

Ipswich Borough Council - Call for Sites Submission Form

Introduction

The Ipswich Borough Council Call for Sites Guidance Note provides general guidance that all respondents to the Call for Sites should be aware of. It also sets out more specific guidance on how to complete the Ipswich Borough Council Call for Sites Response Form.

All respondents are encouraged to read the separate guidance notes thoroughly before submitting a site for consideration. If you have any questions relating to the Call for Sites, or these guidance notes, then please contact the Ipswich Borough Council Planning Policy team on 01473 432019 or email planningpolicy@ipswich.gov.uk

Type of Sites that should be submitted for future development or other land uses to the Call for Sites include:

- Housing (including Gypsy and Travellers and Boat People sites)
- Employment
- Retail
- Leisure
- Community uses
- Art, culture and tourism
- Mixed use development (i.e. where a site is suitable for multiple uses such as retail and housing)

In terms of site size Ipswich Borough Council are inviting submissions on:

- Greenfield sites that are capable of delivering 5 or more homes or which are more than 0.1ha in size;
- Previously Developed Land, or brownfield sites, capable of accommodating development at any scale.

Please note that the starting point for the review assumes that all sites identified for development in the current plan remain appropriate and will not need to be replaced in the new Local Plan. Sites identified for a specific land use in current plans do not need to be promoted again through this process, unless a change of use is sought.

In all instances sites should only be submitted where the promoter will be able to clearly demonstrate that the site can be delivered for its proposed use before 2036. Please be aware that there is no guarantee that a submitted site will be allocated for the suggested use or for any use.

Please note: that if you are promoting more than one site then a separate form should be completed for each site. If you are jointly submitting a site, please endeavour to submit such a site only once, with all promoters' names included (to avoid any confusion about the same site being submitted twice by different people).

Commercially Sensitive or Other Confidential Information

The presumption will be that all information submitted on the Call for Sites form can be published for the purposes of transparency and public scrutiny.

If you intend to supply any information you consider to be commercially sensitive, or that is otherwise confidential, to help demonstrate that your site is available, suitable or that it can be developed as proposed then you are encouraged to contact us in advance to determine whether, and if so, how such information could be kept confidential.

For the avoidance of doubt or confusion, any commercially sensitive, or otherwise confidential, information included in a site submission form should be clearly marked as such.

Submitting your response to the Call for Sites

Responses should be completed and submitted by email to planningpolicy@ipswich.gov.uk (Please Reference 'IBC 2017 Call for Sites' in the subject line).

Alternatively, completed hard copy forms can also be sent to:

*Ipswich Borough Council Planning Policy Team
Grafton House
15-17 Russell Road
Ipswich
IP1 2DE*

All submissions should be made on or before **11.45pm on xxxxxxx 2017**.

Please note that anonymous submissions cannot be accepted as key details will need to be verified before a site can be allocated.

Please note The responses received as part of the Ipswich Borough Council Local Plan Call for Sites will be published and made available for public viewing. By submitting this form you are consenting to the details about you and your individual site(s) being stored by Ipswich Borough Council and that the details of the site will be published for consultation purposes.

Further advice and guidance can be obtained by visiting the Ipswich Borough Council Local Plan website or by contacting the Ipswich Borough Council Planning Policy Team directly:

Website: <INSERT WEBSITE>
E-mail: planningpolicy@ipswich.gov.uk
Telephone: 01473 432019

Ipswich Borough Council Call for Sites Submission Form

FOR OFFICIAL USE ONLY	
Response Number:	
Date Received:	

Section 1 – Personal Information	
1a. Contact Details	
Title	
First Name	
Last Name	
Job Title (if relevant)	
Organisation (if relevant)	
Address	
Post Code	
Telephone Number	
Email Address	

1b. I am...	
Owner of the site <input type="checkbox"/> / <input type="checkbox"/>	Community Group/Trust <input type="checkbox"/> / <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
Developer <input type="checkbox"/> / <input type="checkbox"/>	Local Resident <input type="checkbox"/> / <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
Land Agent <input type="checkbox"/> / <input type="checkbox"/>	Registered Social Landlord <input type="checkbox"/> / <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
Planning Consultant	

