



IPSWICH

BOROUGH
COUNCIL

Non-Statutory Planning Guidance

Development Control Policies and Design Guidelines 1992

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IPSWICH BOROUGH COUNCIL

DEVELOPMENT CONTROL POLICIES AND DESIGN GUIDELINES

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1. INTRODUCTION

- 1.1 General The system of detailed planning control operating in this country today has evolved since the 1947 Town and Country Planning Act. In the words of the Department of the Environment's Planning Policy Guidance Note 1:
- "Essentially the system is designed to regulate the development and use of land in the public interest. The system has served the country well. It is an important instrument for the protection and enhancement of the environment in town and country for the preservation of historic buildings and the rural landscape and for the maintenance of Green Belts."
- 1.2 In Ipswich we are concerned principally with the problems of adapting and protecting the urban environment, and reconciling the different demands placed upon it. This document sets out the policies and standards that have evolved over the many years of Development Control in Ipswich. The policies continue to change and adapt to the demands of the time.
- 1.3 Whilst the Council seeks to avoid rigid adherence to physical standards where such would prevent the proper development potential of land being realised, it is a fact that pressure will have always existed to reduce standards whatever they may be, and the Council has to have regard to what is reasonable and good practice, in the interests of the amenities and safety of the public at large.
- 1.4 Terminology - In this document "The Act" means the Town and Country Planning Act 1990 (as subsequently amended). Development is defined in Section 55 of the Act as being the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of a material change in the use of any buildings or other land. Apart from some minimal exceptions development requires planning permission before it can be legally carried out.
- 1.5 Permitted Development - A number of such operations have been granted a planning permission by Regulations. These are known as "permitted development" and are included in the various classes in Schedule 2 to the Town and Country Planning General Development Order 1988. In the main they relate to the carrying out of small extensions, works and operations which are usually limited in extent and of a fairly routine nature.
- 1.6 Alterations - Householders, and their architects, agents or builders dealing with proposals to alter or extend their homes are strongly urged to respect basic design characteristics. Many houses do not stand on their own. They are one of a pair or part of a terrace or group which has certain consistent features of elevation and roof design, proportions and materials. Even though planning permission may not be required, householders are strongly urged to blend their alterations and extensions into the existing structure in a sympathetic manner.
- 1.7 It is particularly desirable to give careful thought to development proposals, including "permitted development", within

Conservation Areas. The Council's published booklet entitled "Improving Your Castle" offers useful advice for those about to embark upon alterations or extensions. This is available free from the Civic Centre. The Council's planning officers will be pleased to advise on proposals.

- 1.8 Tree Preservation - The consent of the Council as Local Planning Authority is normally required before a person may fell, top, lop, or uproot a tree which is the subject of a Tree Preservation Order. Under Section 211 of the Act anyone proposing to cut down, top, lop or uproot or wilfully damage or destroy a tree in a Conservation Area is required to give six weeks notice in writing of their intention to do so to the Local Planning Authority before the works are carried out. This will enable the Authority to consider whether a Tree Preservation Order should be made. Exempted cases are listed at Regulation 3 of the Town and Country Planning (Tree Preservation Order) (Amendment) and (Trees in Conservation Areas) (Exempted Cases) Regulations 1975, (see also Section 13).
- 1.9 Nature Conservation - The Council is conscious of the growing awareness and importance of nature conservation. This will be an issue to be taken into account wherever appropriate in the determination of planning applications, and the formulation of planning policy.
- 1.10 Environmental Assessment - Projects which have a substantial effect upon the environment must be the subject of an Environmental Assessment, as prescribed by statute. This requirement applies to major development proposals, and the Assessment must be submitted by the applicant, with the application.
- 1.11 Advertisements - The Act also empowers the Control of Advertisements in the interests of "amenity" or "public safety" and the relevant Town and Country Planning (Control of Advertisements) Regulations 1992 grant a consent to public authorities, statutory undertakers and businesses - providing they are within certain limits laid down.
- 1.12 Listed Buildings - In addition to the above controls the grant of Listed Building Consent is required where it is proposed to demolish a building included in a Statutory List of Buildings of Architectural or Historic Interest or to alter or extend such a building in a manner which would affect its character. A Listed Building includes not only a building but part of a building, and buildings and works in its curtilage.
- 1.13 Demolition within Conservation Area - Conservation Area Consent is required for the demolition of a building or part of a building in a Conservation Area with certain exceptions set out in D.O.E. circular 8/87 (para.97) (see also section 17).
- 1.14 Development Plans - Over much of the town, the provisions of the Development Plan, approved by the (then) Minister of Housing and Local Government in 1954 and subsequently amended by him in 1963, remain a basis for assessing the suitability of proposed development. Policies set forth in the County Structure Plan, Alteration No.1, approved in 1988 are also relevant. In the town

centre, the Central Area Local Plan approved in 1980 has superseded the Approved Development Plan.

- 1.15 A Borough-wide local plan will eventually supersede the Approved Development Plan and the Central Area Local Plan. Work on this has started and it is expected that a draft will be issued for public comment in mid 1993, taking account of the on-going Ipswich Traffic Study, and the County Structure Plan Alteration No.2. In the meantime non-statutory Policy Guidelines have been approved and issued, covering the Wet Dock, the Central Area, Large New Stores outside the Central Area, and Shopping Sub-Centres. Other interim policy statements may be issued prior to the adoption of the new Local Plan. The provisions of these Policy Guidelines will override certain requirements in the Central Area Local Plan and the Approved Development Plan.
- 1.16 Conservation - In Conservation Areas particular policies, guidelines and aims operate and may override some or all of those laid down in this document. In these areas a more critical approach to land use and design and the display of advertisements will operate (see also Section 17).
- 1.17 The need for accurate survey - In preparing applications it cannot be emphasised too strongly that plans submitted for approval should be based on an accurate survey and dimension of the site in question, whether it be the site of a single house or building or for a layout of a number of houses or buildings.
- 1.18 If discrepancies come to light at the time work is set out and about to commence these may well involve the work being held up whilst a fresh application is being determined or the matter is otherwise being resolved, and this may well give rise to additional costs, frustration and delay to the developer and his client and possibly cause loss of employment to the building workers concerned.
- 1.19 The Evolution of the Policies and Design Guidelines - The following paragraphs set out for guidance the development control policies and design guidelines which have evolved over the period of the life of the Ipswich Development Plan in relation to the main categories of development. It is recognised that the criteria will not cover every circumstance and there will be occasions when the application of policy to a particular case must be a matter of judgment. Ipswich Planning Services welcomes enquiries and is pleased to advise on planning policies and guidelines in relation to specific sites and problems, but without prejudice to an ultimate decision by the Development Control Sub-Committee.
- 1.20 Disabled People - When designing new buildings, or making alterations to existing buildings to which the general public are likely to require access, developers should pay particular regard to the needs of disabled people. These needs include designated parking as close as possible to the principal entrance of the building, level access from the parking area to the main entrance, access into the main entrance and within the building, and suitable sanitary accommodation. The relevant legislation in this respect is listed at Appendix 1 - Bibliography.

- 1.21 The Council is advised on these matters by the Ipswich Access Group, a forum of representatives of various Disabled Groups, a representative from the County Social Services Department, and Borough Councillors. The Panel comments on most significant proposals and the Council will seek to achieve its requirements through the use of planning and building control powers. Detailed advice on the needs of disabled people may be obtained on enquiry of the Council's Access Officer, Mr Graham Sharman at Ipswich Building Control. (Telephone 0473 262958) With regard to Highways aspects please refer to Section 4.3 in the County Council's "Housing Estate Roads - Notes for Guidance of Developers" dated October 1988.
- 1.22 Crime Prevention - Thought should be given to Crime Prevention in the design stages of certain developments - see Bibliography.
- 1.23 Enforcement Action - It is the Council's duty to exercise its planning functions efficiently and responsibly. The aim is to meet the differing requirements of developers and public alike, wherever practicable. However the fundamental aim of the planning system is to protect the public interest, and where necessary and justified, the Council will not hesitate to use the various enforcement powers that are available within planning legislation, to ensure proper compliance with its policies and procedures.

2. RESIDENTIAL AREAS

2.1 Overriding Policy

This overriding policy recognises that residential areas are essentially for living in and where the amenity and quiet enjoyment of people's homes should not be unduly prejudiced. The Council feels strongly that only those non-residential uses which are necessary and ancillary to the day to day needs of residential areas - local shops, schools, surgeries, churches, open spaces and the like - should normally be allowed within such areas and these should be carefully sited to cause the least inconvenience to persons by reason of traffic generation, noise, etc. Any other business uses will not normally be allowed in such areas unless they are small scale commercial or light industrial uses, particularly in existing non-residential buildings, which would not adversely affect the character of the locality, would not be detrimental to visual amenity, would not result in a significant loss of residential land/living accommodation detrimental to residential amenity and where the Council may be satisfied that the proposal would have no adverse effects relating to noise, smell, safety, health, traffic generation etc..

2.2 Non-conforming Uses

- 2.2.1 Some of the older residential areas of the town contain a number of long established and randomly sited business uses such as workshops, stores, scrap and sale yards and the like which are often out of place in such areas. They generate activity by persons and vehicles and operate processes which can give rise to nuisance and loss of amenity to nearby residents. Often they are unsightly. It is recognised that these "non-conforming" uses have an established right to continue their operations, and some small

scale light industrial uses have shown that they can operate in residential areas without causing undue damage to amenities. Their removal by direct action of the Council is unlikely, rather it is a gradual process arising from some general redevelopment in the vicinity. Where removal of business uses through redevelopment becomes necessary the Council will use its best endeavours to assist in finding alternative accommodation for such uses.

2.2.2 The policy relating to such non-conforming uses already established will depend upon the use to which they are put. Where demonstrable harm arises from a use, then the policy is not to allow its expansion to any significant degree either in terms of building floor space or cubic content, nor its extension outside the existing curtilage, nor to allow a change of use from one non-conforming use to another, unless the result would lead to an improvement in the amenities for surrounding residents and in the appearance of the premises. Other more neighbourly business uses will be allowed to expand in residential areas if they are small scale commercial or light industrial uses, particularly in existing buildings, and the expansion would not adversely affect the character of the locality, would not be detrimental to visual amenity, would not result in a significant loss of residential land/living accommodation detrimental to residential amenity and where the Council may be satisfied that the proposal would have no adverse effects relating to noise, smell, safety, health, traffic generation etc..

2.2.3 It is the policy to allow the rebuilding of established non-conforming use premises, subject to the same provisos as at 2.2.2 above. The Council will look for such improvements in design layout and operation of the premises as will contribute to the improvement of the environment for surrounding residents.

