA) shows it will be at increased risk of flooding during its lifetime. In addition, the SCC Local Flood Risk Management Strategy (Appendix C) requires FRAs for: <ul style="list-style-type: none"> <li>• Development in areas shown on ‘flood risk from surface water’ maps online (<a href="https://flood-warning-information.service.gov.uk/long-term-flood-risk/map">https://flood-warning-information.service.gov.uk/long-term-flood-risk/map</a>);</li> </ul> </li> </ul>	<p><a href="https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications">https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</a></p> <p>Core Strategy Policies CS1 (Sustainable Development )&amp; DM4 (Development and Flood Risk) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Producing a Surface Water Management Plan for Ipswich - <a href="https://www.greensuffolk.org/app/uploads/2021/05/Ipswich-Flood-Risk-Management-Strategy-SUMMARY.pdf">https://www.greensuffolk.org/app/uploads/2021/05/Ipswich-Flood-Risk-Management-Strategy-SUMMARY.pdf</a></p> <p>Ipswich Surface Water Management Plan Phase 3 Report May 2012 - <a href="https://www.greensuffolk.org/app/uploads/2021/05/Ipswich-Flood-Risk-Management-Strategy-v12.pdf">https://www.greensuffolk.org/app/uploads/2021/05/Ipswich-Flood-Risk-Management-Strategy-v12.pdf</a></p> <p>IBC Development and Flood Risk SPD (2022) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/development_flood_risk_spd_-_adopted_27-july_2022_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/development_flood_risk_spd_-_adopted_27-july_2022_0.pdf</a></p> <p>Ipswich Strategic Flood Risk Assessment 2020, includes local flood maps and watercourses - <a href="https://www.ipswich.gov.uk/content/the-ipswich-strategic-flood-risk-assessment-sfra">https://www.ipswich.gov.uk/content/the-ipswich-strategic-flood-risk-assessment-sfra</a></p> <p>Environment Agency Preparing a Flood Risk Assessment: Standing Advice -</p>

Item	When and What required	Sources
	<ul style="list-style-type: none"> <li>• Development in basements and on lowered ground levels;</li> <li>• Development which involves land raising where this impacts on surface water flood risk - the applicant would need to assess the impact of displacing surface water by ground raising. If the ground raising is in a mapped or known flood risk area, then it will have some impact, and an FRA will determine the scale and nature of the impact;</li> <li>• Sites adjacent to roads with no drainage – drainage and flooding of highway issues should be resolved as part of the planning application; or</li> <li>• Any other specific areas that may be listed in SFRA's.</li> </ul> <p>A planning application may be refused by Ipswich Borough Council if it does not include a Flood Risk Assessment when it is required, or the contents are not satisfactory. The Sequential and Exception Test (if required) can be included as part of the site-specific Flood Risk Assessment.</p> <p><b>When is it required?</b></p> <p>A site-specific Flood Risk Assessment checklist is included in Table 8-1 at Appendix 5 of the Development and Flood Risk SPD. Applicants are required to follow the checklist to ensure that Flood Risk Assessments provide all the information the Council needs in order to determine the application.</p> <p>All relevant current Climate Change Allowances (Peak River Flow, Peak Rainfall Intensity and Sea</p>	<p><a href="https://www.gov.uk/guidance/flood-risk-assessment-standing-advice">https://www.gov.uk/guidance/flood-risk-assessment-standing-advice</a></p> <p>Environment Agency Flood Map for Planning - <a href="https://flood-map-for-planning.service.gov.uk/">https://flood-map-for-planning.service.gov.uk/</a></p> <p>Check the long term flood risk for an area in England - <a href="http://www.gov.uk/check-long-term-flood-risk">www.gov.uk/check-long-term-flood-risk</a></p> <p>Guidance: Flood Risk and Coastal Change - <a href="http://www.gov.uk/guidance/flood-risk-and-coastal-change">www.gov.uk/guidance/flood-risk-and-coastal-change</a></p> <p>DEFRA Climate change Allowances - <a href="https://environment.data.gov.uk/hydrology/climate-change-allowances/rainfall">https://environment.data.gov.uk/hydrology/climate-change-allowances/rainfall</a></p>

Item	When and What required	Sources
	<p>level) for use in Flood Risk Assessments can be obtained from <a href="https://www.gov.uk/guidance/flood-risk-assessments-climate-change-allowances">https://www.gov.uk/guidance/flood-risk-assessments-climate-change-allowances</a>. Ipswich Borough Council has set out particular requirements for Flood Risk Assessments in specific areas in Table 8-2, which are additional to the requirements set out in the checklist in Appendix 5 of the Development and Flood Risk SPD.</p>	
<p>Site Specific Viability Appraisal</p>	<p><b>When is this required?</b></p> <p>For proposals of 15 dwellings or more or on sites of 0.5ha or more where affordable housing provision does not meet the requirements of Core Strategy Policy CS12.</p> <p>The requirement for affordable housing does not apply to development composed of 65% or more flats on brownfield sites.</p> <p>Where a proposed development departs from other planning policy requirements due to viability.</p> <p><b>What is required?</b></p> <p>Viability assessment should reflect the recommended approach set out in the <a href="#">viability guidance</a>, including standardised inputs, and should be made publicly available.</p> <p>Where a viability assessment is submitted to accompany a planning application this should be based upon and referenced back to the viability assessment that informed the plan; and the applicant</p>	<p>National Planning Policy Framework (NPPF) 2024, - <a href="https://assets.publishing.service.gov.uk/media/67aaf8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aaf8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>PPG Planning Obligations - <a href="https://www.gov.uk/guidance/planning-obligations">https://www.gov.uk/guidance/planning-obligations</a></p> <p>Core Strategy Policy CS12 (Affordable Housing) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>IBC Whole Plan Viability Assessment (2019) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/ipswich_borough_council_wpv_final.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/ipswich_borough_council_wpv_final.pdf</a></p> <p>Developers Guide to Infrastructure Contributions in Suffolk - <a href="https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/section-106-planning-obligations/developers-guide-to-infrastructure-contributions-in-suffolk">https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/section-106-planning-obligations/developers-guide-to-infrastructure-contributions-in-suffolk</a></p> <p>RICS: Assessing viability in planning under the National Planning Policy Framework 2019 for England (2021) -</p>

