

**Draft Planning Application Validation Checklist for Newry Mourne and Down District Council**

***Planning (General Development Procedure) (Amendment) Order (Northern Ireland) 2024.***

**1.0.** On 1 October 2024, the Department for Infrastructure (DfI) published legislation[[1]](#footnote-1) that permits councils to develop and publish a “Validation Checklist” to specify the information and details that shall accompany any application. The new legislation comes into operation on 1 April 2025.

**1.1.** The purpose of the Validation Checklist is to avoid unnecessary delays in the planning application process by setting out, for the benefit of relevant parties, the level and type of supporting information required to be submitted with an application to make it a ‘valid’ application and enable it to be processed.

**1.2.** The Validation Checklist applies to applications for outline permission, full permission, and approval of reserved matters. It sets out the information that should be submitted, having regard to the nature, scale and location of the proposal. The checklist will be applied on a case-by-case basis and the submitted information should be proportionate and sufficient to enable a full consideration of the proposal.

**1.3.** Such information will fall into one of two categories:

• **Basic requirements** – this information is required by legislation and without it, the application cannot be made ‘valid’, (Part 1, below).

• **Other supporting information** – additional information that is required, by the Planning Department, to fully assess your application, in consultation with relevant statutory bodies, in a timely manner, (Part 2, below).

**1.4.** The Planning Department will only require information identified in the Validation Checklist where it is reasonable (and proportionate) and considered to be relevant, necessary and material to the consideration of the application.

**1.5.** Further detailed guidance on the basic requirements and supporting information is also provided in Appendices 1 and 2. An Information Checklist, setting out the typical information requirements, is provided in Appendix 3, to assist applicants/agents. This will also be used to confirm/record which information they have provided with their application for administrative purposes.

**2.0. Application Process.**

**2.1.** Your submission should include the application form, plans and drawings, (to the appropriate scale) and other documentation.

**2.2.** You can speak to a duty planner to assist you with your application prior to submission. This can help identify issues at an early stage and help clarify what information is required to be submitted.

**2.3.** This Service is available on Tuesday and Thursday of each week between 9am – 1pm. You can contact the Duty Planning Officer by:

* Telephone: Council 0330 137 4000, Planning 0300 137 4036.
* Email: Planning@nmandd.org, with subject title of email ‘Duty Planning Officer Request’
* In person by pre-appointment at Planning Reception, Oifig an Iúir Newry Office, O’Hagan House, Monaghan Row, Newry BT 35 8DJ and Oifig Dhún Pádraig Downpatrick Office, Downshire Civic Centre, Downshire Estate, Strangford Road, Downpatrick BT30 6GQ.

**2.4.** If, during the processing stage, you are submitting amendments to your application on the planning portal or to the Planning Mailbox: Planning@nmandd.org, please explain, in a covering letter, what changes are being made and why. We recommend you label the drawing with a revision number (e.g. Revision A, B C D etc.) and include a Revision Schedule on the drawing that shows the revision number, description of change and date it was made.

**2.5.**  The Information Checklist, at Appendix 3, is a useful tool to help you identify what information you need to provide. We ask you to complete it in all cases and submit it with your application as missing information can lead to delays or refusal.

**2.6.** The fees received by the Council for the planning application will be returned should a Notice issue from us confirming the invalidity of the planning application.

**2.7.** The legislation allows for a right of appeal, if agreement is not reached between the Council and applicant (or their agent) on the need for the information. In such circumstances, the Council will issue a “Notice” formally confirming the invalidity of the application to the applicant. The applicant may lodge an appeal to the Planning Appeals Commission concerning the invalidity of the application within 14 days of the date of the Notice.

**3.0. Part 1: Information Required Under Current Legislation.**

**3.1.** The Planning (General Development Procedure) Order (NI) 2015 sets out the minimum information that must be submitted with a planning application to make it ‘valid’. The application cannot, legally, be considered if this information is not submitted with the application.

**3.2.** The following is a summary of types of basic information that may be required with your planning application. More detailed guidance, on each, is provided in Appendix 1.

**Table 1: Basic Information Summary**

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| Application Form  |
| Ownership Certificate  |
| Site Location Plan  |
| Plans and drawings  |
| Pre-Application Community Consultation Report  |
| Design and Access Statement  |
| Planning Fee |

**3.3.** The Planning Department will review the planning application, on submission, to make sure it includes the current minimum mandatory information set by legislation[[2]](#footnote-2) and any additional information specified by the Validation Checklist.

**3.4.** If any of the minimum information is missing, the Planning Department will contact you and allow 3 working days to submit the missing information. If, at the end of the 3 working days, the basic requirements are not met your application will be returned, (together with the planning application fee), to allow submission of all the necessary information, as identified by the Planning Department.

**4.0. Part 2: Additional Information Required Under Planning Application Validation Checklist.**

**4.1.** In addition to the basic information, other supporting information is often required to fully assess your proposal. The level of supporting information will depend on the specific circumstances of the proposal, in terms of its scale, use and location and in certain cases the outcome of the statutory consultation process.

**4.2.** This does not apply to Advertisement Consent applications.

**4.3.** The following is a summary of types of supporting information that may be required with your planning application. More detailed guidance, on each, is provided in Appendix 2.

