

# **Ipswich Borough Council - Call for Sites Guidance Note**

## **Introduction**

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 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](mailto:planningpolicy@ipswich.gov.uk)

## **General Guidance**

### **1. Type of Sites that should be submitted to the Call for Sites**

Interested parties are invited to promote sites within the Ipswich Borough Council area for future development or other land uses, including:

- 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.

# **Call for Site Submission Form**

## **Introduction**

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 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 Local Plan Planning Policy team on 01473 432019 or email [planningpolicy@ipswich.gov.uk](mailto:planningpolicy@ipswich.gov.uk)

**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).

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 land 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.

## **General Guidance**

### **1. Type of Sites that should be submitted to the Call for Sites**

Interested parties are invited to promote sites within the Ipswich Borough Council area for future development or other land uses, including:

- Housing (including Gypsy and Travellers sites)
- Employment
- Retail
- Leisure
- Community uses
- Art, culture and tourism
- Mixed use development - where there are two or more uses on a site 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, (known as 'brownfield sites'), capable of accommodating development at any scale.

### **Submitting your response to the Call for Sites**

Responses should be completed and submitted by email to [planningpolicy@ipswich.gov.uk](mailto: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 Thursday 30 March 2017**.

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

### **How will we use information submitted on the Site Submission Form?**

The information provided on the '*Site Submission Form*' will be used as the basis for an assessment of whether the site is suitable for development and if it is, whether the proposed use or an alternative use would be appropriate. All allocated sites will need to be in a suitable location, available for the proposed land uses or developments and have a realistic prospect that the land uses or developments proposed can be delivered in an appropriate timescale. Unless there are very strong reasons to do so, a site would not be allocated on which the land uses or developments proposed could not be completed entirely by 2036.

Once the call for sites is closed, Ipswich Borough Council will undertake an initial assessment of the sites. This assessment will take a number of months to complete. If further information is required during this assessment the Council will contact you directly. A prompt response to any such request will be necessary to ensure your site can be properly considered. A site may not be able to be taken forward as an allocation if significant gaps in information exist.

### **Please note**

Please note that, with the exception of personal details (name, address, contact details etc.), the contents of the Sites Submission Form will be made available for public scrutiny. By submitting a response form to the Council you are acknowledging that details contained in the form will be published in the public domain.

### **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.

### **Call for Site Submission Form Guidance**

<b>1. Personal Information</b>	
<b>1a</b>	<p><b>Contact Details</b>  <i>Fill out your name (first name and surname) and all contact details. If you are an agent please fill out your details.</i></p>
<b>1b</b>	<p><b>I am...</b>  <i>Please select from the options provided to indicate your relationship to the site promoted.</i></p>
<b>1c</b>	<p><b>Client / Landowner Details (if different from question 1a)</b>  <i>If you are an agent please fill out your clients details in this section. If you are representing more than one client for the same site then please provide details for each of your clients.</i></p>
<b>2. Site Information</b>	
<b>2a</b>	<p><i>The promoted site must be edged clearly with a <u>red line</u> on the location Plan and where possible include all land necessary to carry out the proposed development. (This can include but is not limited to: proposed or potential points of access to the site from the public highway including visibility splays; landscaping; car parking and areas of open space around buildings.)</i>  <i>If extra land outside your client's control is required to carry out the proposed development, then please show these as hatched areas on the submitted location plan.</i>  <i>A <u>blue line</u> must be drawn on the plan around any other land you own which is close to or adjoins the proposed site (but isn't part of the proposed site).</i>  <i>Please provide a full postal address for the site wherever possible. If the site does not have a postal address then please provide a grid reference and describe its location as clearly as possible.</i>  <i>Local Authorities have a statutory duty to work with other councils on plan making. This means that it is possible to consider sites that fall into more than one local authority area and straddle boundaries. However, as with sites that lie wholly within Ipswich administrative area, submitting a cross-boundary site for consideration does not guarantee its inclusion in the local plan as an allocation.</i></p>
<b>2b</b>	<p><i>This is an important question as planning officers may have to visit the site as part of the assessment of its suitability. If the site has secure fencing or is</i></p>