Item	When and What required	Sources
	<p>should provide evidence of what has changed from that assessment.</p> <p>Applicants encouraged to enter into pre-application discussions with the Local Planning Authority to outline the specific requirements of such an assessment.</p> <p>Please note that any viability assessment should be prepared on the basis that it will be made publicly available other than in exceptional circumstances. Even in those circumstances an executive summary should be made publicly available.</p>	<p><a href="https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/land/assessing-financial-viability_final.pdf">https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/land/assessing-financial-viability_final.pdf</a></p> <p>Development Appraisal Tool - <a href="https://www.gov.uk/government/collections/development-appraisal-tool">https://www.gov.uk/government/collections/development-appraisal-tool</a></p>
Site Waste Management Statement	<p><b>When is it required?</b></p> <p>An appropriate site-specific written statement should accompany all major developments.</p> <p><b>What is required?</b></p> <p>The statement should set out how construction waste is managed, stored and disposed of in an appropriate manner by appropriate contractors. The report should set out how efforts will be made to minimise waste and where not possible, have place systems which maximise the beneficial use and recycling of material.</p>	<p>DTI Code of Practice - Site Waste Management Plans: guidance for construction contractors and clients - <a href="http://www.constructingexcellence.org.uk/resources/publications/view.jsp?id=2568">http://www.constructingexcellence.org.uk/resources/publications/view.jsp?id=2568</a></p>
Shadow <sup>7</sup> Habitats Regulation Assessment including an	<p><b>When is it required?</b></p> <p>A Shadow Habitats Regulations Assessment (Shadow HRA) is required where the applicant must</p>	<p>Conservation of Habitats and Species Regulations 2017 as amended (known as the Habitats Regulations)</p>

<sup>7</sup> This document is described as a shadow HRA (sHRA) as it does not replace the LPA's duties to complete such an assessment. However, if considered appropriate the LPA may formally adopt this assessment as its own.

Item	When and What required	Sources
<p>Appropriate Assessment</p>	<p>provide the competent authority with the information necessary to undertake an Appropriate Assessment.</p> <p>Development within 13km of internationally important nature conservation sites in Ipswich BC, Babergh DC, Mid Suffolk DC and East Suffolk requires mitigation for recreational disturbance impacts from dog walking and other recreational uses. In such cases, a Shadow HRA must be submitted by the applicant to demonstrate likely significant effects and to set out the avoidance and/or mitigation measures to be considered at the Appropriate Assessment stage.</p> <p>The local authorities and Natural England have worked together to develop a strategy and mechanisms to implement Suffolk RAMS, this is set out in local plans and a Supplementary Planning Guidance Document.</p> <p>Applicants seeking consent for new residential development must provide sufficient evidence to allow the Appropriate Assessment to be made, which is the stage at which avoidance and/or mitigation measures can be considered. Enough evidence must be provided about the effectiveness of mitigation measures and likely significant effects to demonstrate that no reasonable scientific doubt remains as to the absence of such effects. This evidence is normally provided in the form of a Shadow HRA.</p> <p>Please note that Natural England have advised that where there is a large development (50+ residential units), or where there is a small development in close</p>	<p>National Planning Policy Framework (NPPF) 2024 - <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>Core Strategy Policy DM8 (The Natural Environment) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Planning Practice Guidance Appropriate Assessment - <a href="https://www.gov.uk/guidance/appropriate-assessment">https://www.gov.uk/guidance/appropriate-assessment</a></p> <p>Suffolk Coast RAMS Supplementary Planning Document (2019) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/suffolk_coast_rams.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/suffolk_coast_rams.pdf</a></p> <p>Natural England can provide further advice to developers through its Discretionary Advice Service - <a href="http://www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals">www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals</a></p> <p>Natural England's Green Infrastructure Framework – <a href="https://designatedsites.naturalengland.org.uk/GreenInfrastructure/Home.aspx">https://designatedsites.naturalengland.org.uk/GreenInfrastructure/Home.aspx</a></p>

Item	When and What required	Sources
	<p>proximity to a site , consideration of further bespoke mitigation measures may also be required.</p> <p><b>What is required?</b></p> <p>The scope and content of an appropriate assessment will depend on the nature, location, duration and scale of the proposed plan or project and the interest features of the relevant site. 'Appropriate' is not a technical term. It indicates that an assessment needs to be proportionate and sufficient to support the task of the competent authority in determining whether the plan or project will adversely affect the integrity of the site.</p> <p>An appropriate assessment must contain complete, precise and definitive findings and conclusions to ensure that there is no reasonable scientific doubt as to the effects of the proposed plan or project. The competent authority will require the applicant to provide such information as may reasonably be required to undertake the assessment. Applicants submit this information through a Shadow HRA.</p> <p>An appropriate assessment must consider the indirect effects on the designated features and conservation objectives, including the following principles:</p> <ul style="list-style-type: none"> <li>• An appropriate assessment must catalogue the entirety of habitat types and species for which a site is protected.</li> <li>• An appropriate assessment must identify and examine the implications of the proposed plan or</li> </ul>	