 **Table 2: Additional Information Summary**

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| 1. [Air Quality Impact Assessment (AQIA)](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/3-Air-Quality-Impact-Assessment-%28AQIA%29) | 19. [Lighting or Shadow Flicker Impact Assessment](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/26-Lighting-Impact-Assessment) |
| 2. [Archaeological Impact Assessment](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/4-Archaeological-Impact-Assessment) | 20. [Noise & Vibration Impact Assessment (NVIA)](https://www.belfastcity.gov.uk/) |
| 3. [Biodiversity Checklist](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/6-Biodiversity-Checklist) and associated Biodiversity Surveys  | 21. [Odour Impact Assessment](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/30-Odour-Impact-Assessment) (OIA) |
| 4.Climate Change Statement | 22. [Open Space Statement](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/32-Open-Space-Statement) |
| 5. Design Concept Statement or Concept Masterplan | 23. [Parking Survey](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/33-Parking-Survey) |
| 6. Construction Environmental Management Plan (CEMP) | 24. [Phasing Plan](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/35-Phasing-Plan) |
| 7. [Contaminated Land Report](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/11-Contaminated-Land-Assessment) | 25. [Planning Agreement (Heads of Terms Form)](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/36-Planning-Agreement-%28Heads-of-Terms-Form%29) |
| 8. [Contextual Design Information](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/12-Contextual-Design-Information) | 26. Planning Statement |
| 9. [Daylight, Sunlight and Overshadowing Assessment](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/13-Daylight-Sunlight-and-Overshadowing-Assessment) | 27. Pre-Development Inquiry (PDE) |
| 10. [Demolition Justification Statement](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/14-Demolition-Justification-Statement) & Structural Survey | 28. [Retail Impact Assessment (and Assessment of Need)](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/39-Retail-Impact-Assessment-%28and-Assessment-of-Nee) |
| 11. [Drainage Assessment](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/15-Drainage-Assessment) | 29. [Sequential Test (main town centre uses)](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/40-Sequential-Test-%28main-town-centre-uses%29) |
| 12. [Economic Statement](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/16-Economic-Statement) | 30. Topographical Survey |
| 13. [Event Management Plan](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/18-Event-Management-Plan) | 31. [Telecommunications Supporting Statement](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/44-Tele-communications-Supporting-Statement) |
| 14. [Environmental Statement (EIA)](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/19-Environmental-Statement-%28EIA%29) | 32. [Transport Assessment Form](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/46-Transport-Assessment-Form) (TAF) |
| 15. Up to Date Farm Information | 33. [Transport Assessment](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/45-Transport-Assessment) |
| 16. [Flood Risk Assessment](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/20-Flood-Risk-Assessment) | 34. [Travel Plan](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/47-Travel-Plan) |
| 17. [Landscape and Visual Impact Assessment (LVIA)](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/24-Landscape-Townscape-and-Visual-Impact-Assessmen) | 35. [Tree Report](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/48-Tree-Report)  |
| 18. Landscape Plan & Landscape Management Plan | 36. [Waste Management Plan](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/50-Waste-Management-Plan) |

**4.4.** If any of the information contained in the above table is required and has not been submitted, we will, where appropriate, request that you provide it within **15 working days.** If, at the end of the 15 working days, the required information has not been submitted, your application will be returned, (together with the planning application fee), to allow submission of all the necessary information, as identified by the Planning Department.

**4.5.** There may be occasions when it will not be possible or feasible, for you, to submit the required information, due to seasonal constraints, e.g. ecological surveys. In such circumstances your application will be returned, (together with the planning application fee), to allow submission of all the necessary information, as identified by the Planning Department.

**Appendix 1: Guidance Notes on Basic Requirements by Application Type (Refer Para 3.2)**

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| **Application Type**  | **Information Required** |
| Full Planning Permission | Application Form signed and submitted. Ownership Certificate. Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015, as amended).Site Location Plan (Scale of 1:1250 or 1:2500).Plans and Drawings (1:50, 1:100, 1:200, 1:500). Design and Access Statement (if required). Pre-Application Community Consultation Report (if required). |
| Outline Planning Permission | Application Form signed and submitted. Ownership Certificate.Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015, as amended). Site Location Plan (Scale of 1:1250 or 1:2500).Plans and Drawings (1:50, 1:100, 1:200, 1:500). Design and Access Statement (if required). Pre-Application Community Consultation Report (if required). |
| Approval of Reserved Matters | Application Form signed and submitted. Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015, as amended). Plans and Drawings. |
| Section 54 Non-Compliance with planning conditions previously attached  | Application Form signed and submitted. Ownership Certificate.Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015, as amended). |
| Advertisement Consent  | Application Form signed and submitted. Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015, as amended). Site Location Plan (Scale of 1:1250 or 1:2500).Plans and Drawings (1:50, 1:100, 1:200, 1:500). |
| Listed Building Consent Application | Application Form signed and submitted. Ownership Certificate.Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015, as amended). Site Location Plan (Scale of 1:1250 or 1:2500).Plans and Drawings (1:50, 1:100, 1:200, 1:500). Design and Access Statement. |
| Conservation Area Consent (Demolition) | Application Form signed and submitted. Ownership Certificate. Site Location Plan (Scale of 1:1250 or 1:2500).Plans and Drawings (1:50, 1:100, 1:200, 1:500). |
| Certificate of Lawful Use or Development (Existing) | Application Form signed and submitted.Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015, as amended). Site Location Plan (Scale of 1:1250 or 1:2500).Plans and Drawings (1:50, 1:100, 1:200, 1:500).  |
| Certificate of Lawful Use or Development (Proposed) | Application Form signed and submitted.Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015, as amended).Site Location Plan (Scale of 1:1250 or 1:2500).Plans and Drawings (1:50, 1:100, 1:200, 1:500). |
| Proposal of Application Notice (PAN) | Application Form signed and submitted.Site Location Plan (Scale of 1:1250 or 1:2500).Plans and Drawings (1:50, 1:100, 1:200, 1:500), if available.  |
| Discharge of Condition | Statement outlining the planning reference number and the condition number(s) you seek confirmation of discharge for.Plans and Drawings/reports/materials (if applicable). |
| Non-Material Change | Application Form signed and submitted. Statement describing the proposed change to the original approval. Plans and Drawings. |