2.3 Types of Residential Development

2.3.1 Residential accommodation is provided in different forms either by new development or extension and conversion. For single family occupation there are houses, bungalows, flats, maisonettes, caravans and portable dwellings - the latter two involving particular planning considerations. Hostels, sheltered accommodation, group homes and similar arrangements where some facilities are shared provide for special needs (for example, lonely or frail or elderly persons in care, others in need of a degree of community support). In the commercial field, hotels and guest houses provide for related and other needs. All these are appropriate ingredients of residential areas and no one type would normally be regarded as an unsuitable neighbour to another though hotels and guest houses may require particular consideration having regard to their size, facilities to be provided, and activity likely to be generated.

2.3.2 In the public sector, the type, size and mix of dwellings provided is determined by established need and in accordance with controls exercised by central government. Public sector resources are limited however, so the Council is concerned that the private sector should provide a wide range of dwellings to meet the needs of a variety of sizes of family at different income levels. With direct provision of dwellings by the Council now unlikely, it is

essential that the private sector provides "social housing" for low income groups wherever possible. The Council will welcome any proposals for achieving this.

2.3.3 The Council recognises the need for more small dwellings, though it is at the same time concerned that adequate floor space standards are met. No rigid criteria are set but see para.3.4.2 below. The Council will seek to ensure that each development comprises a suitable mix of dwelling sizes to properly contribute towards meeting housing needs.

2.3.4 In the case of small developments or infilling the standards adopted should be consistent with the character and appearance of the area in which they are to be sited, although proposals based upon a desire to put right any imbalance in the provision of particular types of housing accommodation in a given area, will be considered on their merits.

2.4 Layout, Access, Roads and Sewers

2.4.1 New housing developments should be laid out to incorporate worthwhile tree and landscape features and arranged in groups reflecting similar scale and design characteristics. The starting point of any new layout should be an assessment of existing landscape features and the development of a strategy to enhance the best of such features.

2.4.2 Properly constructed roads and paths are essential for convenience and safety in residential areas. It is important in the interests of creating a safe and satisfactory residential environment that access to dwellings should only be from roads designed for that purpose and not from distributor roads carrying through traffic. However, the access roads must be adequate for private car access, and for supply, emergency and service vehicles. A secondary means of access should be provided to rear gardens of dwellings other than through the habitable rooms of the dwelling. Pedestrians and vehicles should be segregated to the maximum practicable degree and a comprehensive footpath access and circulation system evolved wherever possible. Account should be taken of the special needs of elderly and disabled persons, especially people confined to wheelchairs, the blind and the deaf. At least one graded pedestrian route should be provided wherever possible to each dwelling.

2.4.3 A single width driveway and vehicular access onto a highway which is shared between two or more curtilages can lead to inconvenience between neighbours, congestion on site, and to increased use of road space for parking residents' and visitors' cars. Proposals for such shared accesses will be favourably considered only if the layout demonstrates that the guidelines parking standards can be met without giving rise to the problems mentioned.

2.4.4 All residential layouts should include proper provision of public highways, commensurate with the needs of future occupiers of, and visitors to the development. Layouts with inadequate penetration by highways, or inadequate kerbside parking will be rejected as being substandard.

2.4.5 Where garage courtyards or communal parking areas are proposed

these must be conveniently sited for use with all of the related dwellings, in order to ensure that they are properly used and that congestion of the highway is avoided. Such courtyards and areas can present visual amenity problems and where they are proposed they should be paved and landscaped to a high standard.

- 2.4.6 Mews courts may be used as a means of providing vehicular and pedestrian access to dwellings in accordance with Highway Authority standards - see Suffolk County Council's "Housing Estate Roads - Notes for Guidance of Developers", October 1988.
- 2.4.7 Private drives serving more than one dwelling may be acceptable in certain circumstances, where they will not be prejudicial to the safety and free flow of traffic and will not lead to problems of congestion and loss of amenity.
- 2.4.8 The documents listed in Sections 3 and 4 of the Bibliography apply to the design and specification of roads and sewers and are available (subject to charges) from the Borough Engineer, Ipswich Borough Council, Civic Centre, Civic Drive, Ipswich IP1 2EE.
- 2.4.9 Variations of the standard layouts may be permitted in certain circumstances but no alterations to the minimum effective width of carriageway and footway will be permitted. Up to 150 dwellings, may be served from a single estate road access. Above 150 dwellings a second access must be provided in the form of a normal estate road junction.
- 2.4.10 Carriageway centreline radii and the horizontal and vertical visibility must comply with Suffolk County Council's document "Housing Estate Roads - Notes for Guidance of Developers", dated October 1988. Superelevation of the carriageway is not normally necessary and in particular is undesirable on access roads.
- 2.4.11 Visibility splays are required at road junctions and on the inside of bends in the carriageway. The land shown within the splays must be included within the new highway boundary and the footway, where provided, shall run alongside this highway boundary.
- 2.4.12 Normally, areas to be considered for adoption as highway are as follows:-
 - 1. carriageways;
 - 2. footpaths or footways to each private front path or doorway. When access is by footpath only, the maximum distance from the carriageway to the dwelling shall be 45 metres. Footways of 1.8 metres width are normally required around all carriageway surfaces, except in the case of mews courts and access ways;
 - 3. mews courts and access ways designed in accordance with the aforementioned Suffolk County Council document.

Details of adoption procedures are covered by Section 2 of the last mentioned document. Roads, footways etc on industrial estates will not be adopted by the highway authority where the land fronting the said highways is to remain in one freehold ownership. Where multiple freeholds will be involved consideration

should be given at the design stage to the need for adoption.

2.4.13 In the design of road systems particular regard should be given to the requirements of bus service operation. Early access may be necessary to areas of new housing and the provision of temporary bus turning arrangements may be required. Careful consideration should be given to pedestrian access to kerbside bus stop positions.

2.4.14 Careful thought should be given at the planning stage to design features to contribute to the prevention of crime - see Bibliography.

2.4.15 Vehicular Access onto Classified Roads - Where it is proposed to construct a vehicular access from a property on to a classified road the following policy guidelines will operate

1. The front of the building, fence etc. over a length of 2 metres immediately opposite the proposed access shall be a minimum distance of 4.5 metres from the highway boundary (i.e. front boundary).
2. That part of the building, fence, etc., immediately opposite the access shall be a minimum distance of 9.5 metres from the centre line of the carriageway of the highway;
3. The metalled carriageway of the highway shall be a minimum width of 5.5 metres;
4. Clear visibility at a height exceeding 1 metre above road level must be available on both sides of the access, each of 'Y' distance taken from a point centrally within the access two metres from the edge of the carriageway. The 'Y' distance for a 30 m.p.h. restricted road, should be 90 metres for Class 1 and 2 roads (Class 3 is 70 metres) and 120 metres for 40 m.p.h.
5. The layout and visibility at the access must be capable of providing no obstruction to visibility exceeding a height of 0.5 metres above footway level within 2 metre x 2 metre triangular areas each side of the access;
6. The kerb length ('X' length) of the pavement crossing shall be related to the width of the carriageway viz:

Carriageway Width

'X' Length of Crossing

6m	7m
7m	5.4m
8m	4.2m
9m	3.6m

7. Any gates or other barrier to the access shall be set back 4 metres from the edge of the carriageway.

The above criteria must be met where it is reasonable and practicable to do so. Where it would not be seriously detrimental to highway safety the criteria may be relaxed, for example to retain specific landscape features, and this

will be judged on the highway merits of each case. However, there should be no relaxation of criteria 1, 6 and 7.

2.5 Space about Dwellings - desirable minimum standards

2.5.1 Space about dwellings is necessary to permit adequate natural lighting and sunlighting to the dwellings, to permit a degree of privacy between dwellings and to provide some private space for the immediate outdoor amenity needs of the residents. The degree of spacing required will depend on the type of dwellings involved and on their heights, several factors having to be reconciled. The following guidelines will be operated under this heading subject to the reservations set out in sub-paragraph 5.

- X 1. There should be a distance of not less than 21 metres between main elevations of dwellings at the private side thereof namely across rear gardens. Within this dimension there should be a distance of not less than 9 metres (measured at right angles from each end of the elevation) between the rear elevations of dwellings and the rear garden boundary relative thereto. Greater distances than those referred to may be required where buildings of four or more storeys are proposed or where there is a marked difference in site levels or where there is already a general pattern of density and spacing established in the area (See also paragraph 2.6.1 below) and these will be judged on the circumstances.
- X 2. There should be a distance of not less than 12 metres between the main elevation of one block and the end elevation of an adjoining block where they are arranged at right angles or thereabouts to each other. If the end elevation exceeds 10 metres in width or contains windows above ground floor level a greater distance may be required and will be judged on the circumstances.
3. In addition to the spacing guidelines referred to in sub-paragraphs 1 and 2, proposals will be checked against the sunlighting and daylighting criteria set out in the Department of the Environment's 1981 Manual "Sunlight and Daylight" and will be expected to meet those recommendations except where on the facts relating to a particular case it would be unreasonable to insist on those standards.
4. Private outdoor amenity space should be provided for each dwelling and this would normally be within the overall spacing between buildings required by sub-paragraphs 1 and 2 in the form of enclosed rear gardens to houses and bungalows, and for flats and maisonettes by balconies and/or some general sitting out area or areas for residents' use. Such rear gardens should not be less than 50 sq m in area for each house, bungalow or ground floor maisonette (if exclusive thereto), or average less than 25 sq metres per flat or maisonette.
5. It is recognised that in setting down the spacing dimensions referred to in sub-paragraphs 1 and 2 above, there is a danger that design and site planning could be stifled. On the other hand without specifying some minimum spacing

guidelines there may be continuing pressures by developers to present ever decreasing standards to the detriment of the quality of the new development and adjoining established development. In considering development proposals the stated dimension guidelines will be regarded as basic requirements, particularly so when the relationship of new proposals to adjoining established development is involved. However relaxation may be considered where the proposals put forward show a comprehensive approach to building design, site planning and access which satisfies the criteria for privacy, amenity space, daylighting, sunlighting, landscaping and vehicle accommodation, and where such proposals will also fit harmoniously into the surrounding established environment.

6. Some relaxation of spacing and amenity standards may be appropriate when providing elderly persons dwellings, but this must not be to the detriment of the reasonable amenity expectations of adjoining occupiers.

2.6 Severance Plots and Infilling

2.6.1 The sub-division of large gardens into additional plots for dwellings and the bringing into use of unused or underused backland sites for residential development is acceptable provided that:

1. the space about buildings guidelines set out in paragraph 2.5 are met but above all that the development will compare with the general pattern of density and spacing established in the area;
2. the dwellings will have direct frontage to an existing public road or a prospectively public road constituting part of the development;
3. in the case of sub-division the site retained with the existing dwelling will in itself comply with the spacing guidelines and will have accommodation within its curtilage for motor cars in accordance with the guidelines;
4. some dwellings contain specific design features which relate to their orientation and location of the site and in such cases severances will not be permitted that prejudice the proper setting and amenities of the original building;
5. the development does not have a significant detrimental impact on the existing visual character of the neighbourhood;
6. the removal of mature or valuable amenity trees is kept to a minimum.