Item	When and What required	Sources
	<p>project for the designated features present on that site, including for the typical species of designated habitats as well as the implications for habitat types and species present outside the boundaries of that site and functionally linked; insofar as those implications are liable to affect the conservation objectives of the site.</p> <ul style="list-style-type: none"> <li>• Where the competent authority rejects the findings in a scientific expert opinion recommending additional information, the appropriate assessment must include an explicit and detailed statement of reasons which is capable of dispelling all reasonable scientific doubt on the effects of the proposal on the site.</li> <li>• A competent authority is permitted to grant a plan or project consent which leaves the applicant free to determine subsequently certain parameters relating to the construction phase, only if that authority is certain that the consent includes conditions that are strict enough to guarantee that those parameters will not adversely affect the integrity of the site.</li> </ul>	
Statement of Crime Prevention	<p><b>When is this required?</b></p> <p>For all major applications (as defined on page 20), public buildings and large Houses in Multiple Occupation (where there are more than six people living together as a single household).</p> <p>The Statement of Crime Prevention may be incorporated into the Design and Assess Statement where appropriate.</p>	<p>Core Strategy Policies CS16 (Green Infrastructure, Sport and Recreation), DM6 (Provision of New Open Spaces, Sports and Recreational Facilities), DM12 (Design and Character), DM16 (Extensions to Existing Dwelling Houses), DM19 (The Subdivision of Family Dwellings) and DM29 (Evening and Night-time Economy).</p> <p>Secured by Design Guides - <a href="https://www.securedbydesign.com/guidance/design-guides">https://www.securedbydesign.com/guidance/design-guides</a></p>

Item	When and What required	Sources
	<p><b>What is required?</b></p> <p>A statement that demonstrates that crime prevention measures have been incorporated into the design. This should include reference to the relevant Secured By Design (SBD) guide, detailing how issues such as the layout of the whole development, orientation of buildings, natural surveillance, boundary treatments, parking arrangements, access control where appropriate, secure cycle storage provision and lighting have taken crime prevention guidance into account.</p> <p>Annotated plans should be included where relevant. It is requested that all plans include a key clearly defining all aspects of the plans.</p>	
Structural Survey and Method Statement	<p><b>When is this required?</b></p> <p>All applications that involve:</p> <ul style="list-style-type: none"> <li>• Substantial demolition.</li> <li>• The demolition a listed building or any part of a listed building.</li> <li>• The demolition or partial demolition of any building which is locally listed or positively contributes to the character of a Conservation Area. The change of use or conversion of a timber framed building.</li> </ul> <p><b>What is required?</b></p> <p>A full structural survey by a structural engineer or suitably qualified professional. This should include each of the following where appropriate:</p>	<p>Core Strategy Policy DM13 (Built Heritage and Conservation) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>National Heritage List for England - <a href="https://historicengland.org.uk/listing/the-list/">https://historicengland.org.uk/listing/the-list/</a></p> <p>IBC Local List (Buildings of Townscape Interest) SPD - <a href="https://www.ipswich.gov.uk/content/local-list-spd">https://www.ipswich.gov.uk/content/local-list-spd</a></p> <p>IBC Conservation Area Appraisals: <a href="https://www.ipswich.gov.uk/content/about-our-conservation-areas">https://www.ipswich.gov.uk/content/about-our-conservation-areas</a></p>

Item	When and What required	Sources
	<ul style="list-style-type: none"> <li>• General description and age of building</li> <li>• Condition - structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering</li> <li>• Assessment of repairs necessary to ensure retention of the building</li> <li>• Assessment of structural and other alterations necessary to implement the proposed conversion</li> <li>• Assessment of percentage of building that needs to be rebuilt - including walls and timbers</li> <li>• Opinion as to the suitability of building for proposed conversion</li> <li>• Photographs are often helpful but not essential</li> <li>• A schedule of works necessary to preserve the building</li> <li>• A schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval)</li> </ul>	
Sustainable Drainage Strategy	<p><b>When is this required?</b></p> <p>The NPPF 2024, Section 169, requires that all major development incorporate Sustainable Drainage Systems (SuDS) unless there is clear evidence that this would be inappropriate.</p> <p>Sustainable drainage strategies should be included with applications for development:</p> <ul style="list-style-type: none"> <li>• which could affect drainage on or around the site</li> <li>• in an area at risk of flooding such as Flood Zones 2 or 3, or at risk of surface water flooding</li> </ul>	<p>National Planning Policy Framework (NPPF) 2024, – <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>Core Strategy Policies CS1 (Sustainable Development), DM1 (Sustainable Construction) and DM4 (Development and Flood Risk) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Suffolk Flood Risk Management Partnership - <a href="https://www.suffolk.gov.uk/asset-library/Final-Published-Suffolk-LFRM-Strategy-February-2023.pdf">https://www.suffolk.gov.uk/asset-library/Final-Published-Suffolk-LFRM-Strategy-February-2023.pdf</a></p>