**Appendix 2: Guidance Notes on Other Supporting Information, (Refer Para 4.3) \***

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| **Additional Information Required**  | **Purpose and Nature of Application** |
| **1.**[**Air Quality Impact Assessment (AQIA)**](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/3-Air-Quality-Impact-Assessment-%28AQIA%29) | **Air Quality Impact Assessment (AQIA)**is a process for determining the significance of the impact of new development on ambient air quality or determining the significance of the impact of local ambient air quality on new development. These impacts need to be quantified and evaluated in the context of existing air quality, air quality objectives or limits.Examples of when an AQIA may be required include:* Intensive livestock units for poultry, pigs, cattle or sheep, anaerobic digester plants or manure storage facilities.
* Intensive development that may give rise to air pollution.
* Major development within an Air Quality Management Area.
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| **2.**[**Archaeological Impact Assessment**](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/4-Archaeological-Impact-Assessment)**/****Report** | Prospective developers need to take into account archaeological considerations and should deal with them from the beginning of the development management process. An [**Archaeological Impact Assessment**](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/4-Archaeological-Impact-Assessment)will be required for proposals where the impact of a development on important archaeological remains is unclear or the importance of such remains is uncertain, or within an Area of Archaeological Interest or Potential where it involves the breaking of ground. |
| ***3.***[***Biodiversity Checklist***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/6-Biodiversity-Checklist)***Biodiversity Surveys, e.g. Bat Surveys.*** | A **Biodiversity Checklist** is a ‘step by step’ tool which should be used by applicants to help identify if a development proposal is likely to adversely affect any biodiversity and natural heritage interests and whether further ecological assessments/surveys are required in order to comply with the relevant legislation and planning policy.The Biodiversity Checklist must be provided with all applications where another biodiversity or ecological survey has not already been completed.In establishing whether a biodiversity survey is needed, the applicant or agent is advised to seek independent advice from an ecologist or suitably qualified person.Applicants should complete and submit the Biodiversity Checklist available on the link <https://www.daera-ni.gov.uk/publications/ni-biodiversity-checklist-documents> on the Department of Agriculture, Environment and Rural Affairs website.A Biodiversity Survey will be required where the need for a survey is identified as part of the completion of the Biodiversity Checklist. Surveys should be carried out at an appropriate time of year, or as specified by NIEA. The carrying out of any necessary ecological assessments or surveys at an early stage will also minimise the potential for any future delays in the processing of the planning application, such as through requests for further information or amendments to a proposal. This is particularly relevant when there are seasonal constraints to survey work which could significantly delay any decision being made. |
| ***4.******Climate Change Statement*** | A **Climate Change Statement** demonstrates how new development is sustainable, incorporating measures to mitigate environmental change and reduce Green House Gases.A Climate Change Statementsets out how the application proposal:* Maximises opportunities to incorporate sustainable design features, such as grey water recycling, green roofs, maximising use of recycled materials, orientating buildings to optimise solar gain and energy efficiency.
* Demonstrates the highest feasible and viable sustainability standards in the design, construction, operation and “end of life” phases of development in line with the ‘nearly zero carbon buildings’ strategy in the EU energy performance and building directive.
* Incorporates measures to adapt to environmental change, in order to support sustainable and enduring development, having regard to the criteria in Policy ENV3 of the Plan Strategy.
* Where appropriate, include Sustainable Urban Drainage Systems measures to manage surface water effectively on site, to reduce surface water run-off and to ensure flooding is not increased elsewhere, having regard to Policy ENV5 of the Plan Strategy.
* Seeks to provide for additional tree planting appropriate to the nature, scale and location of the development.