	<i>locked or it cannot wholly be seen from a main road or if access is by a private drive not in your ownership or if there is anything else that a planning officer would need to be made aware of please ensure that this issue is clearly explained. If we need to for example, collect keys or contact anyone before visiting the site please add appropriate contact details. We will not normally need to be accompanied when we visit the site, if there is anything we need to ask or clarify after a site visit, someone will contact you in due course.</i>
<b>3. Site Ownership</b>	
<b>3a</b>	<b>I / My client is / am...</b> <i>Choose from the 3 options available.</i>
<b>3b</b>	<b>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)</b> <i>Please provide details of all landowners who hold an interest in the proposed site. <u>If those details are the same as those provided in section 1a. or 1c. then you do not need to provide those details again.</u> Please ensure that relevant title plans and deeds are provided wherever possible to enable the Council can verify the ownership status of the site.</i>
<b>3c</b>	<b>If the site is in multiple landownerships do all landowners support your proposal for the site?</b> <i>If there are a number of landowners for the site please indicate whether all landowners support your proposals for development on the site.</i>
<b>3d</b>	<b>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.</b> <i>If not all landowners support your proposals for development please identify and explain the divergence of views and how this is likely to impact on the development of the site for the uses proposed.</i>
<b>4. Current and Historic Land Uses</b>	
<b>4a</b>	<b>Has the site been previously developed?</b> <i>Has the site been previously developed, or would it fall under the National Planning Policy Framework's (NPPF) definition of Previously Developed Land? The NPPF definition can be found in annex 2 of the framework which is available here: <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</a></i>
<b>4b</b>	<b>Current land use</b> <i>Please describe the current use of the site e.g. employment, agricultural etc. If the site currently has more than one use, then please describe all the uses on the site.</i>
<b>4c</b>	<b>Existing uses and Buildings</b> <i>Is there any building on the site that needs to be removed before the site can be developed? Is there likely to be any contamination from the old use of the buildings? Are you proposing to refurbish or convert any buildings as part of the proposed development?</i>
<b>4d</b>	<b>Describe any previous uses of the site and planning history</b> <i>Please describe all the historical uses of the site where known and if possible , the dates when these uses took place together with any planning history (including planning application numbers if known).Below is a link where you can search the planning history of a site: <a href="https://ppc.ipswich.gov.uk/">https://ppc.ipswich.gov.uk/</a></i>
<b>5. Proposed Future Uses</b>	

<b>5a</b>	<b>Please provide a short description of the proposed development.</b> <i>Example: "Residential Development comprising approximately 100 homes, public open space, landscaping and associated infrastructure". If you are proposing a site exclusively for designation as Local Green Space then please go straight to question 6a</i>
<b>5b</b>	<b>Which of the following use or uses are you proposing?</b> <i>Please tick the use or uses that you are proposing.</i>
<b>5c</b>	<b>Please provide further details of your proposal, including details on number of houses and proposed floorspace of commercial buildings etc.</b> <i>(If you wish to provide additional information such as a site assessment or layout plan these can be attached and returned with your form).</i>
<b>5d</b>	<b>Please describe any benefits to the Local Area that the development could provide.</b> <i>If you think that your proposal would result in any particular benefits to the local community then please describe these benefits in this section.</i>
<b>6. Local Green Space</b>	
<b>6a</b>	<b>Which community would the site serve and how would the designation of the site benefit that community.</b> <i>Add the community area does it serve such as Gipping; Castle Hill; Alexandra; Gainsborough or St John's. A Local Green Space designation is a way to give special protection against development for green areas of particular importance to local communities. This type of designation can only be used:</i> <ul style="list-style-type: none"> <li>• <i>Where the green space is in reasonably close proximity to the community it serves;</i></li> <li>• <i>Where the green area is demonstrably special to a local community; and</i></li> <li>• <i>Where it holds a particular local significance, e.g. because of its beauty, historic significance, recreational value, tranquillity or richness in wildlife; and,</i></li> <li>• <i>Where the green area concerned is local in character and not an extensive tract of land.</i></li> </ul> <p><i>Further information on Local Green Space Designations can be found here: <a href="http://planningguidance.communities.gov.uk/blog/guidance/open-space-sportsand-recreation-facilities-public-rights-of-way-and-local-green-space/local-greenspace-designation/">http://planningguidance.communities.gov.uk/blog/guidance/open-space-sportsand-recreation-facilities-public-rights-of-way-and-local-green-space/local-greenspace-designation/</a></i></p> <p><i>You will need to describe how the local community could use the land and how it will benefit from the designation. For example, will it be used for recreation? Will it create allotment land?</i></p>
<b>6b</b>	<b>Please describe why you consider the site to be of particular local significance e.g. recreational value, tranquillity or richness in wildlife.</b> <i>Please describe why you consider the site to be of particular local significance e.g. it has a long established recreational use which is heavily used by the community, there is particular richness and abundance of wildlife, the view to or across the site are of particular heritage importance. Please provide any evidence you have that supports your views.</i>
<b>6c</b>	<b>What management options exist for the ongoing upkeep of this site?</b> <i>Who mows and looks after the site at present? Who will look after it in the future?</i>
<b>7. Site Features and Constraints</b>	