Item	When and What required	Sources
	<p><b>What is required?</b></p> <p>The Suffolk Flood Risk Management Partnership has created a number of useful documents which clarify what is required of developers and why.</p> <p>The Suffolk Local Flood Risk Management Strategy 2023 outlines what is required at each stage of the planning process, including:</p> <ul style="list-style-type: none"> <li>• Drainage Strategy including details of how the proposed drainage strategy will deliver on each of the four pillars of SuDS</li> <li>• Site Investigation Report</li> <li>• Dimensioned Layout Drawings (which must show existing watercourses and drainage features alongside the proposed SuDS features)</li> <li>• Supporting Hydraulic Calculations</li> <li>• Maintenance &amp; Management Plan</li> </ul> <p>Sustainable Drainage System (SuDS) should be designed in accordance with:</p> <ul style="list-style-type: none"> <li>• The <u>National standards for sustainable drainage systems</u> and Suffolk County Council Lead Local Flood Authority (LLFA) SuDS Guide (2023) ( reference SF3967 - SCC Suffolk Flood Risk Appendix A).</li> </ul> <p>Developers should ensure that all the information set out in: <u>section 6 of the site-specific flood risk assessment checklist</u> is provided.</p> <p>Please contact <a href="mailto:floods@suffolk.gov.uk">floods@suffolk.gov.uk</a> or visit <a href="https://www.suffolk.gov.uk/roads-and-">https://www.suffolk.gov.uk/roads-and-</a></p>	<p>Suffolk Local Flood Risk Management Strategy, 2023 - <a href="https://www.suffolk.gov.uk/asset-library/Final-Published-Suffolk-LFRM-Strategy-February-2023.pdf">https://www.suffolk.gov.uk/asset-library/Final-Published-Suffolk-LFRM-Strategy-February-2023.pdf</a></p> <p>Sustainable Drainage Systems (SuDS) a Local Design Guide Appendix A to the Suffolk Flood Risk Management Strategy - <a href="https://www.suffolk.gov.uk/asset-library/imported/2018-10-01-sfrms-suds-guidance-appendix-a.pdf">https://www.suffolk.gov.uk/asset-library/imported/2018-10-01-sfrms-suds-guidance-appendix-a.pdf</a></p> <p>Sustainable Drainage Systems - Non-statutory technical standards for sustainable drainage systems March 2015 - <a href="https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards">https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards</a></p> <p>The SuDS Manual 2007 - <a href="https://www.ciria.org/ItemDetail?iProductCode=C753F&amp;Category=FREEPUBS">https://www.ciria.org/ItemDetail?iProductCode=C753F&amp;Category=FREEPUBS</a></p> <p>Flood Smart Living Handbook - <a href="https://www.suffolk.gov.uk/asset-library/Flood-Smart-Living-November-2024.pdf">https://www.suffolk.gov.uk/asset-library/Flood-Smart-Living-November-2024.pdf</a></p>

Item	When and What required	Sources
Sustainability Statement	<p>transport/flooding-and-drainage/guidance-on-development-and-flood-risk/</p> <p><b>When is this required?</b></p> <p>All major developments and new residential development.</p> <p><b>What is required?</b></p> <p>A sustainability statement that explains and illustrates how sustainability considerations have influenced scheme design.</p> <p>This assessment should outline the approach taken to ensure new development achieves a high standard of environmental sustainability in accordance with Policies CS1 (Sustainable Development), CS2 (The Location and Nature of Development), CS5 (Improving Accessibility) (in particular the 15% transport mode shift target), DM1 and DM2.</p>	<p>National Planning Policy Framework (NPPF) 2024 - <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>Core Strategy Policies CS1 (Sustainable Development), CS2 (The Location and Nature Of Development), CS5 (Improving Accessibility), DM1 (Sustainable Construction), DM2 (Decentralised Renewable or Low Carbon Energy) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Net Zero Carbon Toolkit for Housing - <a href="https://www.greensuffolk.org/net-zero-carbon-toolkit-housing/">https://www.greensuffolk.org/net-zero-carbon-toolkit-housing/</a></p>
Tall Building Assessment	<p><b>When is it required?</b></p> <p>All development (as defined on page 20) where the proposed building(s) would be substantially taller than its neighbours, or which would significantly change the skyline, although this can be included in Design and Access Statement.</p> <p><b>What is required?</b></p> <p>The impact assessment should address the following where relevant:</p>	<p>Planning (Listed Buildings and Conservation Areas) Act 1990, Section 66(1) - <a href="https://www.legislation.gov.uk/ukpga/1990/9/contents">https://www.legislation.gov.uk/ukpga/1990/9/contents</a></p> <p>National Planning Policy Framework (NPPF) 2024 , - <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>Core Strategy Policies DM12 (Design and Character), DM13 (Built Heritage and Conservation) and DM15 (Tall Buildings) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/</a></p>