A Climate Change Statementis required for all applications for new development (including conversion of building/s for alternative uses).A separate Householder Design Statement is required for householder proposals (for example domestic extensions, conservatories, garages, outbuildings), which should incorporate climate change measures. |
| ***5.******Design Concept Statement or Concept Masterplan*** | Prevailing planning policy requires that proposals for new residential development will create a quality and sustainable residential environment. The design and layout of residential development should be based on an overall design concept that draws upon the positive aspects of the character and appearance of the surrounding area. This must be demonstrated through an accompanying **Design Concept Statement** or a **Concept Masterplan.**A Design Concept Statement is necessary to demonstrate how a proposed scheme has taken account of the main features of the site and its context and how it will meet the criteria set out in Policy QD 1 of Planning Policy Statement 7 (PPS 7) ‘Quality Residential Environments’, thereby contributing to the promotion of a quality residential environment. A Design Concept Statement is required for all applications for residential development of 2 or more houses. A Concept Master Plan is required for planning applications involving: (a) 300 dwellings or more; or (b) the development, in part or full, of sites of 15 hectares or more zoned for housing in development plans; or (c) housing development on any other site of 15 hectares or more.Further guidance is contained Planning Policy Statement 7 (PPS 7) ‘Quality Residential Environments’ Policy QD 2. Or in associated published design guidance, ‘Creating Places – Achieving Quality in Residential Developments’ or ‘Improving the Quality of Housing Layouts in Northern Ireland’.  |
| ***6.******Construction Environmental Management Plan (CEMP)*** | A **Construction Environmental Management Plan (CEMP)** is a plan developed to avoid, minimise or mitigate any construction effects on the environment. Examples of types of applications include:* EIA Development and/or
* Development in close proximity to a watercourse, sensitive coastal and harbour locations,
* Development within or in close proximity to protected designated sites such as Special Protection Areas (SPAs), Ramsar Sites and Areas of Special Scientific Interest (ASSIs)
 |
| ***7.***[***Contaminated Land Report***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/11-Contaminated-Land-Assessment) | A **Contamination Land Report** assesses the suitability of the site for its proposed end use. It sets out the nature of contaminants, the level of risk to future occupants, users of land or environment, and mitigation measures to reduce any risks to an acceptable level. Examples of types of applications include:* New development on, or in proximity to, land which has a current or previous use that has the potential for contamination on former industrial sites e.g. petrol filling stations or landfill sites
 |
| ***8.***[***Contextual Design Information***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/12-Contextual-Design-Information) | [**Contextual Design Information**](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/12-Contextual-Design-Information)accurately demonstrates the proposal in its immediate and local context, usually the existing street scene into which the development is to be placed. Contextual Design Information will be required for:* Applications for Major development, particularly within the city centre.
* Development proposals that impact on built heritage including Listed Buildings, Scheduled Monuments, historic monuments/gardens, Conservation Areas, Areas of Townscape Character; or,
* proposals that may significantly impact on the street scene or townscape.
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| ***9.***[***Daylight, Sunlight and Overshadowing Assessment***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/13-Daylight-Sunlight-and-Overshadowing-Assessment) | A **Daylight, Sunlight and Overshadowing Assessment**is used to assess the impact of new development on existing surrounding properties and open spaces in terms of daylight and sunlight, as well as the performance of the development for future occupants.It is required for all developments where this is an issue, in particular residential extensions in semi-detached or terraced properties. |
| ***10.***[***Demolition Justification Statement & Structural Survey***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/14-Demolition-Justification-Statement)  | A **Demolition Justification Statement** is required to demonstrate why a building or structure that is normally protected by planning policy cannot be retained.  Examples include applications: * to demolish Listed Buildings, buildings within a Conservation Area or Area of Townscape Character or vernacular buildings;
* for the conversion of a rural building in the countryside to demonstrate its capability for conversion and without major or complete conversion;
* for the proposed demolition of important or vernacular buildings to demonstrate, when proposed, their unsuitability for conversion/retention.
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| ***11.***[***Drainage Assessment***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/15-Drainage-Assessment) | A **Drainage Assessmen**tsets out the drainage issues relevant to new development and the measures to provide the appropriate standard of drainage. The detail of the assessment will be proportionate to the nature of the proposal. It will be required for: * Applications for 10 or more residential units;
* sites over 1Ha or areas of hardstanding/floorspace exceeding 1000msq;
* where development is located within an area with historic surface water flooding;
* where surface water run-off from proposed development may adversely affect other development or features of nature conservation, built heritage or archaeology.
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| ***12.***[***Economic Statement***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/16-Economic-Statement) | An **Economic Statement**sets out the economic effects of new development on the area in which the proposal would be located, including: the immediate area or neighbourhood; district -wide; or at a regional level.An Economic Statement is required where:* the proposal is for major development for commercial uses such as offices, light industry, general industry, warehousing, retail and leisure;
* the proposal would result in the loss of land protected by planning policy, e.g. employment land or an area of existing/proposed open space; or
* the proposal is for a development within an environmentally sensitive area protected by planning policy, e.g. an Area of Outstanding Natural Beauty.
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| ***13.***[***Event Management Plan***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/18-Event-Management-Plan) | An **Event Management Plan**sets out proposals to minimise the transportation impacts of any events that would be held as a result of new development. It will be required for commercial, recreational, civic and community proposals which will involve the hosting of events that generate significant large numbers of attendees that could result in significant travel disruption.  The event management measures should consider the types of trips, in all modes, likely to visit the site, to ensure they can arrive, park if necessary and depart without causing a traffic safety hazard or disruption to other traffic on the network.  |
| ***14.***[***Environmental Statement (EIA)***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/19-Environmental-Statement-%28EIA%29) | An **Environmental Statement** is a legislative requirement for applications for certain types of development. It sets out the likely significant effects of new development on the environment, whether positive or negative, and can relate to environmental, social and economic impacts. It is required for Development that falls under Schedule 1 of the EIA Regulations and/or where the Planning Authority has issued a screening opinion that the proposal is EIA development. |
| ***15.******Up to Date Farm Information*** | It is extremely important that all relevant, **up to date, information** is submitted with applications for development on a farm. This includes applications for renewal of planning permission. This will include up to date farm maps and information, to demonstrate:* extent of land ownership;
* location of all buildings on the farm including farm buildings and dwellings; and
* evidence of active and established farm business.