2.6.2 It is not the policy to allow an additional dwelling to be erected on the rear garden of an existing dwelling relying solely on a shared driveway with the existing dwelling or an elongated separate driveway. Such piecemeal and "tandem" developments constitute sub-standard planning and access which is invariably detrimental to the amenity and privacy of surrounding dwellings.

2.7 Extension of Dwellings

- 2.7.1 The extension of single dwellings to meet the changing needs of families is a type of proposal frequently submitted for approval and the planning problems relate primarily to resolving the design of the extension in relation to the existing building and the relationship of the extension to neighbouring dwellings in terms of daylighting and sunlighting amenities and privacy.
- 2.7.2 Generally speaking it is accepted that single storey extensions up to 3 metres in height do no harm in the majority of cases although proposals that are likely to bring about a severe loss of sunlight or daylight to adjoining dwellings or spoil the outlook from main windows of such dwellings will not be approved. Where a single storey extension is built hard on the common boundary with an attached dwelling a projection from the original rear elevation of no more than 3.5 metres will normally be permitted, in the interests of safeguarding the amenities of the adjacent property.
- 2.7.3 In assessing proposals for all domestic extensions consideration will be given to the original design concept for groups of dwellings, and the extent to which properties are mutually dependent on each other for shared daylight and outlook. Sometimes properties are designed from the outset with rear extensions located away from the common boundary and the infilling of the area between the original extension and the boundary can cause daylighting and outlook problems for the neighbour who will have a similar original extension on his property, creating a "tunnel" effect. Such proposals will not normally be permitted.
- 2.7.4 However, where a tunnel effect is created because of the existence of a later post-original extension at the neighbour's property, permission will not normally be withheld. It would be unfair for one party to be denied a reasonably conventional extension, because of the form of a neighbour's extension. Furthermore, if the tunnel effect could be readily created using permitted development rights, then refusal of planning permission would be pointless, since the applicant could then simply carry out the development in phases, the first not requiring permission but causing the adverse effect, and the second requiring permission but having no adverse effect.
- 2.7.5 Two storey extensions on the side or rear of a house can only be allowed providing the effect on neighbouring properties is such that the amenities referred to will not be unreasonably diminished. A two storey projection of more than 3 metres adjacent to a common boundary with an attached property will not normally be permitted, in the interests of the residential amenities of the neighbour.
- 2.7.6 Where the extension is to the same height as the existing building with pitched roof the extension should be similarly roofed but it is accepted that a flat roof may be approved where the visual effect would not be seriously detrimental to public visual amenity.
- 2.7.7 Permission will not normally be given for two storey side extensions where they would disrupt a regular pattern of dwellings

and spacing established in an area and would if copied at other dwellings, lead to the terracing of currently separated dwellings.

2.7.8 Where a dwelling occupies a corner position at the junction of two streets a side extension poses special design problems and will only be allowed within the side building line area providing visibility lines are not infringed and the extension is well designed and limited to single storey. Where the dwelling is part of an open forecourt planned development, normally such an extension should not reduce the open forecourt to the side road below 2 metres in depth. (See also paragraph 2.11.3).

2.7.9 Proposals for front extensions to dwellings pose particular design problems, both in respect of application properties and neighbouring properties. Such extensions will only be allowed if visual and architectural amenity and the amenity of the occupiers of nearby properties are not diminished.

2.8 Community Areas

2.8.1 Where no alternative facilities are immediately available ancillary play areas for small children should be incorporated into large housing schemes. Such facilities will be based upon the number of child bed spaces in the area concerned. Areas of the town most lacking in play space (including kickabout facilities) are being investigated, and where housing schemes take place in these areas (which can be identified on enquiry at Ipswich Planning Services) provision of play space or a contribution towards neighbourhood play and kickabout facilities will be expected.

2.8.2 Play areas need to be carefully designed so as to be safe, durable easily maintained and attractive. Detailed proposals will be required to be agreed with the planning authority before work commences.

2.8.3 Within large housing developments, it will be expected that land should be set aside for community halls, places of worship, surgeries and neighbourhood shops. The exact scale and extent of such facilities will depend upon the size of the residential area in question and the existence of such facilities within adjacent residential areas

2.9 Landscaping (See also Section 13 below)

2.9.1 Where the site to be developed contains growing trees and hedges the applicant will be required to accurately mark the siting and spread of these together with existing ground levels at base on a survey plan which shall form the basis of investigation and negotiation towards the retention of selected specimens or groups of trees within the development layout in such a way as not to stultify development, while preserving natural amenity.

2.9.2 Where trees are being retained in a housing development dwellings must be sited so that daylighting and sunlighting standards will not be unduly infringed and in any case main window elevations should be at least 6 metres from the outer edge of the canopy of the anticipated spread of a tree when it is fully grown. In other cases the proximity of building works to an existing tree will

depend on species of tree, ultimate height of tree, nature of sub-soil and building construction requirements. A developer should therefore consult the Council's officers in such cases at an early stage.

2.9.3 It will be a requirement that new development be landscaped concurrently with its construction or not later than the first planting season following substantial completion of the related development and developers will be expected to make suitable provisions for the long term maintenance of such areas.

2.9.4 The making up of amenity areas - The Council has adopted a policy of accepting from developers the free conveyance of land which is the subject of a condition of planning permission relating to the making up of amenity areas to the satisfaction of the Council, subject to the developer entering into an agreement under Section 106 of the Town and Country Planning Act 1990 requiring a capital sum for the maintenance of the areas of land for a period of 10 years - this sum to be based on the estimated annual maintenance cost multiplied by the specified number of years - and thereafter the maintenance costs to be the responsibility of the Council.

2.10 Noise & Vibration

2.10.1 Proposals for residential development close to established sources of noise pollution, e.g. major roads, aircraft, industry, railways will be critically examined, with reference to the Director of Environmental Health's published standards. Special planning conditions requiring noise protection works may be applied and careful site planning may be involved on such sites.

2.11 Screen Walls and Fences

2.11.1 These are a necessary ingredient in the design of residential developments to maintain privacy between dwellings and to screen exposed yards, gardens and vehicle parking areas from public view. Apart from meeting these requirements they can also be employed to link buildings and assist in securing architectural unity within groups of development.

2.11.2 Garden privacy is less important on the street frontages of dwellings. Whether open forecourt design or fenced forecourts are proposed it is important that an acceptable degree of unity in design and materials should be put forward as this can contribute significantly to a satisfactory appearance of the development when viewed from the street.

2.11.3 Where a dwelling occupies a corner position at the junction of two streets or a street and footpath it is recognised that a screen fence of adequate height and design is necessary parallel to the side street or footpath to enclose and provide privacy to the rear garden. Where the development is laid out on the open forecourt principle a conflict arises between maintaining the continuity of open forecourt design and the resident's wish to enclose as much of his rear garden as possible as private amenity space. It is considered that a side forecourt in open planned development should not be less than 2 metres in depth.

- 2.11.4 Where prominent rear or side garden boundaries have to be screened this must be carried out to a high standard. Long frontages will normally require varied and good quality brick walling.

2.12 Car Parking

- 2.12.1 Provision must be made for the parking of residents' and visitors' cars clear of the carriageways of the estate roads so as not to cause inconvenience and danger to other road users. Parking provision should be to the standards laid down in the current Suffolk Local Authorities Parking Standards document - see Appendix 2
- 2.12.2 Garages should be located not nearer than 5.5 metres to the street boundary, to provide a forecourt hard-standing in front of the garage of sufficient length to prevent vehicles from overhanging the footpath, and yet maintaining access to garage doors.
- 2.12.3 Some relaxation of car parking standards may be permitted in the town centre, where occupiers and visitors may be expected to be more reliant upon public transport. It is also recognised that on certain infill sites, by reason of their shape or limited size, it may be necessary to consider a reduction if such sites are to be adequately developed.
- 2.12.4 Dimensions for Car Parking The dimensions required for a car parking space are 4.8 x 2.4 metres, and manoeuvring distance between grouped car parking spaces or in front of grouped garages should be not less than 6.0 metres. The access road to grouped car parking or garage areas should be not less than 2.5 metres wide and 2.4 x 2.4 metres visibility lines should be provided at the junction with an estate road. Large and exposed grouped car parking areas are not acceptable but parking spaces should aim to be within sight of dwellings (in accordance with the Crime Prevention requirements - see Bibliography).
- 2.12.5 Car parking spaces, forecourts and accesses thereto, and forecourts to grouped garages must be paved and drained, screened and landscaped to a satisfactory standard. The gradient of a driveway or hardstanding within a property must not be steeper than 1 in 8 and suitably contoured into the level of the pavement crossing.

2.13 Aerials

- 2.13.1 Subject to certain limitation, dish aerials for the reception of domestic satellite broadcasting will not normally need planning permission on dwelling houses. You are advised to discuss such proposals with planning officers.
- 2.13.2 Aerials required in association with Amateur Radio broadcasting will normally require planning permission. Subject to assessment in environmental terms these will normally be permitted on a trial basis. However if followed without proper consideration, this hobby can cause widespread disruption and annoyance to neighbours through interference. In such cases, the grant of permission will not normally be forthcoming.

- 2.13.3 Citizens Band aerials may also need permission and a similar approach will be adopted. However, aerials erected in accordance with Department of Trade and Industry regulations will not normally need planning permission.

3. PROPOSALS TO CONVERT HOUSES INTO FLATS, MAISONNETTES, AND OTHER FORMS OF MULTIPLE OCCUPATION

- 3.1 There is a serious shortage of housing in the town and the conversion of suitable properties into a number of dwellings can play an important part in alleviating the general problem by reducing under-occupation and matching the Town's housing stock to demands placed upon it from a variety of household sizes. Investment in such conversions can also be to the benefit of surrounding areas.
- 3.2 However, it is recognised that proposals to convert houses in this way may not always be generally acceptable. In some cases the resultant increase in the intensity of use of the property could bring problems to the neighbourhood.
- 3.3 The Council, as a Local Planning Authority, will seek to balance the need for a greater number of dwellings through conversion of existing properties with the desirability of safeguarding the amenity and quiet enjoyment of existing dwellings.
- 3.4 It is suggested that, using the guidelines set out at paragraph 3.4.1 below, no rigid policy should be applied - each case should be looked at on its merits in relation to the considerations set out.