[x] / []	
[]	
Other (please specify)	

1c. Client / Landowner Details (if different from question 1a)	
Title	
First Name	
Last Name	
Job Title (if relevant)	
Organisation (if relevant)	
Address	
Post Code	
Telephone Number	
Email Address	
2. Site Information	
2a. Site Details	
Site location / address and post code <i>(please include as an attachment to this response form a location plan of the site on a scaled OS base with the boundaries of the site clearly shown)</i>	
Grid Reference (if known)	
Site Area (hectares)	
Does the site lie wholly	

<p>within the Ipswich Borough Council area? If the site straddles the boundary, which other local authority area does it partially lie in?</p>		
<p>2b. Are there any issues which would prevent officers of the Council undertaking a site visit? (e.g. the site is secured and not visible from a public highway, an existing tenant)?</p>		
<p>Yes [x] / []</p>	<p>No [x] / []</p>	<p>Unknown [x] / []</p>
<p>[]</p>	<p>[]</p>	<p>[]</p>
<p>If <u>Yes</u> please provide contact details of the person who should be contacted to arrange a site visit</p>		
<p>3. Site Ownership</p>		
<p>3a. I / My client...</p>		
<p>Am / Is The sole owner of the site [x] / []</p>	<p>Am / Is Part owner of the site [x] / []</p>	<p>Do / Does not own (or hold any legal interest in) the site whatsoever [x] / []</p>
<p>[]</p>	<p>[]</p>	<p>[]</p>
<p>3b. Please provide the name, address and contact details of the site's landowner(s) and attach copies of all relevant title plans and deeds (if available)</p>		
<p>3c. If the site is in multiple landownerships do all landowners support your proposal for the site?</p>		
<p>Yes</p>	<p>No</p>	<p>Unknown</p>

[x] / []	[x] / []	[x] / []
[]	[]	[]

3d. If you answered no to the above questions please provide details of why some of the site's owners do not support your proposals for the site.

4. Current and Historic Land Uses

4a. Has the site been previously developed?

Yes [x] / []	No [x] / []
[]	[]

4b. Current land use *(Please describe the site's current land use e.g. agriculture, employment, unused / vacant etc.)*

4c. Existing uses and Buildings: *Are there any existing buildings or uses that need to be relocated before the site can be developed?*

4d. Describe any previous uses of the site and planning history *(please provide details of any relevant historic planning applications, including application numbers if known)*

5. Proposed Future Uses

5a. Please provide a short description of the development or land use you are proposing *(if you are proposing a site to be designated as local green space please go directly to question 7)*

5b. Which of the following use or uses are you proposing? (tick all that are appropriate)

	[x] / []		[x] / []		[x] / []
Market Housing	[]	Business & Offices	[]	Recreation & Leisure	[]
*Affordable Housing	[]	General Industrial	[]	Community Use	[]
Residential Care Home	[]	Storage & Distribution	[]	Public Open Space	[]

Gypsy & Traveller Pitches	[]	Tourism	[]	Other (please specify below)	[]
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5c. Please provide further details of your proposal, including details on number of houses and proposed floorspace of commercial buildings etc.

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5d. Please describe any benefits to the Local Area that the development could provide.

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* affordable housing includes social rented, affordable rent and intermediate housing, provided to specified eligible households whose needs are not met by the market.

6. Local Green Space

*If you are proposing a site to be designated as Local Green Space please complete the following questions. These questions do not need to be completed if you are **not** proposing a site as Local Green Space. Please consult the guidance note for an explanation of Local Green Space Designations.*

6a. Which community would the site serve and how would the designation of the site benefit that community.

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6b. Please describe why you consider the site to be of particular local significance e.g. recreational value, tranquillity or richness in wildlife.

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6c. What management options exist for the ongoing upkeep of this site?

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7. Site Features and Constraints

Are there any features of the site or limitations that may constrain development on this site (please give details)?