This is required for all applications for dwellings and buildings on a farm. It also applies to applications related to the equestrian industry and applications for farm diversification projects. |
| ***16.***[***Flood Risk Assessment***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/20-Flood-Risk-Assessment) | A **Flood Risk Assessment**is an assessment of the risk of flooding from all flooding mechanisms, the identification of flood mitigation measures and should provide advice on actions to be taken before and during a flood. It is required for all applications for new development in flood risk areas, including those within the fluvial or coastal flood plain. |
| ***17.******Landscape and Visual Impact Assessment (LVIA)*** | A **Landscape and Visual Impact Assessment** is the process of evaluating the effects of a proposal on critical views and on the landscape itself. It is required for:* large-scale development that would have a significant visual impact in the landscape, including within, or affecting the setting of, environmentally sensitive or protected locations, including AONBs;
* major development, including wind farms and single wind turbines where their overall height would exceed 15 metres and where Environmental Impact Assessment is required;
* all applications for Major or Local development within a Conservation Area or Area of Townscape Character, the setting of a Listed Building, or within a locality where the proposal will introduce an increase to the predominant scale and mass.
 |
| ***18.******Landscape Plan and Landscape Management Plan.*** | Prevailing planning policy requires that a sufficient level of public open space and landscaping is provided and retained as part of development proposals, including housing and commercial developments. It is also a policy requirement that suitable arrangements will be put in place for the future management and maintenance in perpetuity of all areas of public open space. A detailed **Landscape Plan** identifies areas of suitable open space and proposed landscaping. A **Landscape Management Plan** demonstrates how areas of communal open space and landscaping will be maintained and managed following the approval and completion of large development schemes, including housing, commercial and industrial schemes. Both are required for all development proposals that incorporate significant areas of communal open space ad landscaping. |
| ***19.***[***Lighting or Shadow Flicker Impact Assessment***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/26-Lighting-Impact-Assessment)***.*** | A **Lighting Assessment** explains how proposals that include largescale external lighting will impact on the visual and local residential amenity of an area. A Lighting Assessment is required for applications that include the provision of external artificial lighting including: * floodlighting of sports pitches;
* proposals which include floodlights and /or new lights on sites near watercourses, hedgerows, belt of trees or other sensitive receptors; or