3.4.1 Environmental Factors (Character of Neighbourhood)

1. General size of houses in the street, or streets concerned

As a general rule family-sized houses, particularly those having three bedrooms or fewer, should be retained for single family occupation and will not normally be regarded as suitable for sub-division.
2. The percentage of homes already converted into Multiple Occupation in the Area.

Proposals will be looked at in the light of the percentage of existing conversions in the street and public reaction to those proposals. However, no target percentage will be put forward for every street in the Town.
3. Availability of off-street and on-street parking facilities in the Area.

This should be taken into account, in relation to the details of the proposal. As car ownership rates increase, and parking problems become more severe, this criterion assumes greater importance.
4. Character of Road

Dwellings located on busy roads may be less suited to family occupation and therefore more appropriate for multiple occupation.

3.4.2 Standard of proposed accommodation

1. Size and facilities - Accommodation shall generally be to the standards set out in the Institution of Environmental Health Officers (IEHO) Guidance notes concerning Homes in Multiple Occupation, dated January 1982, for example:

Flats

1. Bed/sitting room and separate kitchen and bathroom for one person
19.5 square metres
2. As 1, but for two persons
25.5 square metres
3. Separate bedroom, kitchen, lounge and bathroom for one person
28.8 square metres
4. As 3, but for two persons
33.9 square metres

Note: Each flat to have a bathroom of 4.65 square metres.

Bedsits

1. If kitchen shared
10.2 square metres
2. If cooking facilities provided in the room
13.0 square metres

In the case of new development, however, at least one bathroom and one separate WC should be provided for each four persons resident where such facilities are shared. The facilities should be conveniently distributed within the building. In the case of existing developments, unauthorised in planning terms, the IEHO standards of at least one bathroom and one separate WC for each six persons resident may be acceptable.

2. Flats and bedsitters should ideally be self contained.
3. Sound Insulation - where necessary proposals should be submitted, either at the time of the application for planning permission or as a condition of permission for adequately protecting adjacent dwellings from noise from dwellings created as a result of sub-division. This consideration will be particularly important where lounges for new dwellings are to be located adjacent to bedroom accommodation in neighbouring property. Proper sound insulation is required between both existing and all new

dwellings.

4. Outdoor amenity space - except in town centre locations, an outdoor amenity area should be provided of 25 square metres per unit. There should be individual access thereto and this will be regarded as an important factor in proposals for two or more person units, as they may become occupied by families including young children. Amenity space should be easily accessible from all dwellings.
5. Availability of off-street car parking related to the property in question - This is considered desirable and proposals will be judged on their merits, in relation to prevailing circumstances and the current parking standard - see Appendix 2.
6. Accessibility from the public highway - all units must be easily accessible. Difficult pathways via rear gardens are not acceptable as the main approach to a living unit.
7. Waste Disposal - provision should be made for the storage of wheeled bins on site. A screened storage area may be appropriate.

3.5 Sometimes the Council becomes aware that conversion of a house into a form of multiple occupation has taken place without the necessary grant of planning permission. If, on application being made, permission is refused, enforcement action may be authorised. In such cases the Council resolved as follows at its meeting of 23 November 1983:

"that all persons residing in unauthorised bed and breakfast accommodation and Houses in Multiple Occupation, threatened with homelessness by enforcement action, and who are innocent parties to the authorised use be rehoused or nominated to Housing Associations for rehousing at the discretion of the Housing Management and Welfare Sub-Committee, such rehousing to take place before the expiry of the period for compliance with the enforcement notice, except where the Sub-Committee consider that, in the circumstances, it is not desirable or appropriate to offer rehousing or nomination to a Housing Association".

3.6 Certain forms of what may be perceived as multiple occupation will not require planning permission, for example when unrelated people live together as a family. This is a complex legal matter and interested persons are advised to discuss the situation with the Council's planning officers. The fact that planning permission is not required will not necessarily mean that the premises do not constitute a House in Multiple Occupation so far as Environmental Health Controls are concerned.

4. HOTELS AND BOARDING HOUSES

- 4.1 These can be relatively small establishments offering residential facilities only, or premises offering a wide range of facilities - licensed bars, restaurants, conference and reception rooms and catering for private and public functions of various sorts. Apart from the small residential hotel or boarding house catering for perhaps up to 6 & 8 guest rooms, which is usually compatible with a residential area, the larger and more varied types require special siting where the particular functions carried on and the traffic generated can be accommodated without deleterious effect on amenity and highway safety.
- 4.2 Car Parking should be provided to the required standard - see appendix 2. Lesser standards than these may be applied where the premises are sited in the closely-built central area of the town. Adequate space will be required for goods vehicles to park on large sites whilst on and off loading at the premises.

5. SURGERIES

- 5.1 It has been ruled by Ministers responsible for planning that the use by a general medical or dental practitioner of one or two rooms at his residence as consulting rooms or surgery does not constitute a material change of use of his residence and planning permission is not required. Planning permission is however required for the use of a house as a suite of consulting rooms or surgeries by more than one medical practitioner.
- 5.2 Clearly medical surgeries are appropriate in residential areas either by change of use of a suitable building or through purpose built accommodation. Small semi-detached or terraced properties are not normally appropriate as the activity created by the coming and going of persons and the transmission of noise through party walls can be a nuisance. Car Parking should be to the current standard - see Appendix 2 - except in the Town Centre, where public car parks are available and kerbside waiting is controlled.
- 5.3 So far as specialist medical services are concerned, it is expected that these will normally be located where they will enjoy Town-wide accessibility, for example, in the Central area or within or near shopping sub-centres. Proposals will be judged in particular for their effect upon residential amenities.
- 5.4 Veterinary surgeries too are considered appropriate in residential areas and similar requirements to general medical surgeries apply. It is usual however not to allow the boarding of animals and disposal of animal carcasses on the premises.

6. RESTAURANTS, CAFES, PUBLIC HOUSES, PLACES OF ASSEMBLY, CHURCH HALLS, PLACES OF WORSHIP, CLUBS

- 6.1 These classes of uses require careful siting so that the activity generated by persons and vehicles and the music, singing and dancing, etc. carried on is sufficiently isolated from residential properties so as not to cause nuisance to householders. Car parking and loading areas will be required to the adopted standard - see Appendix 2. In view of the broad range of uses covered, and their differing circumstances, some flexibility in the interpretation of these requirements will be allowed, but restrictions on use to prevent inappropriate change, may be required.
- 6.2 Public Houses - where these are sited in residential areas the Council will judge proposals for the extension of their buildings or sites or their car parking areas against the likely effect such proposals may have on the amenities of surrounding residents, by introducing or extending facilities for entertainment or otherwise causing a greater concentration of persons and vehicles that would reasonably be expected from a public house serving a local residential area need.

7. PLAYGROUPS

- 7.1 A good many playgroups have been formed at dwelling houses and some at Church Halls and like premises. Persons taking pre-school age children into such groups are required to be registered under the "Nurseries and Child Minders Regulation Act 1948" and the number of children permitted depends on the nature of facilities at the premises used. For the purposes of the Town and Country Planning Act it has not been regarded as a material additional use of a dwellinghouse unless the number of children taken into care is four or more.
- 7.2 It has been the policy to approve the additional use of an average sized dwelling for up to 8 children with a 1-year limit to the permission in the first instance; on re-application full permission is granted unless the use has had an adverse effect on neighbours. Permission may be refused where the dwelling concerned fronts a trunk or distributor road and such use would lead to vehicles waiting on the road to the detriment of the safety and free flow of traffic.

8. SHOPS

- 8.1 General - Structure Plan policy relating to shopping facilities is stated and explained at Chapter 8 of Explanatory Memorandum to the approved Suffolk County Structure Plan Alteration No. 1 dated February 1988. Broadly, the policies are as follows:-

Policy S1 - the fundamental policy aim of maintaining and enhancing the facilities of existing town centres.

- Policy S2 - carrying out Impact Assessments on major proposals.
- Policy S3 - major new development should not have a material adverse effect on a town centre as a whole.
- Policy S4 - provision for additional shopping development should normally be made within or adjacent to town centres.
- Policy S5 - criteria for judging proposals for large out-of centre food stores.
- Policy S6 - certain types of retailing are acceptable outside town centres.
- Policy S7 - other types of retailing may be acceptable subject to certain criteria.
- Policy S8 - criteria for accommodating such acceptable retail uses on industrial estates.
- Policy S9 - the extension or creation of local shopping centres.
- Policy S10 - provision of local shops.
- Policy IP12 - location of retail warehouses.

8.2 The above are subject to current review by the proposed Structure Plan Alteration No.3. Policies relating to shopping in Ipswich are stated in Part 2 of the Central Area Plan augmented by the non-statutory Policy Guidelines covering the Central Area, Large New Stores Outside the Central Area, and Shopping Sub Centres. These will be reviewed in the forthcoming Borough wide local plan.

8.3 The Council's primary aim in operating the shopping policies is to maintain and enhance the attractions of the town centre facilities, and proposals for substantial expansion of retail floorspace have been granted permission. However, there are continual pressures for retail warehousing in off-centre locations. These facilities are part of modern day life and the policy is not to prevent them, but to accommodate suitable uses in the most beneficial locations. The Council also sees it as important to retain and encourage secondary and neighbourhood shopping.

8.4 Non-retail Uses It is intended to resist the introduction of inappropriate further non-retail uses into the primary shopping streets of the town centre. As to the secondary shopping streets, it is recognised that these will have to accommodate those non-retail uses deemed by Central Government to be appropriate to shopping areas. However, the Council will not permit concentrations of such uses to unduly diminish the retailing character of these streets. Therefore, each proposal must be carefully judged.

- 8.5 The establishment of non-retail uses in Local Shopping Areas, whether by change of use or otherwise, is problematic. Consideration may however be given to allowing Bank and Building Society Branch Offices, Launderettes, and Betting Offices in such areas where the Council is satisfied that they can be accommodated without unduly diluting the potential for a reasonable range of shop trades to serve the surrounding residents, and other considerations of amenity and road safety are not prejudiced.
- 8.6 In considering proposals for non-retail uses in shopping areas the Council will expect premises, other than banks, to be designed with display windows and shopfront features and to have a changing and attractive window display maintained.
- 8.7 Certain non-retail uses have a requirement for automatic teller machines, giving an out-of-hours service that is appreciated by the general public. However, such machines are often out of place within the confines of a glazed shopfront. They can also lead to problems of congestion resulting from queuing on the footpath and may cause a highway danger through associated vehicle parking. Therefore it should not be assumed that every property the subject of proposals can accommodate such a machine. In environmentally sensitive locations, a solution where the machine is provided within a lobby may be appropriate.
- 8.8 Servicing - Retail uses require frequent servicing by vehicles, often quite large vehicles, and up to five large vehicles may be off-loading at any one time at Supermarkets. Provision of adequate parking space for goods vehicles on site will normally be regarded as essential. Facilities for the parking of customers' cars will normally be required but it is recognised that this may be impracticable in the closely built-up parts of the Town.
- 8.9 Vehicle parking standards - see Appendix 2
- 8.10 Shops for the Sale of Hot Food - Such shops have become increasingly popular in recent years. Their siting does however present particular problems as they are associated with cooking smells, litter, vehicles parking and late night activity. Individual proposals will be judged on their merits but they will be looked at in relation to the following guidelines:
- 8.10.1 They should be located in a shopping frontage, in a situation where they would have no adverse effect on residential amenities.
- 8.10.2 They should be located so as not to have a detrimental effect on highway safety.
- 8.10.3 Locations in small shopping centres may not be acceptable if such shops would be likely to cause a loss of basic shopping facilities.
- 8.10.4 There should not be a proliferation of such shops in any one area.
- 8.11 Where approval is granted it is likely to be subject to conditions including limitation on trading hours to protect amenities. Trading between 11 p.m. (11.30 p.m. Friday and Saturdays) and 7.30 a.m. is unlikely to be allowed where residential accommodation is near at hand.

