



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 came into operation on 01 April 2025.

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)**.

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.

- 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

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

Agricultural Development

- Air Quality Impact Assessment (and associated aerial disposal modelling files) – for intensive livestock units
- Biodiversity Checklist and associated Preliminary Ecological Assessment (PEA) and bat roost potential survey where this has been identified as necessary in the Checklist.
- 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
- Farm Maps, location of farm buildings and evidence of active and established farm business and longevity of farm business
- Noise Impact Assessment where proposal is likely to produce noise and located close to third party dwellings
- Odour Impact Assessment where proposal is likely to produce odour and located close to third party dwellings
- Planning Statement
- Waste Management Plan where proposal accommodates livestock

Retail Development

- 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
- Planning Statement
- 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
- 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

Industrial Development

- Biodiversity Checklist and associated Preliminary Ecological Assessment (PEA) and bat roost potential survey where this has been identified as necessary in the Checklist.
- 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
- Noise Impact Assessment where proposal is likely to produce noise and where located near third party dwellings
- Odour Impact Assessment where proposal is likely to produce odour and where located near third party dwellings
- Planning Statement
- 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

Residential Development

- Planning Statement
- Concept Plan
- Biodiversity Checklist and associated Preliminary Ecological Assessment (PEA) and bat roost potential survey where this has been identified as necessary in the Checklist.
- Drainage Assessment – where development is located within an area of historic surface water flooding or where the proposal exceeds 9 units
- Noise Impact Assessment where proposal is located near a noise source which may cause detriment to amenity
- Transport Assessment Form (TAF) where proposal exceeds 9 units



Tourism Development

- Biodiversity Checklist and associated Preliminary Ecological Assessment (PEA) and bat roost potential survey where this has been identified as necessary in the Checklist.
- Noise Impact Assessment and Noise Management Plan where proposal is in close proximity to dwellings or other sensitive receptor
- Odour Impact Assessment where proposal involves catering facilities and is located in close proximity to dwellings or other sensitive receptor,
- Planning Statement
- 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.

Café/ Restaurant/ Fast Food Premises in Settlements

- Biodiversity Checklist and associated Preliminary Ecological Assessment (PEA) and bat roost potential survey where this has been identified as necessary in the Checklist.
- Noise Impact Assessment
- Odour Impact Assessment
- Planning Statement
- 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

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 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**.



PLANNING APPLICATION VALIDATION CHECKLIST

Part 1 Information Required Under Current Legislation

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

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 <u>all</u> 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 <i>Technical Guidance Note 25: The Practical Application of Strategic Planning Policy for 'Development in proximity to</i>



	<i>Reservoirs'</i> . 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 with the exception of householder applications and advertisement consents – 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
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 500m ² or more
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