**Planning Application Validation Checklist**

**Purpose**

The purpose of this guidance is to set out the procedures for dealing with the validation of planning applications through the implementation of the new Planning Application Validation Checklist. It sets out how to determine what information should be submitted with your application and how we will consider each application at validation stage.

**What is the Planning Application Validation Checklist?**

On 01 October 2024, the Department for Infrastructure (DfI) made a Statutory Rule, The Planning (General Development Procedure) (Amendment) Order (Northern Ireland) 2024, which enables councils to publish a Planning Application Validation Checklist. The legislation comes into operation on 01 April 2025 providing councils with time to prepare and consult upon their proposed statutory ‘Validation Checklists’.

The 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.

The benefits of the ‘Validation Checklist’ are:

* they set out the scope of information required at the outset to ensure a ‘fit for purpose’ submission;
* they enable the Council to have all the necessary information to determine the application;
* minimise the need for further submission of additional information during the processing of the application which avoids unnecessary delay in the determination of applications and reduces costs to Council through reduction in re-advertisements and re-neighbour notification;
* they provide applicants with certainty as to the level of information required and the likely overall investment needed prior to the application submission;
* they ensure that the appropriate information is provided with an application to assist interested parties, including consultees, in their consideration of development proposals.

**How will it be applied?**

The Validation Checklist will be applied on a case-by-case basis and the information to be submitted will be proportionate to the nature, scale and location of the proposed development.

Applicants and their agents should refer to the Checklist prior to submission of their planning application and consider what information should accompany their application and submit this at the outset. The information that should accompany a planning application can be discussed as part of a **Pre-Application Discussion (PAD).** [link to tab on website]

On receipt, we will review the application and the submitted documentation to ensure that all the necessary information specified in the Validation Checklist has been submitted. If information is missing that is relevant and necessary for the assessment of the planning application, we will contact the applicant or their agent and request the submission of the outstanding information.

**How long will I have to submit outstanding information?**

Should we consider that further information is necessary at validation stage to assess your application, we will contact you and request the submission of this information within **10 working days** of the date of that contact. The requested information should be necessary and proportionate to the proposed development.

**Details of information generally required**

**Part 1** of the Validation Checklist sets out the information required for all applications for full planning permission, outline planning permission and the approval of the associated reserved matters.

**Part 2** sets out the additional supporting information likely to be required based on the nature, scale and location of the proposed development.

Below provides an indicative guide of the supporting information generally required based on the land use of the proposed development. Additional information may be required on a case-by-case basis according to the nature, scale and location of the proposal.

**Householder Application** (extension to existing dwelling)

where this would necessitate the removal of 30m or more of hedgerow or mature trees.

* Biodiversity Checklist and associated biodiversity survey where this has been identified as necessary in the Checklist.
* Daylight, Sunlight and Overshadowing Assessment where the proposed building or extension is adjacent to other buildings outside of the application site (e.g. detached, semi-detached or terraced residential properties)

**Single House in the Rural Area**

* A Planning Statement
* Biodiversity Checklist and associated biodiversity survey(s) where this has been identified as necessary in the Checklist.
* Drainage Assessment - Where development is located within an area with historic surface water flooding
* Farm Maps, location of farm buildings and evidence of active and established farm business – for dwelling on a farm
* Equestrian business/ non-agricultural business details and evidence of need for a dwelling related to the business – for dwelling related to such business
* Details of personal or domestic circumstances for need for a dwelling on the particular site – for dwelling related to such need

**Agricultural Development**

* A Planning Statement
* Biodiversity Checklist and associated biodiversity survey(s) where this has been identified as necessary in the Checklist. In lieu of a Biodiversity Checklist, a Preliminary Ecological Assessment (PEA) is required for major development applications.
* Farm Maps, location of farm buildings and evidence of active and established farm business and longevity of farm business
* Odour Impact Assessment where proposal is likely to produce odour and located close to third party dwellings
* Noise Impact Assessment where proposal is likely to produce noise and located close to third party dwellings
* Drainage Assessment where development is located within an area with historic surface water flooding or where new building(s) or hardstanding exceeds 1000 square metres in area
* Air Quality Impact Assessment – for intensive livestock units
* Waste Management Plan where proposal accommodates livestock
* Confirmation from NI Water that Preliminary Development Enquiry has been complete and a sewerage solution has been identified.

**Retail Development**

* A Planning Statement
* Biodiversity Checklist and associated biodiversity survey(s) where this is identified in the Checklist. In lieu of a Biodiversity Checklist, a Preliminary Ecological Assessment (PEA) is required for major development applications.
* Retail Impact Assessment – where the proposed overall gross floorspace exceeds 1000sqm outside a town centre location
* Sequential Test – where site is not located in a town centre location
* Drainage Assessment – where development is located within an area of historic surface water flooding or the new building(s) or areas of hardstanding exceed 1000sqm
* Transport Assessment Form (TAF) where proposal exceeds 500 sqm or generates more than 30 vehicle movements per hour or likely to generate 5 or more freight movements daily
* Confirmation from NI Water that Preliminary Development Enquiry has been complete and a sewerage solution has been identified.