7a	<p><b>Site Access</b></p> <p>Please explain (if known) how the site could be accessed, whether suitable visibility splays can be achieved and whether there are any public rights of way that affect the site and how the development would address these. The Council's on-line mapping 'moving traffic regulations' layer may be helpful as it identifies things like one-way streets, bus lanes, prohibited turns etc <a href="http://maps.ipswich.gov.uk/Online_Mapping/">http://maps.ipswich.gov.uk/Online_Mapping/</a></p>
7b	<p><b>Access to wider transport network</b></p> <p>Is the proposed site located close to existing public transport infrastructure (rail station, on a bus route with a bus stop near the site etc.) or a major transport route such as the A14 or A12?</p>
7c	<p><b>Access to local services and facilities</b></p> <p>Is the proposed site located close to existing local services and facilities? (Schools, leisure facilities, shopping areas or community facilities such as doctor's surgeries or dentists.) Please provide details. The Council's on-line mapping system will be useful <a href="http://maps.ipswich.gov.uk/Online_Mapping/">http://maps.ipswich.gov.uk/Online_Mapping/</a> Please see the 'leisure'; 'business'; 'community facilities'; 'transport' – which identifies bus routes and railway stations and bus stops; 'education and other layers pertinent to your proposal.</p>
7d	<p><b>Topography</b></p> <p>Please describe any potential physical constraints to development including the surface features of the site, whether there is any significant change in levels across the site. Explain how these constraints could affect the proposed development. IBC is creating a series of supplementary planning documents (SPD) about the urban character of different areas of Ipswich Borough. There is a map which shows the character areas identified in Ipswich. The parts of the SPD produced so far relate to Norwich Road; Gipping and Orwell Valley; Parks; California; Chantry; Stoke Park and Maidenhall. For each character area, the SPD provides information on the landform and views among other things. <a href="https://www.ipswich.gov.uk/content/urban-character-supplementary-planning-document">https://www.ipswich.gov.uk/content/urban-character-supplementary-planning-document</a></p>
7e	<p><b>Contamination &amp; Ground Stability</b></p> <p>Please confirm whether the site's ground conditions are stable or unstable. For example, has there been any history of subsidence? What is the cause of any instability and would it affect the proposed development? If the development is affected then how will this be overcome? Is the site contaminated or potentially contaminated? Has any survey work been undertaken on stability or contamination?</p>
7f	<p><b>Flood Risk</b></p> <p>Please confirm whether the site is liable to flooding from any source; identify if it lies in Flood Zone 2,3a,3b; and whether there has been any historic flooding incidents on the site. If you have undertaken any flood risk assessment work then please attach this to the response form. You can get further information from the County Council using the following link: <a href="https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/guidance-on-development-and-flood-risk/">https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/guidance-on-development-and-flood-risk/</a></p> <p>You can also consult the Council's adopted Development &amp; Flood Risk Supplementary Planning Guidance(2016) using the following link:</p>

