

## FOR OFFICIAL USE ONLY

Reference No: / / PAN

Associate  
Application No:

Registration date



Belfast  
City Council

## Planning Service

# Proposal of Application Notice (PAN)

To be completed in respect of all major categories of development

Under the Planning Act (Northern Ireland) 2011

Please refer to the Pre-application Community Consultation Process Pack when completing this form.

### Applicant details

Contact Name:

Address:

Postcode:

Telephone:

Email:

Please tick the box if the applicant is a Belfast City Council elected member or officer involved with the planning process, or is a partner / close friend / relative of either.

State which:

### Agent details (if applicable)

Contact Name:

Address:

Postcode:

Telephone:

Email:

Please tick the box if the applicant is a Belfast City Council elected member or officer involved with the planning process, or is a partner / close friend / relative of either.

State which:

### Address or location of proposed development

Please state the postal address of the prospective development site. If there is no postal address, describe its location. Please outline the site on an OS base plan and attach it to this completed notice.

We will respond within 21 days of receiving the Notice. We will confirm whether the proposed pre-application consultation is satisfactory, or if additional notification and consultation is required. The minimum statutory consultation activity includes holding one public event and its advertisement in a local newspaper. We also require this Notice to be sent to local councillors for the District Electoral Area in which the proposed development is situated, and evidence of additional publicity of the event.

## Describe the development to be carried out, outlining its characteristics

Please also include appropriate drawings, including: site location plan, plans, elevations and site layout of the proposal.

Which type of planning permission does this Proposal of Application Notice will relate to?

Full planning permission

Outline planning permission

Previous reference number:

## Has an environmental impact assessment (EIA) been carried out on the proposed development?

Yes

No

(Please enclose the EIA with this application)

## State which other parties have received a copy of this Proposal of Application Notice

### Elected member(s) for District Electoral Area

It is recommended that where the site is in close proximity to a DEA boundary, members in any adjoining DEA should also be notified.

Date notice served

### Any other parties

Date notice served

## Please give details of proposed consultation

Proposed public event(s) and details of methods of consultation or engagement	Venue	Date and time
Proposed newspaper(s) advert date: <input type="text"/>		Name of publication(s): <input type="text"/>
(A minimum of 7 days before the date of the public event)		
Details of any other consultation methods (date, time and with whom): <input type="text"/>	Details of any other publicity methods (such as leaflets, posters): <input type="text"/>	

Belfast City Council's Economic Development Unit offers a "Belfast; City for investment soft landing service" for businesses wanting to set up in the city, providing professional and personal connections to help you set up and grow your business. Please indicate by ticking the box below that you are providing your personal data on the basis of consent and are positively agreeing that it is shared with this Unit and used for the purpose described, who will contact you and consider tailored support to meet your needs. Please note that availing of this service will have no influence on the planning process or the likelihood of you receiving planning permission.

**I consent for my personal data to be shared with Belfast City Council's Economic Development Unit**

**Please note:** A planning application for this development cannot be submitted less than 12 weeks from the date the Proposal of Application Notice is received and without the statutory requirements having been undertaken. The application must be accompanied by the Pre-Application Consultation report.

### Declaration

**I hereby certify that I, the prospective applicant or agent, have given correct and complete information and given the requisite notice to all parties listed above in respect of the requirements of the Planning (NI) Act 2011.**

Signature:

Print name:

Date:

#### Return this form to:

Belfast Planning Service  
Belfast City Council  
The Cecil Ward Building  
4-10 Linenhall Street  
Belfast BT2 8BP

Tel: 028 9050 0510

Email: [planning@belfastcity.gov.uk](mailto:planning@belfastcity.gov.uk)

Belfast City Council will process your information in line with the General Data Protection requirements. A copy of the full Privacy Statement is available at [www.belfastcity.gov.uk/privacy](http://www.belfastcity.gov.uk/privacy)

Alternatively you can contact the planning service by email on [planning@belfastcity.gov.uk](mailto:planning@belfastcity.gov.uk) or call 028 9050 0510 and request a copy of the Statement to be posted directly to you.