**Industrial Development**

* A Planning Statement
* Biodiversity Checklist and associated biodiversity survey(s) where this is identified in the Checklist. In lieu of a Biodiversity Checklist, a Preliminary Ecological Assessment (PEA) is required for major development applications
* Odour Impact Assessment where proposal is likely to produce odour and where located near third party dwellings
* Noise Impact Assessment where proposal is likely to produce noise and where located near third party dwellings
* Drainage Assessment – where development is located within an area of historic surface water flooding or the new building(s) or areas of hardstanding exceed 1000sqm
* Transport Assessment Form (TAF) where proposal exceeds 500 sqm or generates more than 30 vehicle movements per hour or likely to generate 5 or more freight movements daily
* Confirmation from NI Water that Preliminary Development Enquiry has been complete and a sewerage solution has been identified.

**Residential Development**

* A Planning Statement
* Concept Plan
* Biodiversity Checklist and associated biodiversity survey(s) where this is identified in the Checklist. In lieu of a Biodiversity Checklist, a Preliminary Ecological Assessment (PEA) is required for major development applications
* Drainage Assessment – where development is located within an area of historic surface water flooding or where the proposal exceeds 9 units
* Transport Assessment Form (TAF) where proposal exceeds 9 units
* Noise Impact Assessment where proposal is located near a noise source which may cause detriment to amenity
* Confirmation from NI Water that Preliminary Development Enquiry has been complete and a sewerage solution has been identified.

**Tourism Development**

* A Planning Statement
* Biodiversity Checklist and associated biodiversity survey where this has been identified as necessary in the Checklist. In lieu of a Biodiversity Checklist, a Preliminary Ecological Assessment (PEA) is required for major development applications
* Odour Impact Assessment where proposal involves catering facilities and is located in close proximity to dwellings or other sensitive receptor,
* Noise Impact Assessment and Noise Management Plan where proposal is in close proximity to dwellings or other sensitive receptor,
* Transport Assessment Form (TAF) where proposal exceeds 500 sqm or generates more than 30 vehicle movements per hour or likely to generate 5 or more freight movements daily.
* Confirmation from NI Water that Preliminary Development Enquiry has been complete and a sewerage solution has been identified.

**Café/ Restaurant/ Fast Food Premises in Settlements**

* A Planning Statement
* Biodiversity Checklist and associated biodiversity survey where this has been identified as necessary in the Checklist. In lieu of a Biodiversity Checklist, a Preliminary Ecological Assessment (PEA) is required for major development applications
* Odour Impact Assessment
* Noise Impact Assessment
* Transport Assessment Form (TAF) where proposal exceeds 500sqm or generates more than 30 vehicle movements per hour or likely to generate 5 or more freight movements daily
* Confirmation from NI Water that Preliminary Development Enquiry has been complete and a sewerage solution has been identified.

**Can I appeal the invalidity of my planning application?**

Yes, if you do not agree with us that the information requested is necessary then you can appeal the ‘Notice’ of invalidity to the Planning Appeals Commission within **14 days** of the date of the Notice.

Further information on the appeals process is available on the **Planning Appeals Commission** website [provide link].

**Fees**

The planning application 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.

**Can I discuss what information should be submitted with my application?**

Yes, we also offer a Duty Planning Officer service where we will provide you with general advice on what information is likely to be required based on the information you provide us with at that time. The service is available between 9am and 5pm Monday to Friday. You can contact the Duty Planning Officer by:

* Telephone 028 7034 7100,
* Email [planning@causewaycoastandglens.gov.uk](mailto:planning@causewaycoastandglens.gov.uk) with subject title of email ‘Duty Planning Officer Request’
* In person by pre-appointment at Planning Reception, Cloonavin, 66 Portstewart Road, Coleraine BT52 1EY.

If your query is in relation to a specific proposal you are advised to make a request for a **Pre-Application Discussion** [provide link].

**PLANNING APPLICATION VALIDATION CHECKLIST**

**Part 1 Information Required Under Current Legislation**

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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 Information Required Under Planning Application Validation Checklist**

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| **Additional Information Required** | **Type of Application** |
| Air Quality Impact Assessment | 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 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) |
| Contaminated Land Report | 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 |
| 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 |
| 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 or coastal flood plain |
| 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 – sets out how the proposal addresses the applicable planning policies and relevant material considerations |
| Pre Development Enquiry (PDE) Confirmation Letter | For 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 |