



# Planning Service Application Checklist

## A guide for customers who intend to submit a planning application

**We're committed to helping our customers get a timely planning decision that benefits the city.**

To help achieve this, we want to make sure that planning applications are supported by the right information at the start of the process.

Having all the relevant information from the outset enables us to assess applications properly. If supporting information is missing, it can lead to delays or could even result in refusal of your application.

Our Application Checklist provides guidance on the information that you need to submit with your planning application. The information will fall into one of the two categories:

- **Basic requirements** - this information is required by law and we cannot process your application without it (see Appendix 2).
- **Other supporting information** - additional information we need to fully assess your application, which will give you a better chance of getting permission (see Appendix 3).

### Basic requirements (see Appendix 2)

Planning legislation<sup>1</sup> sets out the minimum information that you must submit when making a planning application. Without this information, your application is not valid and we **cannot legally deal with it**. Our Application Checklist sets out what basic information we need.

**Table 1** provides a summary of the types of basic information that may be required with your application.

**Appendix 2** of this Checklist provides detailed guidance on what basic information you will need to submit. This includes a description of each of the basic requirements and which are needed by type of application.

**Table 1: Basic requirements (see Appendix 2)**

Application form
Ownership certificate
Site location plan
Plans and drawings
Pre-application Community Consultation Report <sup>2</sup>
Design and Access Statement <sup>3</sup>
Fee <sup>4</sup>

If the basic information is missing when you submit your application we will write to tell you. Please note that we cannot deal with your application until the basic information is provided.

<sup>1</sup> Articles 3 to 7 (inclusive) of the Planning (General Development Procedure) Order (Northern Ireland) 2015

<sup>2</sup> Required for all applications for Major development

<sup>3</sup> Required for certain types of application - see Appendix 2 (Design and Access Statements)

<sup>4</sup> Subject to exemptions

*Continued overleaf*



## Other supporting information (see Appendix 3)

In addition to the basic requirements, we often require other supporting information to fully assess planning applications. The level of supporting information will depend on the specific circumstances of the proposal including its scale, use and location.

**Table 2** below lists the types of other supporting information you may need to provide with your application. **Appendix 3** provides detailed guidance on what is required and when.

**This does not apply to Householder or Advertisement Consent applications.**

**Table 2: Other Supporting Information (see Appendix 3)**

Air Quality Impact Assessment	Lighting Assessment
Archaeological Assessment	Market Testing Report
Archaeological Field Evaluation	Noise and Vibration Impact Assessment
Biodiversity Checklist	Odour Abatement Strategy
Biodiversity Survey	Parking Strategy
Concept Statement or Concept Masterplan	Phasing Plan
Construction Environmental Management Plan	Planning Agreement (Heads of Terms for)
Contaminated Land Report	Planning Statement
Contextual Design Information	Retail Impact Assessment
Daylight, Sunlight and Overshadowing Assessment	Sequential Test (Main Town Centre Uses)
Demolition Justification Report	Structural Survey
Drainage Assessment	Student Accommodation Need Statement
Economic Statement	Transport Assessment
Event Management Plan	Travel Plan
Environmental Statement (EIA)	Tree Survey
Flood Risk Assessment	Viability Appraisal
Landscape and Visual Impact Assessment	Waste Management Plan

We will take a proportionate approach to requests for other supporting information. We will only ask for it where it is reasonable and necessary to enable us to assess your application.

If we believe any information in Table 2 is necessary and you have not provided it with the application we will write to you and ask you to submit it **within 14 days**. If you are unable to provide the information in time we will arrange for the application to be returned (including the fee) so that you can submit it again when all the information we need is ready. We will phase in this new approach gradually.

If you choose to ask for your application to be decided without the necessary information then there is a risk that it will be refused and we will not return your fee.

### Information Checklist

Our Information Checklist at **Appendix 1** is a useful tool to help you identify what information you need to provide with your application. We ask that you complete it in all cases and **submit it with your application** as missing information can lead to delays or could even result in refusal of your application. You can cross reference with Appendices 2 and 3 to help you.

### Pre-Application Discussions

We offer a **Pre-Application Discussion (PAD)**<sup>5</sup> service so you can discuss your proposals with a planning officer before submitting a planning application. This helps to identify any issues at an early stage. As part of this process, you can clarify what information you need to submit with your application.

<sup>5</sup> There may be a charge for this service

### How do I submit an application to the council?

It is not currently possible to submit an online planning application in Northern Ireland. You will need to provide **four copies** of your application, including the application form, plans and drawings and other documentation in paper form (unless the council agrees otherwise - see below).

### Electronic copies of documentation (other than plans and drawings)

To speed up the registration process, you can submit an **electronic copy** of any reports and supporting documentation (other than plans and drawings), in addition to paper copies. Where an electronic copy is provided, we only require **two paper copies** of that documentation instead of four. Please note that electronic documents must be in PDF format and each file should be no more than 10mb in size.

### Amended plans and supporting information

If you are submitting amended plans and supporting information please explain in a covering letter what the changes are and why you are making them. 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 the change and the date it was made.

### Planning application process

For further guidance on how we deal with planning applications please see our guide to processing planning applications go to [www.belfastcity.gov.uk/planning](http://www.belfastcity.gov.uk/planning)

Applications can be submitted by post or hand delivered to us at the following address:

**Belfast Planning Service**, Ground Floor, Cecil Ward Building, 4-10 Linenhall Street, Belfast, BT2 8BP

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