



Lowestoft Neighbourhood Plan Referendum

## Information for Voters

Town and Country Planning, England | The Neighbourhood Planning (Referendums) Regulations 2012 (as amended)

---

### About this Booklet

On 20<sup>th</sup> November 2025 there will be a referendum on a neighbourhood development plan for your area. This booklet explains more about the referendum and how you can take part in it.

The booklet has information about:

- Referendum expenses;
- The neighbourhood area;
- The neighbourhood plan; and,
- The development plan (of which neighbourhood plans are a part).

### The Referendum

A Neighbourhood Planning Referendum will be held for the Lowestoft Neighbourhood Plan on 20<sup>th</sup> November 2025.

A referendum asks you to vote 'yes' or 'no' to a question. For the referendum on the Lowestoft Neighbourhood Plan you will receive a ballot paper with this question:

*Do you want East Suffolk Council to use the Neighbourhood Plan for Lowestoft to help it decide planning applications in the neighbourhood area?*

This question is specified in paragraph 1 of Schedule 1 of The Neighbourhood Planning (Referendums) Regulations 2012.

## Who can vote in the referendum?

You can vote in the referendum if you live in the Lowestoft neighbourhood area (see map page 4) and:

- You are registered to vote in the local council elections; and
- You are 18 years or over on 20<sup>th</sup> November 2025.

You have to be registered to vote **by 5pm on Wednesday 4<sup>th</sup> November 2025** to be able to vote in the referendum. You can check if you are registered to vote by calling East Suffolk Council Electoral Services on 01502 523320.

The referendum will be conducted on procedures which are similar to those used at local government elections.

## Ways of Voting

There are three ways of voting:

1. **In person on Thursday 20<sup>th</sup> November 2025** at your local polling station at the locations given at the end of this document (Appendix 1):

The polling stations will be open from 7:00am to 10:00pm. It is easy and a member of staff will always help if you are not sure what to do.

You will receive a poll card confirming your polling station for this referendum. If you do not receive your poll card, contact 01502 523320.

All electors will be required to show photographic identification to vote at polling stations. Accepted forms of voter ID include UK passports and UK photo driving licences. If you do not have any acceptable photo ID, you can apply for free voter ID.

A full list of acceptable photo ID and how to apply for free Voter ID can be found here:  
<https://www.eastsuffolk.gov.uk/elections/voter-photo-id/>

### 2. By post:

If you have a postal vote already, you will receive a poll card confirming this.

If you want to vote by post, and do not currently, you will need to complete an application form and send it to the Electoral Services Team. Completed application forms must be received **by 5pm on Wednesday 5<sup>th</sup> November 2025**.

You should receive your postal vote about a week before polling day. If it doesn't arrive in time, you can ask for a replacement from **14<sup>th</sup> November until 5pm on Thursday 20<sup>th</sup> November** from the Electoral Services Team by calling 01502 523320.

### 3. By proxy:

If you have a proxy vote already, you will receive a poll card confirming this.

If you can't get to the polling station and don't wish to vote by post, you may be able to vote by proxy. This means allowing someone that you trust to vote on your behalf.

If you want to vote by proxy, you will need to complete an application form and send it to the Electoral Services Team. Completed application forms must be received **by 5pm on Wednesday 12<sup>th</sup> November 2025**

Anyone can be your proxy as long as they are eligible to vote and are willing to vote on your behalf. You will have to tell them how you want to vote.

Postal and proxy vote application forms are available from the Electoral Services Team.

### **Electoral Services Team Contact Details**

Electoral Services  
East Suffolk Council  
Riverside  
4 Canning Road  
Lowestoft NR33 0EQ  
01502 523320  
[elections@eastsuffolk.gov.uk](mailto:elections@eastsuffolk.gov.uk)

### **How do I vote in the referendum?**

You vote by putting a cross (X) in the 'yes' or 'no' box on your ballot paper. Only put a cross in one box or your vote will not be counted.