- 8.12 Living accommodation attached to shops - The expansion of shops into attached ground floor living accommodation may be acceptable but expansion involving the loss of other living accommodation is unlikely to be permitted (see also Section 12 below).
- 8.13 Isolated local shops - Where such shops are no longer viable the policy is to encourage conversion to wholly residential use rather than approve some other business use.
- 8.14 Shopfront design - The policy relating to shopfront design is to permit businesses to express their individuality and separateness but nevertheless to employ sufficient restraint in design and materials so that they fit in harmoniously with their surroundings. Where there are proposals requiring planning permission, involving the amalgamation of or subdivision of shop units having traditional shopfronts, the Council will seek to retain the integrity and character of the original (see also Section 17 below). In those instances where the premises are listed or form part of a group of shops of special townscape significance a more demanding approach to shopfront design and materials will be applied. The Central Area Plan/Policy Guidelines sets out various criteria which will be applied in assessing applications for planning permission and listed building consent for shopfronts and the signing of shop premises in the Central Area.
- 8.15 Roller shutters will not normally be permitted across shopfronts since these present a bleak and ugly facade when the premises are closed. Where security problems are feared, retailers should ideally provide a see-through grille behind the display window. If this proves to be physically impossible, an external grille may be permitted subject to careful detailing and finishes.
- 8.16 PVC or fabric canopies over windows or doors are rarely appropriate additions to a street scene and will not normally receive permission when subject to control. These features are usually employed as an advertising device, and where there is a genuine need to protect merchandise from the sun, a traditional shop blind should be employed. (Note - under the Town Police Clauses Act, 1847, projections over the footpath should have a minimum clearance of 8 feet).
- 8.17 Launderettes - These are not shops for the purposes of the Use Classes Order but are now an accepted feature of shopping centres including shopping sub-centres. Provided the equipment is installed to the standards recommended by the Director of Environmental Health, nuisance by reason of vibration, ventilator noise, etc. does not normally occur. It has been the policy to impose a condition of planning permission limiting opening hours to the period 6.30 a.m. to 11 p.m. or midnight to protect surrounding residential amenities.

9. OFFICES

9.1 Suffolk County Structure Plan Policy relating to offices in Ipswich is as follows:-

"Policy IP9

- (a) Permission will not normally be granted for major office development within Ipswich Central Area, in order to safeguard the environment and prevent the exacerbation of traffic congestion unless:
 - (i) The development is of such a design and scale that it is compatible with the existing character of the Central Area;
 - (ii) Acceptable proposals to overcome traffic and highway objections form part of the proposals;
- (b) Proposals for change of use, redevelopment or refurbishment for offices that can provide significant townscape benefits will be permitted provided that they are not of a scale which would cause significant problems for the transport network or the environment generally;
- (c) Outside the Central Area Proposals for office development will normally be appropriate in employment areas. Proposals for office development elsewhere will be considered on their merits against the following criteria;
 - (i) The compatibility with the uses of the surrounding area;
 - (ii) The effect on the environment generally;
 - (iii) The effect on the transport network."

9.2 The above policies are subject to review in the proposed Structure Plan Alteration No.3. Policies relating to office developments in Ipswich are stated in the Central Area Plan/Policy Guidelines. The recently approved Committee report reference P/10/10 - Employment Position is also relevant. These show:

1. the quantity of office development which will be permitted;
2. suggested locations for major office developments;
3. within those parts of the Conservation Area which are primarily in office use, encouragement will be given to small scale office developments where buildings of historic or architectural interest can be renovated and brought into use, or where new developments will be of significant benefit in townscape terms.

9.3 Proposals for office development whether by change of use or new building will be judged against the following criteria:

1. conformity with the policies set forth in the County Structure Plan and the Central Area Plan/Policy Guidelines/Report P/10/10;
2. new building shall be of good quality design, detailing, and materials and its scale and site planning shall fit harmoniously into the scale and character of the surrounding environment and contribute significantly to its quality;
3. the building shall respect the amenities of neighbouring plots;
4. satisfactory pedestrian and vehicular accesses where applicable;
5. facilities on site for the parking of goods vehicles servicing the premises;
6. car parking to the Council's Standards - see appendix 2

9.4 The car parking standards required are subject to any limitations prescribed by reason of siting or planning policies. The Central Area Plan and Policy Guidelines state that car parking will only be permitted with new development in the Central Core where the applicant can prove that it is necessary for the efficient operation of the business. New firms requiring a larger number of operational spaces will be encouraged to choose sites outside the Central Core. On sites within the Central Area, but outside the Central Core, sufficient car parking should be provided for the operational needs of the prospective occupiers. Any additional spaces will be subject to an assessment of their compatibility with the following objectives:

1. promotion of employment opportunities in offices;
2. reduction of peak hour congestion;
3. promotion of the use of public transport for journeys to work;
4. redevelopment of vacant or underused, but possibly restricted sites;
5. investment by developers in the fabric of the Central Area;
6. environmental improvement dependent upon the scale and massing of the proposed development.

9.5 It is not the policy to permit offices to become established in residential areas nor to allow one or two rooms at dwelling houses to be used by the householder as offices for professional purposes or in the operation of businesses. (paragraphs 2.1 and 2.2 above relate).

9.6 Offices falling within use Class B1 (i.e. not serving principally visiting members of the public) will be permitted on industrial land, since the 1987 Use Classes Order makes it clear that a change from such a use to certain industrial uses does not constitute development requiring planning permission. However, if

an unrestricted Class B1 use right is required then the premises must be designed to meet the servicing and parking demands of both office and industrial uses.

10. INDUSTRY STORAGE AND DISTRIBUTION

- 10.1 The strategic planning policy relating to Industrial development is set out as follows at Structure Plan Policy No. IP7:

"Policy IP7

Major new employment areas will be located on the periphery of Ipswich with good access to housing areas, the primary route network and public transport. Subject to suitable access and detailed local plan studies, the extension of the Nacton Industrial Area up to the AONB boundary and the extension of the White House Industrial Area is proposed".

This policy is subject to review in the proposed Structure Plan Alteration No.3.

- 10.2 Although in separate use classes for the purposes of the Town and Country Planning legislation, industry and warehousing present many similar features for the purposes of development control, namely:

1. both uses can involve very large buildings requiring similar design features and materials;
2. both involve the operation of a large number of goods vehicles and often quite large vehicles;
3. industry will also generate a large number of employees' cars - mainly tidal flows at beginning and end of working day, and warehouses of the wholesale class can generate considerable flows of trade customer vehicles during the working day.

- 10.3 Industry is subdivided into "general" (Use Class B2), various "special" types (Classes B3-B7) and the remainder, formerly known as "light" industry. This latter type is now grouped with various offices uses not serving principally visiting member of the public (Class B1). Storage and Distribution uses fall within Class B8. If an unrestricted Class B1 use right is required then the development must be designed to meet the servicing and parking demands of both office and industrial uses.

- 10.4 Warehousing proposals will be examined to ascertain if retailing is proposed and if it is then the proposals will be judged against the policies contained in Section 8.

- 10.5 Industrial storage and distribution uses are not appropriate in or accessed through residential areas, and should be located in the areas allocated for such uses on the Development Plan. Where such uses are juxtaposed with residential uses, then restrictions on usage will be imposed in the interests of the amenities of adjoining occupiers.

Control standards require:

1. adequate design and materials,
2. satisfactory siting in relation to site boundaries - compliance with relevant indicator tests,
3. adequate access for large vehicles,
4. adequate parking and turning for large vehicles on site, - see Appendix 2
5. car and vehicle parks and accesses to be paved with contrasting materials and drained,
6. landscaping including screen walling to be provided,

NOTE 1 : where the incidental offices for 1, 2 and 3 exceed 150 sq. m. gross floor space the car parking for the excess should be calculated at standards applicable to offices.

NOTE 2 : where "starter" industrial/storage units are proposed, i.e. having a gross floorspace of 70 sq. m. (750 sq. ft.) or less, then one 7 metre long loading bay will suffice. However, the units should be laid out so that a 15 metre vehicle can enter the development site and can stand close to any unit without blocking the through flow of other vehicles.

- 10.6 Generally, the layout of industrial estate roads should comply with the Appendix A to Suffolk County Council's document "Housing Estate Roads - Notes for the Guidance of Developers", dated October 1988, dealing with spine or tertiary roads. The carriageway construction shall comply with Suffolk County Council's document "Specification for Housing Estate Roads", dated May 1982, Table 5, Primary Distribution Roads. Grass verges are not normally acceptable on developed frontages and generally footways are to be 3.0 metres wide.

11. COMMERCIAL GARAGES AND PETROL FILLING STATIONS

- 11.1 Some commercial garages offer all facilities to the motorist or vehicle operator, namely major repairs (including body repairs) cellulosing, servicing, sale exchange and hire of vehicles, and the sale of petrols, oils and accessories. Some firms do only some of these trades and there is now a tendency to develop specialist premises dealing only in tyres and batteries, exhaust systems, etc. and the direct fitting thereof.
- 11.2 In the main, commercial garages require siting away from residential areas where access can be obtained direct from an adequate road system and where the slowing down and turning movements can be tolerated in relation to traffic flows, intersections etc. Garages offering servicing and repair of vehicles require a location where these types of industrial

processes can be carried without disturbance to residential and other amenities.

11.3 Residents may find it convenient to have within their local or neighbourhood amenities a garage providing only oils, petrols and the light servicing of vehicles. Such a garage may be considered as an adjunct to a local or neighbourhood shopping centre only provided it can be sited without undue visual prominence and with a sufficient degree of isolation from residential properties.