Item	When and What required	Sources
	<ul style="list-style-type: none"> <li>• Details of the scale, form, massing, proportions and silhouette, facing materials and relationship to other structures</li> <li>• Identify the zones of visual influence of a proposal</li> <li>• The relationship between the building and its context</li> <li>• The effect on the local environment</li> <li>• The effect on the historic environment</li> </ul> <p>This assessment should outline the approach taken to ensure the development is in accordance with Policy DM15 (Tall Buildings).</p> <p>The assessment should include illustrative material so the impact of the tall building can be properly and accurately assessed.</p>	<p><a href="#">files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>IP-One Area Action Plan Inset Policies Map - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/ip-one_area_action_plan_inset_policies_map.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/ip-one_area_action_plan_inset_policies_map.pdf</a></p> <p>Ipswich Urban Character Supplementary Planning Documents (SPD) - <a href="https://www.ipswich.gov.uk/content/urban-character-supplementary-planning-document">https://www.ipswich.gov.uk/content/urban-character-supplementary-planning-document</a></p> <p>Ipswich Conservation Area Appraisals - <a href="https://www.ipswich.gov.uk/content/about-our-conservation-areas">https://www.ipswich.gov.uk/content/about-our-conservation-areas</a></p> <p>Local List (Buildings of Townscape Interest) Supplementary Planning Document (SPD) – <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/local_list.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/local_list.pdf</a></p> <p>Guidance on Tall Buildings (CABE and English Heritage 2007) - <a href="https://www.designcouncil.org.uk/sites/default/files/asset/document/guidance-on-tall-buildings_0.pdf">https://www.designcouncil.org.uk/sites/default/files/asset/document/guidance-on-tall-buildings_0.pdf</a></p> <p>Tall Buildings Historic England Advice Note 4 (2022) - <a href="https://historicengland.org.uk/images-books/publications/tall-buildings-advice-note-4/">https://historicengland.org.uk/images-books/publications/tall-buildings-advice-note-4/</a></p>
Telecommunications Report	<p><b>When is this required?</b></p> <p>For all application for new telecommunications equipment (excluding applications for prior approval).</p>	<p>Core Strategy Policy ISPA2 (Strategic Infrastructure Priorities) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/</a></p>

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	<p><b>What is required?</b></p> <p>Telecommunications applications will need to be accompanied by:</p> <ul style="list-style-type: none"> <li>• Area of search.</li> <li>• Details of the proposed structure.</li> <li>• Technical justification.</li> <li>• Evidence of mast sharing.</li> <li>• Details of any consultation undertaken.</li> <li>• A signed declaration that the equipment and installation has been designed to comply with the requirements of the radio frequency (RF) public exposure guidance of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).</li> </ul>	<p><a href="#">files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Code of Best Practice on Mobile Network Development in England (2013):  <a href="http://www.mobilemastinfo.com/images/stories/2013_Code_of_best_practice/Code_of_Best_Practice_on_Mobile_Network_Development_-_Published_24-07-2013.pdf">http://www.mobilemastinfo.com/images/stories/2013_Code_of_best_practice/Code_of_Best_Practice_on_Mobile_Network_Development_-_Published_24-07-2013.pdf</a></p>
Theatre Assessment	<p><b>When is this required?</b></p> <p>All applications that involve:</p> <ul style="list-style-type: none"> <li>• Alteration or an extension to an existing theatre.</li> <li>• Construction of, or change of use to, a theatre.</li> <li>• Demolition or change of use from a theatre.</li> <li>• Neighbouring or adjacent development which may impact on a theatre.</li> </ul> <p><b>What is required?</b></p> <p>A written statement setting out justification for any proposal and its implications for the viability of the theatre. Any proposal for the demolition or change of use of a theatre will also be required to demonstrate that the facility is no longer required / comply with</p>	<p>Core Strategy Policy DM24 (Protection and Provision of Community Facilities) -  <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Theatres Trust, How to Assess an Application Impacting a Theatre -  <a href="http://www.theatrestrust.org.uk/assets/000/001/787/How_to_assess_a_planning_application_impacting_a_theatre_original.pdf?1584008198">http://www.theatrestrust.org.uk/assets/000/001/787/How_to_assess_a_planning_application_impacting_a_theatre_original.pdf?1584008198</a></p>

Item	When and What required	Sources
	Policy DM24 (Protection and Provision of Community Facilities).	
Transport and Highways Reports	<p><b>When is this required?</b></p> <p>The NPPF sets out that all developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.</p> <p>The Council will expect major development proposals to provide an appropriate travel plan, having regard to the thresholds set out in the Suffolk County Council Suffolk Travel Plan Guidance, to explain how sustainable patterns of travel to and from the site and modal shift targets will be achieved. Development proposals will be accompanied by a satisfactory Transport Statement or Transport Assessment, having regard to the indicative thresholds below, which demonstrates that the cumulative impacts of the development after mitigation are not severe.</p> <p>A Transport Statement will generally be required for proposals for the development of:</p> <ul style="list-style-type: none"> <li>• 30 to 49 dwellings</li> <li>• 1,500 – 2,499 sq. m of Use Class E(g) floorspace;</li> <li>• 2,500 – 3,999 sq. m of B2/B8 floorspace; and</li> <li>• 800 – 1,499 sq. m of Use Class E(a) floorspace.</li> </ul> <p>A Transport Assessment will generally be required for proposals for the development of:</p>	<p>National Planning Policy Framework (NPPF) 2024 , - <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>Planning Practice Guidance, Travel Plans, Transport Assessments and Statements - <a href="https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements">https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements</a></p> <p>Core Strategy Policies CS5 (Improving Accessibility), CS20 (Key Transport Proposals) and DM21 (Transport Access in New Development) – <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>Ipswich Local Cycling and Walking Infrastructure Plan (LCWIP) (2025) - <a href="https://www.ipswich.gov.uk/sites/ipswich/files/2025-07/FINAL_Ipswich_LCWIP_07.07.25.pdf">ipswich.gov.uk/sites/ipswich/files/2025-07/FINAL_Ipswich_LCWIP_07.07.25.pdf</a></p> <p>Suffolk Travel Plan Guidance (2019) - <a href="https://www.suffolk.gov.uk/assets/Roads-and-transport/public-transport-and-transport-planning/Local-Links/2019-02-01-FINAL-Suffolk-Travel-Plan-Guidance-Web-Version.pdf">https://www.suffolk.gov.uk/assets/Roads-and-transport/public-transport-and-transport-planning/Local-Links/2019-02-01-FINAL-Suffolk-Travel-Plan-Guidance-Web-Version.pdf</a></p> <p>Department of Transport Guidance on Transport Assessment (2007) Appendix B -</p>