### **Referendum result**

Positive: If more people vote 'Yes' than 'No' in the referendum, then East Suffolk Council will use the Lowestoft Neighbourhood Plan to help them decide planning applications in Lowestoft neighbourhood area in the future.

At that point, the neighbourhood plan comes into force as part of the statutory development plan for the area (see section 'What is a Development Plan?') and thereby the starting point for the determination of relevant planning applications.

To complete the neighbourhood plan process and to give the neighbourhood plan its full legal weight, East Suffolk Council would then need to formally "make" the neighbourhood plan. This would normally occur within 8 weeks of the referendum date.

Negative: If more people vote 'No' than 'Yes', or the numbers of 'No' and 'Yes' votes are equal, then planning applications will be decided without using the neighbourhood development plan as part of the development plan for Lowestoft.

### **The Referendum Area**

The referendum area is the same as the neighbourhood plan area, which was designated by the former Waveney district Council (now East Suffolk Council) on 10<sup>th</sup> December 2018.



## Referendum expenses

Expenses can be incurred by an individual or body during the period of the referendum, for referendum purposes.

The referendum expenses limit that will apply in relation to this referendum is £4,467.95. The number of persons on the relevant register (1<sup>st</sup> December 2024) used to calculate this limit is 35,694.

## The Lowestoft Neighbourhood Plan

### What is Neighbourhood Planning?

Neighbourhood planning is a tool which enables local communities to play a direct role in planning the areas in which they live and work.

A community can prepare a neighbourhood plan. This plan can show how the community wants land to be used and developed in its area. The plan can be comprehensive or limited in terms of the issues covered.

A neighbourhood plan has to complete a number of formal stages including public consultation and independent examination before it can proceed to referendum.

In accordance with the Neighbourhood Planning (referendums) Regulations 2012 (as amended), a copy of the Lowestoft Neighbourhood Plan is provided as one of the specified documents which must be made available in relation to the referendum. (See later section on specified documents).

### **What is a neighbourhood area?**

A neighbourhood area can cover a single street or large urban or rural areas. Where there is a Parish or Town Council, the neighbourhood area will often follow the parish/town administrative boundary. The boundaries of a neighbourhood area are put forward by:

- Parish or Town Councils; or,
- A neighbourhood forum (a group of at least 21 people) in areas without parish councils.

In Lowestoft, the boundary of the neighbourhood area was determined by the former Waveney District Council (now East Suffolk Council) on 10<sup>th</sup> December 2018 and comprises the whole of the parish of Lowestoft (see map above).

### **Who can prepare a neighbourhood plan?**

Neighbourhood plans are prepared by town or parish councils, or neighbourhood forums. In the case of Lowestoft, the Neighbourhood Plan has been prepared by Lowestoft Town Council (the Qualifying Body).

### **What is a Development Plan**

In England, the planning system is plan led. Planning law requires that applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise.

A development plan is a set of documents that set out the policies for the development and use of land across the entire local planning authority area.

The local planning authority is East Suffolk Council. The adopted Local Plan is the East Suffolk Council- Waveney Local Plan (March 2019). Suffolk County Council is the relevant local planning authority for matters relating to minerals or waste.

### **Specified Documents**

The specified documents are set out in paragraph 4 of The Neighbourhood Planning (Referendums) Regulations 2012 (as amended). They comprise:

- Lowestoft Neighbourhood Plan (Referendum Version);
- Comments Summary: A summary of representations submitted to the independent examiner;

- East Suffolk Council Decision Statement: A statement by East Suffolk Council that the draft plan meets the basic conditions and Convention rights;
- Information for Voters (this document) which is a statement that sets out general information as to town and country planning including neighbourhood planning and the referendum; and,
- Information Statement: A statement containing basic information about the referendum
- Examiner's Report: Sets out the findings of the independent examination of the neighbourhood plan.