	<p><a href="https://www.ipswich.gov.uk/content/development-and-flood-risk-spd">https://www.ipswich.gov.uk/content/development-and-flood-risk-spd</a></p> <p>You should also look at the Ipswich Surface Water Management Plan using the following link:  <a href="http://www.suffolk.gov.uk/assets/suffolk.gov.uk/Emergency%20and%20Safety/Civil%20Emergencies/Ipswich%20Surface%20Water%20Management%20Plan%20Report.pdf">http://www.suffolk.gov.uk/assets/suffolk.gov.uk/Emergency%20and%20Safety/Civil%20Emergencies/Ipswich%20Surface%20Water%20Management%20Plan%20Report.pdf</a> Defra's intention is to use Surface Water Management Plans (SWMPs) as the primary vehicle to manage surface water flood risk in England.</p> <p><i>The Environment Agency website allows you as a starting point to see if a location is at risk from surface water or other forms of flooding. Using a post code as a reference point. The link is shown below:</i>  <a href="http://maps.environment-agency.gov.uk/wiyby/wiybyController?x=357683.0&amp;y=355134.0&amp;scale=1&amp;layersGroups=default&amp;ep=map&amp;textonly=off&amp;lang=en&amp;topic=floodmap">http://maps.environment-agency.gov.uk/wiyby/wiybyController?x=357683.0&amp;y=355134.0&amp;scale=1&amp;layersGroups=default&amp;ep=map&amp;textonly=off&amp;lang=en&amp;topic=floodmap</a></p>
7g	<p><b>Legal Issues</b></p> <p><i>Please confirm whether there are any legal issues which will affect the potential development of the site such as any ransom strips, covenants or any other third party rights. If there are any legal issues that will affect the development of the site then please explain the implications and how any issue can be overcome.</i></p>
7h	<p><b>Biodiversity &amp; Geodiversity</b></p> <p><i>Please describe any natural or semi-natural features within or immediately adjacent to the site including woodlands, hedgerows, mature trees and watercourses. Are there any environmental designations within or adjacent to the site? What would the impact of the proposed development be on biodiversity and/or geodiversity? Protected trees (TPO or Tree Preservation Order trees) are shown on the 'Development Constraints' layer on the Council's on-line mapping system <a href="http://maps.ipswich.gov.uk/Online_Mapping/">http://maps.ipswich.gov.uk/Online_Mapping/</a> The 'Natural Environment' layer will be useful for this question. Use the '+' to the left of the layer title 'Natural Environment' for the relevant key.</i></p> <p><i>IBC is creating a series of supplementary planning documents (SPD) about the urban character of different areas of Ipswich Borough. There is a map which shows the character areas identified in Ipswich. The parts of the SPD produced so far relate to Norwich Road; Gipping and Orwell Valley; Parks; California; Chantry; Stoke Park and Maidenhall. For each character area, the SPD provides information on biodiversity among other things.</i></p> <p><a href="https://www.ipswich.gov.uk/content/urban-character-supplementary-planning-document">https://www.ipswich.gov.uk/content/urban-character-supplementary-planning-document</a></p>
7i	<p><b>Historic Environment</b></p> <p><i>(If known) please describe any heritage assets on or adjacent to the site including listed buildings, scheduled monuments, conservation areas or historic parklands? Explain the impact of the proposed development or land use on any such assets (if known). The link below will provide some of these constraints on the on-line mapping on the Council's website. Use the tab for the 'Development constraints layer'. This will identify Conservation Areas, Urban Character Areas, Listed Buildings and locally listed buildings. If you click on the '+' to the left of the layer title, this will provide a key to identify each</i></p>