Item	When and What required	Sources
	<ul style="list-style-type: none"> <li>• 50 or more dwellings;</li> <li>• 2,500 sq. m or more of Use Class E(g) floorspace;</li> <li>• 4,000 sq. m or more of B2/B8 floorspace; and</li> <li>• 1,500 sq. m or more of Use Class E(a) floorspace</li> </ul> <p>Please seek pre-application advice from the Local Planning Authority for definitive advice on the scope of these documents in order to avoid abortive work.</p> <p><b>What is required?</b></p> <p><u>Transport Assessments and Statements</u></p> <p>The scope and level of detail in a Transport Assessment or Statement will vary from site to site but the following should be considered when settling the scope of the proposed assessment:</p> <ul style="list-style-type: none"> <li>• Information about the proposed development, site layout, (particularly proposed transport access and layout across all modes of transport).</li> <li>• Information about neighbouring uses, amenity and character, existing functional classification of the nearby road network.</li> <li>• Data about existing public transport provision, including provision/ frequency of services and proposed public transport changes.</li> <li>• A qualitative and quantitative description of the travel characteristics of the proposed development, including movements across all modes of transport that would result from the development and in the vicinity of the site.</li> </ul>	<p><a href="http://webarchive.nationalarchives.gov.uk/+http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaapendixb">http://webarchive.nationalarchives.gov.uk/+http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaapendixb</a>;</p> <p>For local car club operators please contact Suffolk County Council Highways Department.</p> <p>Natural England’s approach to advising competent authorities on the assessment of road traffic emissions under the Habitats Regulations (NEA001) - <a href="https://publications.naturalengland.org.uk/publication/4720542048845824">https://publications.naturalengland.org.uk/publication/4720542048845824</a></p> <p>Active Travel England: planning application assessment toolkit - <a href="https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit">https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit</a></p>

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	<ul style="list-style-type: none"> <li>• An assessment of trips from all directly relevant committed development in the area (i.e., development that there is a reasonable degree of certainty will proceed within the next 3 years).</li> <li>• Data about current movements on links and at junctions (including by different modes of transport and the volume and type of vehicles) within the study area and identification of critical links and junctions on the highways network.</li> <li>• An analysis of the injury accident records on the public highway in the vicinity of the site access for the most recent 3-year period, or 5-year period if the proposed site has been identified as within a high accident area.</li> <li>• An assessment of the likely associated environmental impacts of transport related to the development, particularly in relation to proximity to environmentally sensitive areas (such as air quality management areas or noise sensitive areas).</li> <li>• Measures to improve the accessibility of the location (such as provision/enhancement of nearby footpath and cycle path linkages) where these are necessary to make the development acceptable in planning terms.</li> <li>• A description of parking facilities in the area and the parking strategy of the development.</li> <li>• Ways of encouraging environmental sustainability by reducing the need to travel.</li> <li>• Measures to mitigate the residual impacts of development (such as improvements to the public transport network, introducing walking and cycling facilities, physical improvements to existing roads.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• A detailed audit of the local highway network to determine what improvements are required to ensure that sustainable and active travel infrastructure is safe and suitable for use to encourage its use to meet wider planning policy requirements</li> </ul> <p>In general, assessments should be based on normal movements and usage conditions (e.g. non-school holiday periods, typical weather conditions) but it may be necessary to consider the implications for any regular peak traffic and usage periods (such as rush hours). Projections should use local traffic forecasts such as TEMPRO drawing where necessary on National Road Traffic Forecasts for traffic data.</p> <p>The timeframe that the assessment covers should be agreed with the Council in consultation with the relevant transport network operators and service providers.</p> <p>Where possible, developers should engage with the Active Travel England: planning application toolkit to ensure that sustainable travel is promoted within a development.</p> <p><u>Travel Plan</u></p> <p>Travel plans should evaluate and consider:</p> <ul style="list-style-type: none"> <li>• Benchmark travel data including trip generation databases.</li> <li>• Information concerning the nature of the proposed development and the forecast level of trips by all</li> </ul>	

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	<p>modes of transport likely to be associated with the development,</p> <ul style="list-style-type: none"> <li>• relevant information about existing travel habits in the surrounding area.</li> <li>• proposals to reduce the need for travel to and from the site via all modes of transport; and</li> <li>• Provision of improved public transport services.</li> </ul> <p>They may also include:</p> <ul style="list-style-type: none"> <li>• Parking strategy options (if appropriate – and having regard to national policy on <u>parking standards</u> and the need to <u>avoid unfairly penalising motorists</u>).</li> <li>• Proposals to enhance the use of existing, new and improved public transport services and facilities for cycling and walking both by users of the development and by the wider community (including possible financial incentives).</li> </ul>	
Tree Survey (Arboricultural Impact Assessment)	<p><b>When is this required?</b></p> <p>A Tree Survey and Arboricultural Impact Assessment should be submitted for:</p> <ul style="list-style-type: none"> <li>• All planning applications (full, outline, reserved matters) where trees or hedges on or adjacent to the site could be affected by the proposed development, regardless of whether the trees are protected.</li> <li>• Planning applications affecting trees protected by a Tree Preservation Order (TPO) or within a Conservation Area.</li> </ul> <p>Applications for tree works to trees protected by a</p>	<p>Town and Country Planning (Tree Preservation) (England) Regulations 2012 – <u>The Town and Country Planning (Tree Preservation)(England) Regulations 2012</u></p> <p>National Planning Policy Framework (NPPF) 2024- <u><a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></u></p> <p>Core Strategy Policy DM9 (Protection of Trees and Hedgerows) - <u><a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></u></p>