A Lighting Assessment is required for proposals for sensitive receptors close to a largescale existing artificial light source. A **Shadow Flicker Impact Assessment** is required for proposals for wind turbines where it is considered that shadow flicker could be a problem. Applicants should provide calculations to quantify the effect and, where appropriate, provide measures to prevent or ameliorate the potential effect. |
| ***20.***[***Noise & Vibration Impact Assessment (NVIA)***](https://www.belfastcity.gov.uk/) | A **Noise and Vibration Impact Assessment (NVIA)** sets out the potential for new development to impact on its surroundings by way of noise and/or vibration. A NVIA is required where: * noise and/or vibration arising from the proposed development has potential to adversely impact on nearby existing and approved residential property or other noise sensitive premises (e.g. schools or hospitals); or
* proposed noise sensitive premises or development is likely to be exposed to adverse noise and/or vibration from an existing noise source (e.g. from road traffic/railway/ entertainment venues/sports/leisure facilities/plant noise).
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| ***21.***[***Odour Impact Assessment***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/30-Odour-Impact-Assessment) ***(OIA)*** | An **Odour Impact Assessment (OIA)** assesses the level of odour emissions resulting from odour generating equipment such as a commercial kitchen, waste transfer station or industrial premises. An OIA is required for development that may cause odorous emissions and likely to impact upon nearby approved or existing dwellings or other sensitive receptors e.g.:* from cooking operations (hot food bars, restaurants, cafes etc);
* waste transfer stations; and
* light industrial and commercial developments.
 |
| ***22.***[***Open Space Statement***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/32-Open-Space-Statement) | There is a policy presumption against any development that would result in the loss of existing open space or land zoned for the provision of open space. This is a restrictive policy, and development that would lead to the loss of open space is only permitted in certain exceptional circumstances as outlined under the provisions of Planning Policy Statement 8 (PPS 8) ‘Open Space, Sport and Outdoor Recreation’, Policy OS 1.An **Open Space Statement** is required for all proposals that would result in the loss of existing or proposed open space and to demonstrate how the proposal fits with the exceptional circumstances outlined in PPS 8 and the presumption against the loss of open space. It could also be provided as part of the Planning Statement, (see No 26 below). |
| ***23.***[***Parking Survey***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/33-Parking-Survey) | A **Parking Survey** assesses the volume of vehicles parked at any one time in the vicinity of a planning application site, either on street or in existing car parks, and provides an indication of parking trends and any available capacity that could serve the new development. A Parking Survey, which can form part of a Transport Assessment, (see No 33 below) should be submitted with all planning applications when there is an identified parking need that cannot be accommodated within the application site. It is normally used to demonstrate whether there is sufficient parking capacity on public roads or streets to accommodate the additional vehicles generated by the new development.  |
| ***24.***[***Phasing Plan***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/35-Phasing-Plan) | A **Phasing Plan** sets out the sequence in which the various parts of a larger development scheme will be brought forward. The phasing is indicated on a diagrammatic plan with supporting narrative that describes the sequencing and why it is to take place in that order. A Phasing Plan is required for all applications where the phasing of development of a site is critical, either from a planning or commercial perspective. This may include the sequencing of development in line with the provision of necessary infrastructure, such as roads infrastructure or a community facility. |
| ***25.***[***Planning Agreement (Heads of Terms Form)***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/36-Planning-Agreement-%28Heads-of-Terms-Form%29) | A **Planning Agreement** is a legally binding agreement, normally between the applicant, landowner and council, secured under Section 76 of the Planning Act (Northern Ireland) 2011. Planning Agreements are used to secure a planning obligation, such as developer contributions, where it is not possible to do so by a planning condition. The Planning Agreement must be signed and completed before the planning permission can be issued. **Heads of Terms** set out the applicant’s intention to enter into a Planning Agreement as part of the planning application process and the nature of the planning obligations that it is expected to contain. Heads of Terms should be provided for all applications where it is expected that a Planning Agreement will be a prerequisite to the granting of planning permission. |
| ***26.******Planning Statement*** | A **Planning Statement** is a written document that explains the rationale for a proposal within the relevant planning policy context and relevant material considerations. A proportionate Planning Statement is required for all applications including:* Major development;
* proposals that would result in a loss of existing open space;
* proposals that would result in a loss of employment land;
* proposals that require the exceptional test to be applied under Policy FLD 1 of PPS 15; and
* proposals that would result in the demolition or part demolition of either:
* a Listed Building; or
* an un-listed building within a Conservation Area that makes a material contribution to the character or appearance of that Conservation Area.
 |
| ***27.******Pre-Development Inquiry Response (PDE)*** | A **Pre-Development Enquiry** is a request to Northern Ireland Water to check the availability of existing water and sewerage infrastructure which could service the proposal and must be valid at the time of submission of the planning application. A Pre-Development Enquiry, and its response, is required for all development proposing a new connection to the existing water or sewerage infrastructure.  |
| ***28.***[***Retail Impact Assessment (and Assessment of Need)***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/39-Retail-Impact-Assessment-%28and-Assessment-of-Nee) | A **Retail Impact Assessment** and **Assessment of Need** considers the impacts of proposals for retail or other main town centre uses (includes cultural and community facilities, retail, leisure, entertainment and businesses) on the vitality and viability of the city centre, town centres, district and local centres.In the absence of a current and up-to-date LDP, applicants are required to prepare an **Assessment of Need** which is proportionate to support their application. This may incorporate a quantitative and qualitative assessment of need taking account of the sustainably and objectively assessed needs of the local town and take account of committed development proposals and allocated sites.All applications for retail or town centre type developments above a threshold of 1000 square metres gross external area which are not proposed in a town centre location and are not in accordance with the LDP should be required to undertake a full **Retail Impact Assessment** as well as need.  |
| ***29.***[***Sequential Test (main town centre uses)***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/40-Sequential-Test-%28main-town-centre-uses%29) | The **Sequential Test** guides main town centre uses to sites within centres locations first. If no centre sites are available, developers should consider an edge of centre location. Only when centre locations or edge of centre locations are unavailable, can consideration be given to an out of centre location. In such cases the developer will still be required to demonstrate that the proposal will not harm existing centres.The **Sequential Test** should be applied when an application for retail or other main town centre development is proposed either in an edge of centre or an out of centre location.It is required for retail, cultural and community facilities, leisure, entertainment and business uses that are not in a town centre and are not in accordance with an up-to-date LDP. |
| ***30.******Topographical Survey (levels and site*** ***sections*** | A Topographical Survey is a plan detailing the levels and features within and adjacent to an application site, including all roadside details in the vicinity of the development proposal and within visibility splays, such as street furniture, electricity/telephone poles, hedges, fences, walls, trees, kerbs, gullies, signs etc. It is required to assess the differing levels within and adjacent to the site and features that may impact on road safety. It is also required to assess the impact of a proposed development in the landscape and adjacent properties. The plan should be at a maximum scale of 1:500 and be easily legible. The survey must provide spot levels throughout the site clearly detailing existing and proposed changes in levels and levels at the boundary with the adjacent public road and surrounding area. A Topographical Survey is required for all applications:* that require assessment of a new access or alteration of an existing access onto an adopted road; or
* that involve elevated or sloping sites in the landscape.
 |
| ***31.***[***Telecommunications Supporting Statement***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/44-Tele-communications-Supporting-Statement) | Telecommunications infrastructure plays an increasingly important role in our everyday lives in terms of our domestic needs, supporting business and commerce, as well as the emergency services. However, such infrastructure has the potential to be damaging to the townscape and countryside. A **Telecommunications Supporting Statement** sets out the rationale for proposals for new or replacement masts and base stations, provides technical justification for the proposals and demonstrates how it has been sited and designed to minimise visual and environmental impact. A **Telecommunications Supporting Statement**is required for all applications for telecommunications infrastructure comprising masts, antennae and base stations. (including development of new or replacement telecommunications masts). |
| ***32.***[***Transport Assessment Form***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/46-Transport-Assessment-Form) ***(TAF)*** | A **Transport Assessment Form** is a tool that applicants can use to screen out those applications where no further information on the transport impacts of the proposal is required.A **Transport Assessment Form** (TAF) should be submitted for the following types of proposal:* residential comprising 25 or more units;
* non-residential with a gross floor area of 500 sqm or more;
* likely to generate 30 or more vehicle movements per hour;
* likely to generate 10 or more freight movements per day or 5 in any given hour.
 |
| ***33.***[***Transport Assessment***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/45-Transport-Assessment) | A **Transport Assessment** is a comprehensive review of all the potential transport impacts of a proposed development or re-development, with an agreed plan to mitigate any adverse consequences.A **Transport Assessment** is required where the new development would likely have significant transport implications. Applicants should complete a **Transport Assessment Form** (TAF) to help establish if a detailed Transport Assessment is needed (see 32 above).The following information provides an indicative guide as to when a Transport Assessment may be required:

|  |
| --- |
| Food retail - 1,000 sqm Gross Floor Area |
| Non-food retail - 1,000 sqm Gross Floor Area |
| Cinemas and conference facilities - 1,000 sqm Gross Floor Area |
| Leisure facilities - 1,000 sqm Gross Floor Area |
| Business - 2,500 sqm Gross Floor Area |
| Industry - 5,000 sqm Gross Floor Area |
| Distribution and warehousing - 10,000 sqm Gross Floor Area |
| Hospitals - 2,500 sqm Gross Floor Area |
| Higher and further education 2,500 sqm Gross Floor Area |
| Stadia - 1,500 seats                          |
| Housing – 100 units |

 |
| ***34.***[***Travel Plan***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/47-Travel-Plan) | A **Travel Plan** is a means of mitigating the transportation impacts of new development through long-term management measures to promote sustainable travel.A **Travel Plan** is intended to influence the way people travel to / from new development by encouraging more walking, cycling and public transport use. The transport measures contained in a **Travel Plan** should address the scale and the anticipated transport impacts of the proposed development and be tailored to the development proposal. Travel Plans that provide a range of coordinated transport measures will be more effective in changing travel behaviour.  A **Travel Plan** can help mitigate the transport and parking impacts associated with proposed developments. Further guidance on when a **Travel Plan** and what it should include can be obtained from the Department for Infrastructure Roads Southern Division.The requirement for a **Travel Plan** will be informed by a Transport Assessment (see 33 above). |
| ***35.******Tree Survey******Report*** | A **Tree Survey** (or arboricultural survey) assesses the impact of new development on any existing trees that are likely to be affected by the proposal, whether they are within the site or adjacent to it. The **Tree Survey** and **Report** will assess the health and condition of the affected and assess their amenity value to the character and appearance of the area. The survey should also set out measures to protect the trees during construction.The **Tree Survey,** which should be carried out by a qualified Arboriculturist**,** should include as a minimum:* a plan showing existing trees on or adjacent to the site;
* an evaluation of the health, condition and amenity value of the trees affected by the proposal;
* a proposed layout showing retained trees and Root Protection Areas (RPAs);
* a plan showing new tree planting;
* Arboricultural Implications Assessment;
* existing and proposed finished levels;
* Tree Protection Plan;
* Arboricultural Method Statement (where applicable), including details for all special engineering within the Root Protection Area (as determined by the Arboricultural Implications Assessment); and
* the position of existing and proposed services.

It is required where the new development has the potential to impact on existing trees of amenity value on or adjacent to the site (including street trees). |
| ***36.***[***Waste Management Plan***](https://www.belfastcity.gov.uk/Documents/Draft-Planning-Application-Validation-Checklist/50-Waste-Management-Plan) | A **Waste Management Plan** sets out how waste will be managed when new development is occupied (residential) or operational (commercial).A **Waste Management Plan** is required in certain circumstances, including applications for:* new residential development for which communal waste storage is proposed (for example apartments, flats or sheltered housing); or
* new commercial development of 500 sqm or more.
 |

\*please note additional information may be required on a case-by-case basis according to the nature, scale and location of the proposal.