11.4 Development control standards operated are:

1. satisfactory layout ensuring that vehicles can move freely onto the forecourt and through the refuelling points without obstruction - spacing of pump islands to be 4.2 metres minimum to enable a vehicle to move past a vehicle being refuelled;
2. adequate width of access - 7.2 metres wide crossing are desirable;
3. parking space for vehicles delivering or collecting goods at the premises (tankers, car transporters, etc); car parking in accordance with the adopted standards - see Appendix 2
4. adequate design and materials of construction of buildings and canopies;
5. restriction by condition of the use of sales kiosks and vehicle showrooms to use for the sale of vehicle, motor accessories and spares only and not as a retail shop;
6. limitation on the quantity and intensity of illumination where necessary in the interest of residential amenities or road safety, or to protect an environment of conservation quality.
7. restriction on hours of use where close to residential premises.

11.5 Proposals for specialist bodywork repair garages or heavy goods vehicle garages will be judged on their merits. Adequate parking for staff, customers and vehicles not being worked upon will be required.

11.6 Where the storage of petroleum spirit is involved applicants are advised to consult the Suffolk County Consumer Protection Officer whose requirements may influence the layout of a development.

12. EXISTING RESIDENTIAL ACCOMMODATION ASSOCIATED WITH NON-RESIDENTIAL USES

12.1 The serious shortage of housing in the town has been referred to at Section 3 above.

- 12.2 Because of this shortage there will be a presumption against allowing proposals involving a loss of existing residential accommodation associated with non-residential uses unless there are overriding planning considerations or, in the case of proposals involving a partial loss of existing residential accommodation, unless viable living units can be retained. Such is the concern of the Council on this issue that it has been active in encouraging the return to residential use of over-the-shop vacant floorspace through grant aid.
- 12.3 Concern over the serious shortage of housing reinforces the policy towards the desirability of encouraging future residential use for isolated local shops which are no longer viable as such, (see paragraph 8.11 above).

13. TREE PRESERVATION AND LANDSCAPING

- 13.1 The retention of the maximum possible number of suitable existing trees and other landscape features within a development and the infusion of new landscaping, both soft and hard makes a substantial contribution to the appearance and pleasantness of a development, its locality and the town as a whole. A prerequisite to the consideration of a planning application is a survey drawing showing the disposition, type, canopy spread and quality of trees on the site, and the site levels in the vicinity thereof. The retention of trees and the infusion of new landscaping will normally be a requirement of planning permission. Ipswich Planning Services, in conjunction with the Parks Division of the Leisure Services Department, will be pleased to advise interested persons.
- 13.2 Where trees merit retention a condition may be imposed on the grant of planning permission that they shall not be felled, lopped, topped or have their roots cut without the prior consent of the Council. Alternatively, such trees may be made the subject of a Tree Preservation Order. Where building and other works are involved in the permission the conditions will also require that the trees shall be adequately fenced at the perimeter of the canopy and protected against damage during the whole of the period of site preparation and building works.
- 13.3 Local Planning Authorities can make Tree Preservation Orders if they find it expedient in the interests of amenity. The Local Planning Authority should be able to show that without the Order there would be a risk of public amenity being spoiled. It is the policy to make Tree Preservation Orders where these circumstances apply.
- 13.4 Trees which are not included in Tree Preservation Orders but are sited within Conservation Areas are protected by Section 211 of the Town and County Planning Act, and the related Regulations (See Para. 1.5). The policy set out in para. 13.3 will apply.

14. PERMANENT AND TEMPORARY SURFACE CAR PARKING FACILITIES

- 14.1 Where these are acceptable an associated comprehensive scheme of soft and hard landscaping will be sought.

15. TEMPORARY BUILDINGS

- 15.1 Buildings not suited to permanent retention by virtue of their form of construction are considered substandard and detrimental to visual amenities. They may be granted temporary planning permission provided:

1. they are not visible from a public highway or
2. there is a temporary, short term reason for their existence which justifies overriding visual considerations.

Long term retention of such structures will only be permitted in exceptional circumstances, as site owners and occupiers will be expected to make proper provision for their floorspace needs. It should be noted that these structures may require approval under the Building Regulations 1991.

16. ADVERTISEMENT CONTROL

- 16.1 The control of advertisements can be exercised only in the interests of "Amenity" and "Public Safety". The Town and Country Planning (Control of Advertisements) Regulations 1992 apart from defining advertisements and setting out procedures also includes various classes of advertisements the display of which can be carried on without the express consent of the Council. In the main these are routine advertisements and notices by Public Authorities, statutory undertakers and the like, and on business premises providing they are within stipulated limits and not illuminated.

- 16.2 Advertisement control policy is based on the following principles and standards but the general notes under Section 17 - Conservation - are also relevant:-

1. advertisements whether related to a business carried on or for general advertising are appropriate in commercial areas subject to satisfactory siting, design and quantity;
2. advertisements relating to the business carried on at the premises should be no more in extent than is reasonably necessary to describe the name and trade, should be well arranged in relation to the architectural features of the facade and be appropriate in size and scale;
3. advertising on business premises should be arranged at

general fascia level and be suitably arranged and in scale;

4. projecting signs may be allowed on the basis of one to each premises provided there are no overriding objections on amenity grounds. Such projecting signs should be arranged at general fascia level and not above this level. Hanging signs of traditional design may be allowed in appropriate locations as an alternative to projecting signs. Projecting or hanging signs should not come within 0.6 metre of the kerb face;
5. projecting signs should be sized in relation to the premises, shopfront and street. Normally a projection of 0.9 metre is the maximum permitted and the size of sign should not exceed 0.5 sq. metre but usually less than these dimensions is necessary to fit in with the domestic scale of architecture prevailing in the town;
6. illuminated signs will be permitted on business premises but it is not the policy to approve wholly illuminated fascia or other panel signs. For visual and architectural amenity reasons illumination will be restricted to the advertising letters or symbols whether the business premises are situated in a commercial or residential area;
7. illumination of signs in certain colours may not be allowed in the vicinity of traffic signs and traffic signals if ready interpretation of these would be difficult and public safety prejudiced. The intensity of illumination may be restricted in the interests of amenity and road safety;
8. general advertising sites require to be carefully chosen and fit into a commercial scene. The large hoarding type of display rarely fits into the scale of the Ipswich street. The 4-sheet size is more manageable in this respect. Each case has to be considered on merit and if there is a case for allowing a display the quantity should be limited and the arrangement designed pleasingly and with due regard to visibility at road intersections or accesses;
9. it should be anticipated that corporate house styles of advertising may have to be adapted or even abandoned in recognition of the limitations of a particular site;
10. freestanding pole-mounted signs are a traditional feature of public houses and petrol filling stations etc. and these will normally be permitted on such premises, subject to no more than one per site or per frontage. However there is a tendency for each successive proposal on petrol filling stations to be larger than the last. Normally such signs should not be higher than 5 metres maximum and should have no more than 5.2 sq.metres area of advertising space on each side. A proliferation of pole-mounted signs for other business users would be detrimental to amenity and proposals for other sites will not normally be permitted.

17. CONSERVATION, LISTED BUILDINGS AND ARCHAEOLOGY

17.1 The Suffolk Structure Plan Alteration No.1 Explanatory Memorandum sets out a general policies relating to the protection of the character of Conservation Areas at Chapter 9. The Central Area Plan/ Policy Guidelines sets out detailed policies, design criteria and guidelines which will operate in relation to the Central Conservation Area and in other Conservation Areas within the Borough.

17.2 The aims and policies stated in the Structure Plan and Central Area Plan/ Policy Guidelines will operate and will reinforce or take precedence over those stated in these guidelines. Some of the main detailed design criteria which will operate in considering planning and listed building applications:

1. the positioning of a proposed building on a site will be determined by its relationship to adjoining buildings and spaces and to building lines;
2. the height and mass of the proposed building will be in scale with adjoining buildings, and with the area as a whole;
3. the design of the building will pay regard to the character of adjoining buildings particularly in respect of outline, proportions and the ratio of solid to voids in order to reflect any emphasis existing in the street;
4. materials to be used will be appropriate to the area in both type and colour;
5. the design and detail of the space around buildings, landscape schemes, lighting, roads, fences, street furniture and signs will pay regard to the special qualities of the surrounding area;
6. outline planning applications must be accompanied by detailed or sketch plans including elevations showing the proposed development in setting, its overall form and details of the materials to be used and anticipated traffic generation;
7. where a planning application is for development on a site outside a conservation area but likely to have an effect upon it, to consider the proposal as if it formed part of the area. Larger buildings in particular make an impact over a considerable distance and their siting, therefore, will be carefully examined. Where a view from a conservation area has special townscape value any application for development which is likely to affect that view will be carefully considered;
8. the introduction of new uses generating noise, nuisance or excessive traffic likely to affect the character or appearance of the area will be resisted and the discontinuance or relocation of non-conforming and undesirable uses already existent within the areas will be

encouraged;

9. the relaxation of normal planning standards, building regulations, public health requirements and housing standards will be supported in special cases where there is a conflict with Conservation principles;
10. where it would allow a building of architectural or historic interest otherwise in jeopardy to have a viable future a non-conforming but nevertheless appropriate use may be considered favourably;
11. total or partial demolition of listed buildings will be permitted only in exceptional circumstances;
12. alterations which affect the internal or external character of a listed building will only be permitted when they are essential to adapt the building to modern requirements;
13. stringent standards of control will be applied to proposals for new, or the alteration of existing, shop fronts to secure design standards and the use of materials and the preservation of features consistent with the aims of preservation and enhancement of conservation areas.

17.3 Policy C19 of the County Structure Plan Alteration No.1 sets out a general policy relating to the protection of archaeological sites in the County. The whole town centre of Ipswich overlies the archaeological remains of the Anglo-Saxon town, which was one of the earliest towns in England and north-west Europe. As such, the archaeological deposits are of major significance.

17.4 Twelve areas of the town are scheduled Ancient Monuments, which under the Ancient Monuments and Archaeological Areas Act, 1979, require Scheduled Monument Consent from the Secretary of State for the Environment before any works which may damage them are carried out. This is entirely separate from the need to obtain planning permission and Consent is in fact necessary for a wider range of activities. The remainder of the Town's Central Area although not scheduled is of equal importance and planning permission will not normally be granted without an 'archaeological watching brief' condition and prior agreement may be needed to ensure archaeological investigation before development takes place.