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	<p>TPO or in a Conservation Area are covered by the Town and Country Planning (Tree Preservation) (England) Regulations 2012. These are not subject to the same validation requirements and should follow national requirements only. While additional information (such as a tree survey) may be helpful, it is not required for validation.</p> <p><b>What is required?</b></p> <p>The application should be accompanied by:</p> <ul style="list-style-type: none"> <li>• A full tree survey and assessment in line with BS 5837:2012 (Trees in Relation to Design, Demolition and Construction – Recommendations), carried out by a competent arborist.</li> <li>• A tree constraints plan and root protection zones.</li> <li>• An Arboricultural Impact Assessment (AIA), including: <ul style="list-style-type: none"> <li>○ Identification of trees and hedges to be retained or removed.</li> <li>○ Dimensions of any hedges proposed for removal, including height, width, length and species composition.</li> <li>○ These dimensions must be clearly shown on the submitted plans, with hedge sections labelled and cross-referenced to the AIA.</li> <li>○ A detailed assessment of the likely impacts of the proposed development on all retained trees and hedges, including rooting areas and canopy spreads.</li> <li>○ Evaluation of direct and indirect impacts,</li> </ul> </li> </ul>	<p>Planning Practice Guidance, Tree Preservation Order and Trees in Conservation Areas - <a href="https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas">https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas</a></p> <p>BS 5837 (2012) Trees in Relation to Design, Demolition and Construction - <a href="https://knowledge.bsigroup.com/products/trees-in-relation-to-design-demolition-and-construction-recommendations/standard">https://knowledge.bsigroup.com/products/trees-in-relation-to-design-demolition-and-construction-recommendations/standard</a></p> <p>BS3998 (2010) Tree Work - Recommendations - <a href="https://knowledge.bsigroup.com/products/tree-work-recommendations/standard">https://knowledge.bsigroup.com/products/tree-work-recommendations/standard</a></p> <p>Ipswich Space and Design Guidelines SPD (2015) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/space_and_design_guides_spd.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/space_and_design_guides_spd.pdf</a></p> <p>Suffolk Design Guide for Residential Areas, Landscaping (2000) - <a href="http://www.suffolk.gov.uk/business/planning-and-design-advice/suffolk-design-guide-for-residential-areas/">http://www.suffolk.gov.uk/business/planning-and-design-advice/suffolk-design-guide-for-residential-areas/</a></p> <p>Natural England Ancient Woodlands Map - <a href="https://publications.naturalengland.org.uk/map?category=552039">https://publications.naturalengland.org.uk/map?category=552039</a></p> <p>Ancient woodland, ancient trees and veteran trees: advice for making planning decisions - <a href="https://www.gov.uk/guidance/ancient-woodland-ancient-trees-and-veteran-trees-advice-for-making-planning-decisions">https://www.gov.uk/guidance/ancient-woodland-ancient-trees-and-veteran-trees-advice-for-making-planning-decisions</a></p>

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	<p>including anticipated loss of tree or hedge function.</p> <ul style="list-style-type: none"> <li>○ A Tree Protection Plan (TPP) clearly showing protective fencing, ground protection measures, and construction exclusion zones.</li> <li>○ Specific methods and timings for protection during construction and site operations.</li> <li>○ Responsibilities for implementation and monitoring of protection measures (e.g., Arboricultural Consultant to specify and monitor; Contractor/Developer to implement and maintain).</li> <li>● Where applicable, an Arboricultural Method Statement (AMS) and Tree Protection Plan (TPP).</li> <li>● If tree removal is proposed: a replanting strategy, ideally on a 2-for-1 basis using semi-mature specimens, unless otherwise agreed with the Council.</li> </ul> <p>A clear specification of the extent of any proposed reductions to trees, branches, or limbs, particularly for applications involving partial works.</p>	
Ventilation/ Extraction Details	<p><b>When is this required?</b></p> <p>Planning applications where ventilation or extraction equipment is to be installed, including those for the sale or preparation of cooked food, launderettes, and significant retail, business, industrial or leisure developments.</p>	<p>National Planning Policy Framework (NPPF) 2024 , - <a href="https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf">https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf</a></p> <p>Core Strategy Policy DM18 (Amenity) - <a href="https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf">https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/core_strategy_and_policies_development_erratum_with_plans_0.pdf</a></p> <p>DEFRA Guidance on the Control of Odour &amp; Noise from Commercial Kitchen Exhaust (2011) -</p>