**Appendix 3: Information Checklist (refer Para 2.5.)**

To be completed by the applicant/agent and submitted alongside the application

|  |  |  |
| --- | --- | --- |
| **Basic requirements** (must be completed for **all** applications) | **Please circle** | **OFFICIAL USE ONLY** |
|  |
|  **following applies:** |
| 1 | Completed application form | Yes | n/a |  |
| 2 | Ownership certificate | Yes | n/a |  |
| 3 | Location Plan (Scale of 1:1250 or 1:2500) | Yes | n/a |  |
| 4 | Plans and Drawings; to include: | Yes | n/a |  |
|  |  - | Block Plan 1:200 or 1:500 | Yes | n/a |  |
|  | - | Existing and Proposed Elevation 1:50 or 1:100 | Yes | n/a |  |
|  | - | Floor plans 1:50 or 1:100 | Yes | n/a |  |
|  | - | Roof plan 1:50 or 1:100 | Yes | n/a |  |
|  | - | Spot levels | Yes | n/a |  |
|  | - | Sections on sloping land and adjacent land | Yes | n/a |  |
|  | - | Demolition plans (If LBC/ DCA) | Yes | n/a |  |
| 5 | Design & Access Statement **¹** | Yes | n/a |  |
| 6 | Pre-application Community Consultation Report (Major applications only) | Yes | n/a |  |
| 7 |  Planning Fee | Yes | n/a |  |

**whichever of the**

|  |
| --- |
| **OFFICIAL USE ONLY** |
| Basic requirements met? (valid) | Yes No |
| Other supporting information met? | Yes No |

**¹** A Design & Access Statement is required for the following applications:

• Major development

• Listed Building Consent

• Proposals of ≥1 dwelling house or ≥ 100sqm where the site falls within any of the following

areas:

- Conservation Area

- Area of Outstanding Natural Beauty

- World Heritage Site

- Area of Townscape Character

|  |  |  |
| --- | --- | --- |
| **Other supporting information** (must be completed in all cases **except** applications for Advertisement Consent) | **Please circle whichever of the following applies:** | **OFFICIAL USE ONLY** |
| 1 | Air Quality Impact Assessment   | Yes n/a |  |
| 2 | Archaeological Impact Assessment   | Yes n/a |  |
| 3 | Biodiversity Checklist and associated Biodiversity Surveys | Yes n/a |  |
| 4 | Climate Change Statement | Yes n/a |  |
| 5 | Design Concept Statement or Concept Masterplan   | Yes n/a |  |
| 6 | Construction Environmental Management Plan (CEMP)  | Yes n/a |  |
| 7 | Contaminated Land Report   | Yes n/a |  |
| 8 | Contextual Design Information   | Yes n/a |  |
| 9 | Daylight, Sunlight and Overshadowing Assessment   | Yes n/a |  |
| 10 | Demolition Justification Statement & Structural Survey   | Yes n/a |  |
| 11 | Drainage Assessment   | Yes n/a |  |
| 12 | Economic Statement   | Yes n/a |  |
| 13 | Event Management Plan   | Yes n/a |  |
| 14 | Environmental Statement (EIA)   | Yes n/a |  |
| 15 | Up to Date Farm Information | Yes n/a |   |
| 16 | Flood Risk Assessment   | Yes n/a |  |
| 17 | Landscape and Visual Impact Assessment (LVIA)   | Yes n/a |  |
| 18 | Landscape Plan & Landscape Management Plan | Yes n/a |  |
| 19 | Lighting or Shadow Flicker Impact Assessment   | Yes n/a |  |
| 20 | Noise and Vibration Impact Assessment   | Yes n/a |  |
| 21 | Odour Impact Assessment (OIA) | Yes n/a |  |
| 22 | Open Space Statement | Yes n/a |  |
| 23 | Parking Survey  | Yes n/a |  |
| 24 | Phasing Plan   | Yes n/a |  |
| 25 | Planning Agreement (Heads of Terms Form)  | Yes n/a |  |
| 26 | Planning Statement  | Yes n/a |  |
| 27 | Pre-Development Enquiry Response (PDE)  | Yes n/a |  |
| 28 | Retail Impact Assessment (and Assessment of Need)  | Yes n/a |  |
| 29 | Sequential Test (main Town Centre uses)  | Yes n/a |  |
| 30 | Topographical Survey  | Yes n/a |  |
| 31 | Telecommunications Supporting Statement | Yes n/a |  |
| 32 | Transport Assessment Form (TAF)  | Yes n/a |  |
| 33 | Transport Assessment  | Yes n/a |  |
| 34 | Travel Plan | Yes n/a |  |
| 35 | Tree Survey | Yes n/a |  |
| 36 | Waste Management Plan | Yes n/a |  |

1. [Planning (general Development Procedure) (Amendment) Order (Northern Irelan) 2024](https://minutes3.belfastcity.gov.uk/documents/s117675/Appendix%202%20nisr_20240176_en.pdf) [↑](#footnote-ref-1)
2. [The Planning (General Development Procedure) Order (Northern Ireland) 2015, Articles 3-7 (Inclusive)](https://www.legislation.gov.uk/nisr/2015/72/made) [↑](#footnote-ref-2)