17.5 Within the Borough, archaeological observation and excavation is carried out by the Archaeological Unit of the Suffolk County Planning Department which acts as agent in this respect for the Department of the Environment. Ipswich Planning Services is prepared for the County Archaeological Unit to comment upon all planning applications which affect sites with archaeological potential. The Archaeological Unit may recommend as follows:

1. that there is no objection to the application;
2. that the proposal be modified;
3. that consent be granted with an 'archaeological watching brief' condition, requiring facilities for the recording of any significant archaeological features revealed during

construction work;

4. that planning permission be granted subject to the prior conclusion of an agreement under Section 109 of the Town and County Planning Act 1990 requiring a period of time before the commencement of construction work for archaeological investigation by the Archaeological Unit and, as necessary, a financial contribution covering all or part of the cost of such investigation ;
5. that planning permission be refused, where there is an overwhelming case for conservation.

17.6 The aims of conservation are essentially to preserve and enhance the special character of an area and to protect individual and groups of buildings of special architectural or historic interest against spoilation or destruction. To this end, special procedures are involved in obtaining consent to carry out demolition or development and consultation is on a wide basis including the Department of the Environment.

17.7 Persons wishing to carry out new development in or near such sensitive areas or to alter or add to Listed Buildings are strongly advised to consult Ipswich Planning Services on the procedures involved and the prospects of their development being acceptable or whether some alternative solution should be found.

17.8 Please Note In dealing with proposals affecting the issues identified above it will often be necessary to call for precise and professionally prepared details. Speedy approvals will not be possible if applicants are not prepared to supply the appropriate information.

18. CONCLUSIONS

18.1 Not all forms of development are covered in this document and it is by no means exhaustive. There are many specialised uses not in the classes specified in the Use Classes Order such as Road Haulage depots, Building Contractors yards, etc., to which many of the above stated guidelines may apply but other special considerations may apply also.

18.2 Applicants and developers should be aware that in addition to permissions granted under the Act other consents may be required before a development can proceed. They are advised to enquire at the upper ground Reception office at the Civic Centre on matters relating to Building Regulations, Highways and Drainage. The Environmental Services Department and Suffolk Fire Authority also administer regulations relevant to developments and they too should be consulted.

18.3 It is hoped that this booklet has been helpful and informative. The staff of the Ipswich Planning Services are always ready to advise interested persons, either on the telephone or on enquiry at the upper ground reception at the Civic Centre.

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1990

1991

(part) 1992

APPENDIX 1 - BIBLIOGRAPHY

1. STATUTORY PLANS

- 1.1 Ipswich Development Plan, approved 1954, amended 1963 - applicable except where 1.3 applies, contact the Head of Development Control, IBC.
- 1.2 Suffolk County Structure Plan Alteration No 1, February 1988 - Explanatory Memorandum and Written Statement available from County Planning Officer, Suffolk County Council. Draft Alterations No 2 "Suffolk Beyond 2000" now available.
- 1.3 Ipswich Central Area Local Plan, December 1981 - now formally expired but policies relevant unless superceded by Policy Guidelines at 2.1 below. Contact Head of Development Control, IBC.
- 1.4 Borough-Wide Local Plan under preparation.

2. NON-STATUTORY PLANNING GUIDANCE

- 2.1 Interim Non-Statutory Policy Guidelines adopted July 1990, contact Head of Development Control, IBC.
 - Wet Dock
 - Central Area
 - Large New Stores outside the Central Area
 - Shopping Sub Centres

3. HIGHWAYS GUIDANCE

- 3.1 "Housing estate Roads - notes for Guidance of Developers" October 1988 - County Surveyor, Suffolk County Council.
- 3.2 "Specification for Housing Estate Roads" May 1982, - County Surveyor, Suffolk County Council.

4. SEWER DESIGN

- 4.1 "Private Estate Sewers Standard Specification and Supplementary Notes" - Borough Engineer, IBC.
- 4.2 "Sewers for Adoption", 2nd or subsequent editions - Water Authorities Association.

5. DISABLED ACCESS

- 5.1 Chronically Sick and Disabled Persons Act 1970 (Sections 4, 7, 8 & 8A) - HMSO.
- 5.2 Code of Practice for Access for the Disabled to Buildings (BS5810:1979) - HMSO.
- 5.3 Department of Education & Science Design Note 18 "Access for the physically Disabled to Educational Buildings" - HMSO.
- 5.4 Building Regulations 1991 and the Building (Disabled People) Regulations 1987, including Approved Document, part M.
- 5.5 Section 4.3 of reference 3.1 above.

6. TREES

- 6.1 "Building Near Trees" - National House Building Council Practice Note 3, 1985.
- 6.2 "Trees and Development" - Arboricultural Association leaflet.
- 6.3 "Tree Preservation - a guide to procedure" - Department of the Environment, HMSO.
- 6.4 BS 5837:1980, Code of Practice for trees in relation to construction.

7. CRIME PREVENTION

- 7.1 "Practical Ways to Crack Crime" - HMSO, available from Home Office Crime Prevention, PO Box 2000, London NW9 6BN, tel 071-200-1000.
- 7.2 "Police Architectural Liaison Manual of Guidance" - Home Office Crime Prevention.
- 7.3 "Safe as Houses" - Institute of Advanced Architectural Studies, September 1988.
- 7.4 "Design against Crime - Beyond Defensible Space", B Poyner, 1983.
- 7.5 BS 8220 PE 1 (Residential) and BS 8220 (Offices and Shops) and NHBC Guidance on How Security of New Houses can be improved.

8. ENVIRONMENTAL HEALTH

- 8.1 "Space Standards in New Dwellings" - Institute of Environmental Health Officers, 1989.

- 8.2 "Homes in Multiple Occupation - Guidance Notes" - Institute of Environmental Health Officers, 1982.
- 8.3 Standards for Houses in Multiple Occupation and Self-Contained flat conversions - Group Manager, Environmental Services, IBC.
- 8.4 Noise Standards for (a) Residential Conversions
(b) Residential Development affected by Transportation Noise.
(c) Residential Development affected by Commercial/Industrial Noise.
Group Manager, Environmental Services, IBC.
- 8.5 Chimney Heights Memorandum, Third Edition, Clean Air Act 1956.
- 8.6 Food Hygiene Codes of Practice for (a) Food Premises
(b) Residential Homes and Nursing Homes
(c) Food Stalls
Group Manager, Environmental Services, IBC.
- 8.7 Health and Safety Advice Notes on (a) Hairdressers
(b) Legionnaires Disease
(c) Escalator Safety
Group Manager, Environmental Services, IBC.

APPENDIX 2 - SUFFOLK LOCAL PLANNING AUTHORITIES INTERIM PARKING STANDARDS

1. Introduction

- 1.1 The purpose of the parking standards contained in this document is to ensure, in normal circumstances most commonly encountered, that parking and manoeuvring space is provided within the curtilage of development sites to cope with the traffic likely to be generated by that particular land use. It is expected that these standards will be met thus preventing a rise in on-street parking, interference with free flow of traffic and congestion.
- 1.2 The standards have been prepared taking into consideration the number and type of vehicles likely to be generated by the particular land use and reflect the normal minimum requirements for parking spaces. Where a proposed development is not specifically included in these standards the parking requirement will be assessed by taking into account experience of similar developments and the particulars of the specific application including the numbers of vehicles likely to be generated by the use and whether vehicles belong to the occupants or visitors.
- 1.3 Where a development will include two or more uses each use will be assessed separately for its parking requirement. If it can be demonstrated that such uses will not be carried out concurrently, shared use of parking areas may be considered.

2. Commuted Payments

- 2.1 Although the total parking provision will normally be expected to be provided within the curtilage of a development site the local planning authorities may be prepared, where circumstances are appropriate, to consider commuted payments for the provision of parking spaces at a convenient location off site. Advice is given by the Secretary of State for the Environment in DoE Circular 1/85 and its appendices with regard to conditions and the reasonableness of commuted payments.

3. Service Vehicles

- 3.1 Service vehicles will be required to enter and leave the highway in forward gear and have sufficient space on site for manoeuvring. An indication of the minimum number of service vehicle bays and their size will be given within the standards.

4. Dimensions

- 4.1 Each car parking space shall be a minimum of 4.8m x 2.4m unless otherwise agreed and spaces for the physically handicapped should represent approximately 5% of the total number. Those spaces should have a minimum width of 3.3 metres.

5. Calculations

- 5.1 When calculating the number of spaces for the development proposed the result shall be 'rounded up' to the next highest whole number if the original calculation produces a decimal number.

1.0 SHOPPING

- 1.1 In defined central area locations the number of spaces provided on site may need to be reduced on overall planning grounds where local plan policies allow but should not be less than the 1 per 200sq.m requirement for operational space. Operational spaces are those required to enable the building to function within its intended land use not for long stay convenience staff parking. The short fall can be made up by commuted payments.

DEVELOPMENTS	GROSS FLOOR- AREA (sq.m)	GUIDE FOR LORRY PARKING REQUIRED	CAR PARKING REQUIRED
1.2 SHOPS	Up to 499	Room for one 16.5m lorry	One space per 25sq.m
	500 - 2000	Room for one 16.5m lorry per 1000sq.m	20 spaces plus one space per 15 sq.m above 500sq.m
	Above 2000	Room for one 16.5m lorry per 1000sq.m	120 spaces plus one space per 10sq.m above 2000sq.m
1.3 FOOD SUPERMARKETS AND SUPERSTORES		Room for one 16.5m lorry per 1000sq.m	One space per 10sq.m

2.0 RETAIL WAREHOUSES

DEVELOPMENT	GROSS FLOOR AREA (sq.m)	GUIDE FOR LORRY PARKING REQUIRED	CAR PARKING REQUIRED
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2.1 NON FOOD RETAIL

Flat Pack Use		One 16.5m lorry space per 500sq.m	One space per 15sq.m
D.I.Y. Use		One 16.5m lorry space per 500sq.m	One space per 18sq.m
Furniture Use		One 16.5m lorry space per 500sq.m	One space per 40sq.m

2.2 GARDEN CENTRE

One 16.5m lorry space per 500sq.m.	One space per 15sq.m of covered sales area + negotiated spaces for external use
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2.3 OTHER RETAIL WAREHOUSING

One 16.5m lorry space per 500sq.m	One space per 30sq.m
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2.4 CAR ACCESSORIES (Tyre Centre, exhausts, drive in service)

One 16.5m lorry space per 500sq.m	Three spaces per service bay, excluding the service bay.
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3.0 OFFICES

- 3.1 In defined central area locations the number of spaces provided on site may need to be reduced on overall planning grounds where local plan policies allow but should not be less than 1 per 200sq.m requirement for operational space. Operational spaces are those required to enable the building to function within its intended land use not for long stay convenience staff parking. The short fall of spaces can be made up by commuted payments.