Item	When and What required	Sources
	<p><b>What is required?</b></p> <p>Details of the position and design of ventilation and extraction equipment. This should include technical specification including predicted noise levels, noise mitigation measures and odour abatement techniques where required. Elevation drawings showing the size, location and external appearance of plant and equipment will also be required.</p> <p>Depending on the scale or proximity of the proposed equipment to sensitive receptors, a full Noise Assessment may also be required. Please refer to the Noise and Vibration Assessment section for further guidance.</p>	<p><a href="http://www.defra.gov.uk/publications/2011/03/25/odour-noise-kitchen-exhaust-pb10527/">http://www.defra.gov.uk/publications/2011/03/25/odour-noise-kitchen-exhaust-pb10527/</a></p>
<p>Additional Strategies Specific to all Outline/Full Planning Applications for Development on Large Strategic Allocations, including but not limited to Ipswich Garden Suburb and Humber Doucy Lane</p>	<p>The following information should be submitted as part of an outline planning application for the development of the site. This list is not exhaustive and further requirements may be identified through pre-application discussions, whilst some items may be more appropriate for consideration at reserved matters stage dependent on the extent of approval sought by the applicant(s) at outline stage:</p> <p><b>Master planning &amp; Design</b></p> <ul style="list-style-type: none"> <li>• Illustrative master plan of site, whilst a series of site plans should identify open space networks and different land uses with sequencing, and also outline indicative densities and building heights by land area.</li> <li>• Design &amp; Access Statement also to include design details for District and Local Centres, schools,</li> </ul>	<p>Core Strategy Policy CS10 Ipswich Garden Suburb</p> <p>Ipswich Garden Suburb Supplementary Planning Document (2017):</p> <p><a href="https://www.ipswich.gov.uk/content/ipswich-garden-suburb-development-brief-supplementary-planning-document-public-consultation">https://www.ipswich.gov.uk/content/ipswich-garden-suburb-development-brief-supplementary-planning-document-public-consultation</a></p>

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	<p>spine road, country park and visitor centre and rail bridges, and a car parking strategy.</p> <ul style="list-style-type: none"> <li>• Landscape and green infrastructure strategy, including play and sports provision strategy</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Planning Statement</li> <li>• Retail Impact Assessment – to include floorspace schedule outlining indicative scale of proposed land uses at District &amp; Local Centres</li> <li>• Draft Heads of Terms for Section 106 Agreement</li> <li>• Viability Appraisal and independent review with details to be agreed with Ipswich Borough Council</li> <li>• Affordable Housing Statement</li> <li>• Statement of Community Involvement (SCI)</li> <li>• Whole-site Infrastructure Delivery Plan</li> <li>• Neighbourhood Management Plans – to cover future maintenance of community spaces and buildings</li> <li>• Community Development Strategy</li> <li>• Adoption plan – a plan clearly identifying infrastructure and land to be adopted by statutory bodies or retained and managed by a private management company and any relevant trigger points or phasing related to adoption responsibilities. This document will inform S106 agreements, including ongoing maintenance arrangements and related financial contributions.</li> <li>• Land Use Budget - A Land Use Budget clearly setting out the total site area and breaking it down by proposed land use types (e.g. residential, employment, open space, education,</li> </ul>	

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	<p>infrastructure, community facilities). The document should be presented in tabular and plan format, showing:</p> <ul style="list-style-type: none"> <li>○ Gross and net developable areas;</li> <li>○ Amount of land allocated to each use (in hectares or square metres);</li> </ul> <p>Percentage breakdown of each land use in the context of the whole site.</p> <p><b>Sustainability</b></p> <ul style="list-style-type: none"> <li>• Sustainability &amp; Energy Assessment – outlining the approach taken to integrate sustainability during the design process. This can include topics such as water use, materials, surface water run-off, waste, pollution, health and wellbeing, management, ecology and transport. This should also include estimated energy loads and consumption as well as predicted CO2 (carbon) emissions of the overall development, in addition to BREEAM assessments (if appropriate). The Council’s Sustainability Development Checklist should be included as an appendix to such assessments.</li> </ul> <p><b>Traffic &amp; Transport</b></p> <ul style="list-style-type: none"> <li>• Whole-site Transport Assessment</li> <li>• Whole-site Framework Travel Plan – outlining measures to encourage new residents and employees on site to use sustainable modes of transport</li> <li>• Whole-site Public Transport Strategy – outlining a strategy for providing viable sustainable transport options</li> <li>• Public Rights of Way Statement – assessing the impact on existing access routes (this should be</li> </ul>	

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	<p>submitted where development impacts upon PROWs and should detail proposed mitigation or enhancements).</p> <ul style="list-style-type: none"> <li>• Highway/Home Zone design report and any other reports &amp; modelling as required in consultation with Suffolk County Council Highways department</li> </ul> <p><b>Environmental Impact</b></p> <ul style="list-style-type: none"> <li>• Environmental Statements</li> <li>• Landscape Assessments</li> <li>• Arboricultural Survey &amp; Landscape Plan, including tree and hedgerow removal details</li> <li>• Biodiversity &amp; Ecological Reports including Management Plan – survey timings to be agreed with Ipswich Borough</li> <li>• Council in consultation with Suffolk County Council &amp; Natural England</li> <li>• Archaeology Assessments</li> <li>• Air Quality Assessment – to include Low Emission Strategy</li> <li>• Noise &amp; Vibration Assessments</li> <li>• Flood Risk Assessment</li> <li>• Sustainable Drainage Strategy (subject to both planning and SAB approval)</li> <li>• Heritage Statement – with particular regard to the setting of Red House Farm complex</li> <li>• External lighting Assessments – to include assessment on habitat areas and where details of high-intensity lighting (e.g. MUGA floodlights) are included or indicatively shown near to sensitive/residential areas</li> <li>• Land Contamination Assessments</li> <li>• Site Waste Management Statement</li> </ul>	

Item	When and What required	Sources
	<ul style="list-style-type: none"><li>• Construction Management Plans</li><li>• Utility Infrastructure Report</li></ul>	

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