**Planning Application**

**Validation Checklist**

**May 2025**

**Planning Application Validation Checklist**

The Planning Application Validation Checklist sets out the information, plans or evidence to be submitted with your planning application to make it a ‘valid’ application and enable it to be processed. It applies to all full planning applications, outline planning applications and their associated reserved matters.

Having all of the necessary information submitted from the outset enables Council to assess applications in a more efficient timeframe. If supporting information is missing, it can lead to delays or even refusal of your application.

The Planning Application Validation Checklist advises what information is needed to be submitted with your planning application.

Development Management Information Note 10 provides guidance on the information that you need to submit with your planning application. It sets out the details of information generally required. This consists of basic requirements and other supporting information.

**PLANNING APPLICATION VALIDATION CHECKLIST**

**Part 1 Basic Information Required**

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| **Application Type** | **Information Required** |
| Full Planning Permission | Application Form submitted and signed  Ownership Certificate  Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015 and as amended).  Site Location Plan  Plans and drawings  Design and Access Statement (if required)  Pre-Application Community Consultation Report (if required) |
| Outline Planning Permission | Application Form submitted and signed  Ownership Certificate  Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015 and as amended).  Site Location Plan  Plans and drawings  Design and Access Statement (if required)  Pre-Application Community Consultation Report (if required) |
| Approval of Reserved Matters | Application Form submitted and signed  Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015 and as amended).  Plans and drawings |
| Section 54 Non-Compliance with planning conditions previously attached | Application Form submitted and signed  Ownership Certificate  Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015 and as amended). |
| Advertisement Consent | Application Form submitted and signed  Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015 and as amended).  Site Location Plan  Plans and drawings |
| Listed Building Consent | Application Form submitted and signed  Ownership Certificate  Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015 and as amended).  Site Location Plan  Plans and drawings  Design and Access Statement |
| Conservation Area Consent (Demolition) | Application Form submitted and signed  Ownership Certificate  Site Location Plan  Plans and drawings |
| Certificate of Lawful Use or Development (Existing) | Application Form submitted and signed  Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015 and as amended).  Site Location Plan  Plans and drawings |
| Certificate of Lawful Use or Development (Proposed) | Application Form submitted and signed  Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015 and as amended).  Site Location Plan  Plans and drawings |
| Proposal of Application Notice (PAN) | Application Form submitted and signed  Site Location Plan  Plans and drawings 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 submitted and signed  Statement describing the proposed change to the original approval  Plans and drawings |

**Part 2 Additional Supporting Information**

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| **Additional Information Required** | **Type of Application** |
| Air Quality Impact Assessment and associated aerial dispersion modelling files | 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 |
| Archaeological Assessment | 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 |
| Archaeological Report | Applications within an Area of High Archaeological potential or have the potential to impact on archaeology |
| Biodiversity Checklist | For local classified development that would impact upon, or have the potential to impact on natural heritage features, including designated sites, priority habitats or protected and priority species where another ecological assessment or survey has not already been submitted covering these issues. |
| Biodiversity Surveys/Ecological Reports | Where the need for a preliminary ecological assessment or bat roost potential survey is identified as part of the completion of the Biodiversity Checklist |
| Construction Environmental Management Plan (outline) | Development in close proximity to a watercourse, sensitive coastal and harbour locations, within or in close proximity to protected designated sites such as Special Protection Areas (SPAs), Ramsar Sites and Areas of Special Scientific Interest (ASSIs) |
| Contextual Assessment | 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. |
| Daylight, Sunlight and Overshadowing Assessment | Residential extensions in semi-detached or terraced properties |
| Design Concept Statement | All applications for residential development of 2 or more houses. |
| Demolition Justification Report & Structural Survey | All applications for the demolition of all or a significant part of, a Listed Building or a building in a Conservation Area, Area of Townscape character |
| Drainage Assessment | 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.  The applicant may also need to obtain other approvals or consents from the Department for Infrastructure Rivers Directorate and/or NI Water regarding safe disposal of storm water /surface water run-off. |
| Environmental Statement | 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 |
| Farm Maps, location of all farm buildings including dwellings and Evidence of active and established farm business | All applications for dwellings on a farm and for a building on a farm |
| Flood Risk Assessment | All applications within the fluvial flood plain (1 in 100 year) or coastal flood plain (1 in 200 year).  With regard to potential flood risk from a reservoir, applicants are referred to *Technical Guidance Note 25: The Practical Application of Strategic Planning Policy for ‘Development in proximity to Reservoirs’*. The applicant may contact the Department for Infrastructure Reservoirs Authority in respect of determining the status of a reservoir potentially affecting a development site. |
| Hydrogeological Risk Assessment | For large development that intersect the water table or where dewatering is required and likely to impact on the groundwater quality, quantity and/or gradient e.g. quarry development |
| Land Contamination Report and Risk Assessments | 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 |
| Landscape and Visual Impact Assessment | For large-scale development within the Distinctive Landscape Setting of the Giant’s Causeway World Heritage Site. For major development, wind farms and single wind turbines within AONBs |
| Lighting and or light spillage plan | Any application which includes floodlights and /or new lights on sites near watercourses, hedgerows, belt of trees or other sensitive receptors |
| Noise Report | Development that is likely to impact upon nearby approved or existing dwellings or other sensitive receptors due to noise |
| Odour Report | Development that is likely to impact upon nearby approved or existing dwellings or other sensitive receptors due to odour |
| Parking Survey | Where there is an identified parking need that cannot be accommodated within the application site |
| Planning Statement | All applications (except minor householder and advertisement)– sets out how the proposal addresses the applicable planning policies and relevant material considerations |
| Pre Development Enquiry (PDE) Confirmation Letter | For major development proposing to connect to the public sewer network |
| Preliminary Ecological Assessment (PEA) | For major classified applications, development that would impact upon, or have the potential to impact on natural heritage features, including designated sites, priority habitats or protected and priority species |
| Sequential Test (Town Centre Uses) | 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 |
| Structural Survey | Development involving whole or partial demolition of a building:  in a Conservation Area or Listed Building where the justification is the structural condition of the building.  demolition of a building within an Area of Townscape Character if the building is deemed by the Planning Department to make a contribution to the overall character of the area  the conversion of a rural building in the countryside to demonstrate that it is capable of conversion without major or complete reconstruction;  • the erection of buildings on sites where there is a possibility of land instability |
| Retail Impact Assessment | Retail, cultural and community facilities, leisure, entertainment and business uses and extensions exceeding 1,000sqm that are not within the town centre and are not in accordance with an up-to-date LDP |
| Telecommunications Supporting Statement | Development of new or replacement telecommunications masts |
| Transport Assessment Form (TAF) | Applications for 25 or more units or non-residential with a gross floor area of 500 sqm or more.  A proposal when it is likely to generate 30 or more vehicle movements per hour  A proposal when it is likely to generate 10 or more freight movements per day or 5 in any given hour  Proposals in excess of 9 units |
| Transport Assessment | Where a TAF identifies that a new development would likely have significant transport implications |
| Travel Plan | A Travel Plan will be required for  • When informed by the Transport Assessment |
| Tree Survey | Development that will impact upon existing trees of amenity value within or adjacent to the site |
| Waste Management Plan | Applications for intensive livestock development or minerals.  New residential development for which communal waste storage is proposed (e.g. apartments, flats or sheltered housing)  New commercial development of 500m2 or more |