DEVELOPMENT		GROSS FLOOR AREA (sq.m)	GUIDE FOR LORRY PARKING REQUIRED	CAR PARKING REQUIRED
3.2	FINANCIAL AND PROFESSIONAL SERVICES (Use Class A2 including offices where the service is provided principally to visiting members of the public)	Up to 499	Room for one 7m lorry	One space per 20sq.m
		Over 500	Room for one 16.5m lorry	One space per 20sq.m
3.3	GENERAL (Use Class B1)	Up to 499	Room for one 7m lorry	One space per 25sq.m
		Over 500	Room for one 16.5m lorry	One space per 25sq.m

4.0 COMMERCIAL DEVELOPMENTS

DEVELOPMENT	GROSS FLOOR SPACE (sq.m)	GUIDE FOR LORRY PARKING REQUIRED	CAR PARKING REQUIRED
4.1 LIGHT INDUSTRY RESEARCH & DEVELOPMENT (B1)	Up to 499	Room for one 7m lorry	One space per 25sq.m.
	Over 500	Room for one 16.5m lorry per unit	One space per 25sq.m
4.2 BUSINESS/INDUSTRY (Use Classes B.2 to B.7)	Up to 249	Room for one 7m lorry	One space per 30sq.m
	Over 250	Room for one 16.5m lorry per unit	One space per 30sq.m
4.3 WAREHOUSING This standard will only apply where the development is specially designed for storage or as a distribution centre within Use Class B8. If the building has the potential to be converted to other Business uses, those higher standards must be met. By agreement, part of this provision could be deferred provided that adequate land within the site is available.		One 16.5 lorry space per 250sq.m	A minimum of 3 spaces plus one space per 150sq.m
4.4 WAREHOUSING CASH & CARRY (WHOLESALE)		A minimum of 3 16.5m lorry spaces and one 15m lorry space every 1500sq.m.	One space per 30sq.m

DEVELOPMENT	GROSS FLOOR SPACE (sq.m)	GUIDE FOR LORRY PARKING REQUIRED	CAR PARKING REQUIRED
4.5 MOTOR VEHICLE REPAIR		A minimum of 1 16.5m lorry space plus one 15m lorry space for every 1500sq.m	3 spaces per bay plus staff parking
4.6 CAR SALES		A minimum of 1 16.5m lorry space plus one 16.5m lorry space for every 1500sq.m	A minimum of 2 car spaces plus one space per 40sq.m of area used for the display or storage of vehicles for sale. Space to be clearly marked for customer parking
4.7 HAULAGE DEPOTS			1 space per HGV plus office as 3.3 above

5.0 RESIDENTIAL DEVELOPMENT

- 5.1 In addition to the standards quoted below (5.2) for each 5 dwellings proposed 1 unassigned space shall be provided for visitor and service parking. These spaces, if located and constructed in accordance with Highway Authority guidance, are likely to be adopted by the Highway Authority.

5.2 HOUSES AND FLATS

i) Dwellings of 2 or fewer bedrooms with private grouped unassigned parking courts.	Three spaces per two dwellings
ii) Dwellings of 3 or more bedrooms with private grouped unassigned parking courts.	Two spaces per dwelling
iii) Dwellings of 3 or fewer bedrooms - parking within the curtilage of the dwelling	Two spaces per dwelling which may include garage provision
iv) Dwellings of 4 or more bedrooms - parking within the curtilage of the dwelling	Three spaces per dwelling which may include garage provision

5.3 RETIREMENT HOMES

These schemes are in the the main provided by the private sector and are Leasehold Schemes for the Elderly (L.S.E). The District Council will normally require developers to enter legal agreements restricting occupation to elderly persons. The normal standards for houses/flats will apply if no lower age is to be agreed. The rate of parking provision applicable is dependent upon the age of the occupants and the location of the scheme. The Suffolk Structure Plan Policy CS5 sets out a list of towns in Suffolk and for the purpose of car parking these can be taken as "urban" - all other villages will be termed "rural" - the list is appended at the rear.	Parking Spaces per Residential Unit		
	Min.Age	"Rural"	"Urban"
	55	1.5	1
	60	1	0.67
	65	0.75	0.5
	70	0.5	0.33

**5.4 WARDEN SERVICED HOUSING FOR THE
FRAIL ELDERLY**

The District Council will normally require developers to enter legal agreements restricting occupation to persons over 60. The normal standard for house/flats will apply if no or a lower age limit is to be agreed. This includes Local Authority Category 2 Sheltered Accommodation.

Two spaces per warden and
one space per 4 dwellings

5.5 COMMUNITY HOMES

Homes for children, physically and mentally handicapped adults and children

1 space for each member of residential staff and one space per 2 members of day staff and 1 space per 3 beds.

5.6 HOMES IN MULTIPLE OCCUPATION

Where housing needs are paramount (not holiday bedsits)

2 spaces per 3 rooms

6.0 HOTELS, CONFERENCE CENTRES, RESTAURANTS, PUBLIC HOUSES

DEVELOPMENT	GUIDE FOR LORRY PARKING	CAR PARKING REQUIRED
6.1 Hotels:	One lorry/coach parking space per 100 bedrooms with adequate and safe facilities for turning a vehicle	1 car space for each bedroom
Restaurant & Bars Within Hotel:		1 space per 4sq.m of public area
6.2 Conference Centres:		1 space per 3 seats
6.3 Exhibition Halls:		1 space per 6sq.m
<i>Note: Where Conference Centres and/or exhibition halls are to be developed in conjunction with a Hotel the standards should be additive but with a reduction on conference centre space equivalent to one seat per bedroom.</i>		
6.4 Restaurants, Cafes, Public Houses and Wine Bars	One 16.5m lorry space	1 car space per 4sq.m of public area
<i>Note: In Town Centres where a reasonable provision of publicly available spaces already exist the Local Planning Authority will use its discretion in the application of this Standard, particularly involving the conversion of an existing commercial building.</i>		
6.5 Transport Cafe (HGV)	Cafes principally for lorry drivers - one 16.5m lorry space per 2sq.m of dining area	
6.6 Roadside Restaurant:		Catering principally for the motorist. One car space per 3sq.m of dining area but in a situation where a change of use to a transport cafe (HGV) is possible it may be necessary to set the provision at one 16.5m lorry space per 2sq.m of net public floor area.
6.7 Guest House, Boarding House and Motels		1 space per letting bedroom plus 2 spaces for proprietor.

7.0 PLACES OF ENTERTAINMENT, RECREATION AND COMMUNITY USE

	DEVELOPMENT	GUIDE FOR LORRY/ COACH PARKING REQUIRED	CAR PARKING REQUIRED
7.1	CINEMAS, THEATRES, BINGO HALLS, PUBLIC HALLS, DANCE HALLS	Room for one 16.5m lorry	One space per 3 persons as licensed by fire officer
7.2	LIBRARIES & MUSEUMS	Room for one 7m lorry	One space per 30sq.m public floor area
7.3	PLACES OF WORSHIP	Room for one coach	One space per 10sq.m public floor area
7.4	SPORTS FACILITIES	One coach space per two pitches for team sports	20 spaces per pitch (Football, cricket, rugby, etc). plus one space per ten spectator seats.
7.5	SWIMMING POOLS, GYMNASIA AND SPORTS HALLS	One coach space	One car parking space per 10sq.m public area.
7.6	SQUASH CLUBS		3 spaces per court
7.7	TENNIS & BADMINTON CLUBS		6 spaces per court
7.8	GOLF CLUB & CLUB HOUSE Other facilities will require additional parking at the appropriate standard.		100 spaces min. 150 desirable for 18 holes
7.9	GOLF DRIVING RANGE		2 spaces per tee.

8.0 MEDICAL ESTABLISHMENTS

8.1 Hospitals:

One car parking space per doctor or surgeon, in addition, a minimum of one parking space for every bed or private room whichever is the greater to serve the requirements of other staff and visitors. Additional space will be required when an outpatients department is provided.

8.2 Health Centres or Clinics

One car parking space for every practitioner (i.e. doctor, dentist, etc), one car parking space for every 2 members of other staff present at the busiest time and 6 visitor car parking spaces for each consulting room. The 6 spaces may be reduced to 3 in urban areas.

8.3 Nursing Homes

1 space for each member of residential staff and 1 space per 2 members of day staff and 1 space per 3 beds.

Kath

9.0 EDUCATION

DEVELOPMENT	GUIDE FOR LORRY/ COACH PARKING REQUIRED	CAR PARKING REQUIRED
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9.1 Schools

Operational Requirements

One lorry/coach
parking space with
adequate and safe
facilities for turning
the vehicle

1 space per teaching
staff member

1 space per 2
ancillary/
administrative
staff

Visitor spaces, a
minimum of 6 or 1
space per 25 pupils
whichever is the
greater subject to a
maximum of 20. Where
parents parking has
been provided at the
site the visitors
spaces standard may
be reduced or
dispensed with.

Parents Parking

Primary Schools

1 space per 10 pupils
on roll.

Given the wide
variation in the
type, size and
location of primary
schools and of the
means of access to
such schools the
Local Planning &
Highway Authorities
will undertake a
detailed assessment
of each application
in order to
determine, in each
case, the way in
which this standard
is applied.

DEVELOPMENT	GUIDE FOR LORRY/ COACH PARKING REQUIRED	CAR PARKING REQUIRED
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Middle/Upper Schools

To be determined on the individual circumstances of the case but subject to a maximum of 30 spaces. Where circumstances permit the parents parking standard may be reduced or dispensed with but the onus will rest with the applicant to justify why such a reduction in standard should be made.

9.2 Colleges of
Further Education

1 space per 8
students

1 space per teaching
member of staff

1 space per 2
administrative/
ancillary staff

The following towns taken from Structure Plan Policy CS5 will be considered 'urban' for the purposes of car parking standards:

ALDEBURGH
BECCLES WITH PARTS OF WORLINGHAM
BRANDON
BURY ST EDMUNDS WITH PARTS OF FORNHAM ALL SAINTS,
FORNHAM ST MARTIN AND HERRINGER
BUNGAY
DEBENHAM
EYE
FELIXSTOWE WITH PARTS OF TRIMLEY ST MARTIN AND TRIMLEY ST
MARY
FRAMLINGHAM
HADLEIGH
HALESWORTH WITH PARTS OF HOLTON
HAVERHILL
IPSWICH WITH PARTS OF BELSTEAD, KESGRAVE, MARTLESHAM,
PURDIS FARM, RUSHMERE ST ANDREW, SPROUGHTON AND
WASHBROOK
LEISTON
LOWESTOFT WITH PARTS OF OULTON AND CARLTON COLVILLE
MILDENHALL
NEEDHAM MARKET
NEWMARKET
SAXMUNDHAM
SOUTHWOLD WITH PARTS OF REYDON
STOWMARKET WITH PARTS OF STOWUPLAND
SUDBURY WITH PARTS OF CHILTON AND GREAT CORNARD
WOODBIDGE WITH PARTS OF MELTON.