	<p>of the designations. <a href="http://maps.ipswich.gov.uk/Online_Mapping/">http://maps.ipswich.gov.uk/Online Mapping/</a>  IBC is creating a series of supplementary planning documents (SPD) about the urban character of different areas of Ipswich Borough. There is a map which shows the character areas identified in Ipswich. The parts of the SPD produced so far relate to Norwich Road; Gipping and Orwell Valley; Parks; California; Chantry; Stoke Park and Maidenhall. For each character area, the SPD provides information on the historical background of the area and archaeology among other things.  <a href="https://www.ipswich.gov.uk/content/urban-character-supplementary-planning-document">https://www.ipswich.gov.uk/content/urban-character-supplementary-planning-document</a>  For details of locally listed buildings please refer to the supplementary planning guidance (SPD) on Locally Listed Buildings in Ipswich 2013 and the 2016 updated SPD via the following link:  <a href="https://www.ipswich.gov.uk/sites/default/files/revision_to_the_local_list_buildings_of_townscape_interest_spd.pdf">https://www.ipswich.gov.uk/sites/default/files/revision_to_the_local_list_buildings_of_townscape_interest_spd.pdf</a></p>
<b>7j</b>	<p><b>Neighbouring Uses</b>  Describe the neighbouring land uses. Explain whether any neighbouring uses have any implications for the development of the site, or if the development of the site would have any implications for neighbouring uses e.g. noise levels from industrial processing uses causing disturbance to neighbours.</p>
<b>7k</b>	<p><b>Other</b>  Please explain any other site constraints not covered above which may impact on your proposed site and how you propose to deal with the impact identifies to help deliver the development.</p>
<b>8. Utilities</b>	
<b>8a</b>	<p><b>Which of the following are likely to be readily available to service the site and enable the proposed development?</b>  Please indicate which utilities are available, or could be made available to enable the development of the site.</p>
<b>8b</b>	<p><b>Please provide any further information on the utilities available on the site:</b>  If you indicate that services could be made available then please provide any evidence to support your case if available to you.</p>
<b>8c</b>	<p><b>Please provide any further information available on any preliminary discussions that have been had with utilities providers?</b>  This would include copies of letters etc (if this is confidential please indicate so in your response). Letters can be attached to your covering email with the form. Please indicate which question they refer to.</p>
<b>9. Availability</b>	
<b>9a</b>	<p><b>Please indicate when the site could be made available for the land use or development proposed.</b>  Please tick the relevant box indicating when the site could be made available for development.</p>
<b>9b</b>	<p><b>Please give reasons for the answer given above.</b>  Please explain the timing and availability of your site.</p>
<b>10. Delivery</b>	
<b>10a</b>	<p><b>Please indicate when you anticipate the proposed development could be begun.</b>  Please tick the relevant box indicating when the proposed development could be begun. (This should be as realistic an indication as you can make.</p>

	<i>Please consider the site constraints and the time needed to deal with those in your response).</i>
<b>10b</b>	<b>Once started, how many years do you think it would take to complete the proposed development (if known)?</b> <i>Please explain how many years you think it would take to complete the site. Indicate your expected average annual yearly completions (if known).</i>
<b>11. Market Interest</b>	
<b>11a</b>	<b>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.</b> <i>Please indicate what (if any) level of developer interest there has been in the site to date.</i>
<b>12 Viability</b>	
<b>12a</b>	<b>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). Currently these will be dealt with via Section 106 agreement where applicable.</b>
<b>12b</b>	<b>Do you know if there are there any abnormal costs that could affect the viability of the site?</b> <i>For example, removal of contamination; dealing with archaeological requirements; re-routing of overhead cables, demolition etc</i>
<b>12c</b>	<b>If there are abnormal costs associated with the site please provide details:</b> <i>If you answered yes to 12b then please provide details of any abnormal costs associated with the site including their implications for the development of the site.</i>
<b>12d</b>	<b>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?</b> <i>Please confirm whether you currently consider the site viable for the development proposed, taking into account current policy and anticipated Section 106 contributions and any abnormal development costs identified.</i>
<b>12e</b>	<b>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.</b> <i>If you have indicated that you consider the site to be viable then please provide any viability appraisal, or other evidence, which supports your claim.</i>
<b>13 Other Relevant Information</b>	
<b>13a</b>	<b>Please use the space below for additional information or further explanations on any of the topics covered in this form</b> <i>Please provide any other relevant information that supports your case for the development of the site you propose not covered by the above sections.</i>



