



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	<p>Applications for 10 or more residential units, sites over 1Ha or areas of hardstanding/floorspace exceeding 1000msq.</p> <p>Where development is located within an area with historic surface water flooding</p> <p>Where surface water run-off from proposed development may adversely affect other development or features of nature conservation, built heritage or archaeology.</p> <p>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.</p>
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	<p>All applications within the fluvial flood plain (1 in 100 year) or coastal flood plain (1 in 200 year).</p> <p>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></p>



	<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	<p>Development involving whole or partial demolition of a building:</p> <p>in a Conservation Area or Listed Building where the justification is the structural condition of the building.</p> <p>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</p> <p>the conversion of a rural building in the countryside to demonstrate that it is capable of conversion without major or complete reconstruction;</p> <ul style="list-style-type: none"> • 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)	<p>Applications for 25 or more units or non-residential with a gross floor area of 500 sqm or more.</p> <p>A proposal when it is likely to generate 30 or more vehicle movements per hour</p> <p>A proposal when it is likely to generate 10 or more freight movements per day or 5 in any given hour</p>
Transport Assessment	Where a TAF identifies that a new development would likely have significant transport implications
Travel Plan	<p>A Travel Plan will be required for</p> <ul style="list-style-type: none"> • 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	<p>Applications for intensive livestock development or minerals.</p> <p>New residential development for which communal waste storage is proposed (e.g. apartments, flats or sheltered housing)</p> <p>New commercial development of 500m² or more</p>
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