7a. Site Access: *Is there a current means of access to the site from the public highway, does this access need to be improved before development can take place and are there any public rights of way that cross or adjoin the site?*

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7b. Access to wider transport network: *Is the proposed site located close to existing public transport infrastructure (rail station, bus stop etc.) or a major transport route?*

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7c. Access to local services and facilities: *Is the proposed site located close to existing local services and facilities? (Schools, leisure facilities, local/district centre etc.)*

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7d. Topography: *Are there any slopes or significant changes of in levels that could affect*

the development of the site?

7e. Contamination & Ground Stability: *Are ground conditions on the site stable? Are there potential ground contamination issues?*

7f. Flood Risk: *Is the site liable to river, tidal, ground water or surface water flooding and if so what is the nature, source and frequency of the flooding?*

7g. Legal Issues: *Is there land in third party ownership, or access rights, which must be acquired to develop the site, do any restrictive covenants exist, are there any existing tenancies?*

7h. Biodiversity & Geodiversity: *Is the site located next to a watercourse or mature woodland, are there any significant trees or hedgerows crossing or bordering the site are there any known features of ecological or geological importance on or adjacent to the site?*

7i. Historic Environment: *Are there any Listed Buildings, Conservation Areas, Historic Parklands or Schedules Monuments or locally listed buildings on the site or nearby? If so, how might the site's development affect them?*

7j. Neighbouring Uses: *What are the neighbouring uses and will either the proposed use or neighbouring uses have any implications?*

7k. Other: *(please specify)*

8. Utilities			
8a. Which of the following are likely to be readily available to service the site and enable its development? Please provide details where possible.			
	Yes [x] / []	No [x] / []	Unsure [x] / []
Mains water supply	[] []	[] []	[] []
Mains sewerage	[] []	[] []	[] []
Electricity supply	[] []	[] []	[] []
Gas supply	[] []	[] []	[] []
Public highway	[] []	[] []	[] []
Broadband internet	[] []	[] []	[] []
8b. Please provide any further information on the utilities available on the site:			
8c. Please provide any further information available on any preliminary discussions that have been had with utilities providers?			

9. Availability	
9a. Please indicate when the site could be made available for the land use or development proposed.	
	[x] / []
Immediately	[]
1 to 5 years (by April 2021)	[]
5-10 years (between April 2021 and 2026)	[]
10-15 years (between April 2026 and 2031)	[]
15-20 years (between April 2031 and 2036)	[]
9b. Please give reasons for the answer given above.	

10. Delivery	
10a. Please indicate when you anticipate the proposed development could be begun.	
	[x] / []
1 to 5 years (by April 2021)	[] []
5-10 years (between April 2021 and 2026)	[] []
10-15 years (between April 2026 and 2031)	[] []
15-20 years (between April 2031 and 2036)	[] []
10b. Once started, how many years do you think it would take to complete the proposed development (if known)?	

11. Market Interest			
11a. Please choose the most appropriate category below to indicate what level of market interest there is/has been in the site. Please include relevant dates in the comments section.			
	Yes [x] / []	Comments	
Site is owned by a developer / promoter	[]		
Site is under option to a developer / promoter	[]		
Enquiries received	[]		
Site is being marketed	[]		
None	[]		
Unknown	[]		
12. Viability			
12a. You acknowledge that there are likely to be policy requirements and infrastructure costs to be met which will be in addition to the other development costs of the site (depending on the type and scale of land use proposed). These requirements are likely to include but are not limited to: Affordable Housing and Sports Pitches & Children's Play Space. [x] / []			[]
	Yes [x] / []	No [x] / []	Unsure [x] / []
12b. Do you know if there are there any abnormal costs that could affect the viability of the site e.g. infrastructure, demolition or ground conditions?	[]	[]	[]
12c. If there are abnormal costs associated with the site please provide details:			
	Yes [x] / []	No [x] / []	Unsure [x] / []
12d. Do you consider that the site is currently viable for its proposed use taking into account any and all current planning	[]	[]	[]

policy and infrastructure considerations and other abnormal development costs associated with the site?			
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12e. Please attach any viability assessment or development appraisal you have undertaken for the site, or any other evidence you consider helps demonstrate the viability of the site.

13. Other Relevant Information

13a. Please use the space below for additional information or further explanations on any of the topics covered in this form