You can find all relevant documents here: [Lowestoft neighbourhood area » East Suffolk Council](#)

The Specified Documents are also available to view at:

East Suffolk Council Customer Services  
Lowestoft Library  
Clapham Road South,  
Lowestoft  
NR32 1DR

Or

East Suffolk Council Customer Service Centre  
Riverside  
4 Canning Road,  
Lowestoft,  
NR33 0EQ

Should you have any difficulties in accessing copies of the document you can contact us on 01394 444557 or email [planningpolicy@eastsuffolk.gov.uk](mailto:planningpolicy@eastsuffolk.gov.uk) and we will aim to assist you.

If you have any queries with regard to the Neighbourhood Plan, please contact Melanie Seabrook (01502) 523030 or email [Melanie.Seabrook@eastsuffolk.gov.uk](mailto:Melanie.Seabrook@eastsuffolk.gov.uk)

For any queries regarding the referendum process/voter registration please contact Electoral Services on 01502 523251 or email [elections@eastsuffolk.gov.uk](mailto:elections@eastsuffolk.gov.uk)

## Appendix 1: Polling Stations

Polling Station Overview	Polling Station Address
<b>Polling Station 1</b> Open from 7:00am to 10:00pm	<b>Uplands Community Centre</b> Ashburnham Way, Carlton Colville, Lowestoft NR33 8LJ
<b>Polling Station 2</b> Open from 7:00am to 10:00pm	<b>St Lukes Church Centre</b> Homefield Avenue, Lowestoft NR33 9BX
<b>Polling Station 3</b> Open from 7:00am to 10:00pm	<b>Gunton St Benedicts Church Hall</b> Hollingsworth Road, Lowestoft NR32 4AX
<b>Polling Station 4</b> Open from 7:00am to 10:00pm	<b>Benjamin Britten Academy</b> Blyford Road, Lowestoft NR32 4PZ
<b>Polling Station 5</b> Open from 7:00am to 10:00pm	<b>Gunton Estate Community Hall</b> Hollingsworth Road, Lowestoft NR32 4AY
<b>Polling Station 6</b> Open from 7:00am to 10:00pm	<b>Beresford Road Evangelical Church</b> Beresford Road, Lowestoft NR32 2NQ
<b>Polling Station 7</b> Open from 7:00am to 10:00pm	<b>Dance Studio, Water Lane Leisure Centre</b> Water Lane, Lowestoft NR32 2NH
<b>Polling Station 8</b> Open from 7:00am to 10:00pm	<b>Stella Maris Hall</b> Gordon Road, Lowestoft NR32 1NL
<b>Polling Station 9</b> Open from 7:00am to 10:00pm	<b>Scout Hall (4th Lowestoft Scouts)</b> Rotterdam Road, Lowestoft NR32 2SX
<b>Polling Station 10</b> Open from 7:00am to 10:00pm	<b>St Andrews Church</b> Roman Road, Lowestoft NR32 2DQ

Polling Station Overview	Polling Station Address
<b>Polling Station 11</b> Open from 7:00am to 10:00pm	<b>Salvation Army Church &amp; Community Centre</b> 9 Carlton Road, Lowestoft NR33 0RU
<b>Polling Station 12</b> Open from 7:00am to 10:00pm	<b>Kirkley Church Hall</b> St Peters Road, Lowestoft NR33 0LJ
<b>Polling Station 13</b> Open from 7:00am to 10:00pm	<b>Waveney Gymnastics Club</b> 104 Notley Road, Lowestoft NR33 0UG
<b>Polling Station 14</b> Open from 7:00am to 10:00pm	<b>Scout Hall (1st Pakefield Scouts)</b> Kendal Road, Pakefield, Lowestoft NR33 0JG
<b>Polling Station 15</b> Open from 7:00am to 10:00pm	<b>Walmer Road Recreational Building (Kirkley &amp; Pakefield Football Club)</b> Walmer Road, Pakefield, Lowestoft NR33 7LE
<b>Polling Station 16</b> Open from 7:00am to 10:00pm	<b>Seventh Day Adventist Church</b> Saxon Road, Pakefield, Lowestoft NR33 7BT
<b>Polling Station 17</b> Open from 7:00am to 10:00pm	<b>Oulton Community Centre</b> Meadow Road, Lowestoft NR32 3AZ