



Title of Report:	Planning Committee Report Template		
Committee Report Submitted To:	Planning Committee		
Date of Meeting:	26 March 2025		
For Decision or For Information	For Decision		
To be discussed In Committee YES/NO	No		
Linkage to Council Strategy (2021-25)			
Strategic Theme	Improvement and Innovation		
Outcome	Council maintains its performance as the most efficient of NI's local authorities		
Lead Officer	Head of Planning		
Estimated Timescale for Completion			
Date to be Completed	Within 2 months of decision		
Budgetary Considerations			
Cost of Proposal	N/A		
Included in Current Year Estimates	N/A		
Capital/Revenue	N/A		
Code	N/A		
Staffing Costs	N/A		
Legal Considerations			
Input of Legal Services Required	NO		
Legal Opinion Obtained	NO		
Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	N/A	Date:
	EQIA Required and Completed:	N/A	Date:
Rural Needs Assessment (RNA)	Screening Completed	N/A	Date:
	RNA Required and Completed:	N/A	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	N/A	Date:
	DPIA Required and Completed:	N/A	Date:

FOR DECISION

1.0 Purpose

- 1.1 This Report is to seek Members agreement to the Planning Committee Report Template for circulation to Members and publication on Planning Portal and Council's website for members of the public to view.

2.0 Details

- 2.1 At the special Planning Committee meeting held on 13 February 2025 it was resolved *"That a report is brought back to the next available Planning Committee to look at the Planning Committee Report template to agree and take forward"*.
- 2.2 The Planning Committee Report is the key document that informs Planning Committee Members in making a decision on a planning application and is therefore a critical part of the decision-making process. It sets out the Council's Planning Department's assessment and recommendation of planning applications to be brought to the Planning Committee for determination.
- 2.3 It is important that the report is clearly understood by Planning Committee Members and all interested parties. It should set out the decision-making process in an open and transparent manner, detailing the important material considerations in the assessment of the planning application and how these were considered in reaching the recommendation.
- 2.4 The Report should set out:
- the details of the proposed development
 - the substance of letters of representation
 - the views of statutory consultees
 - details of the relevant planning policy, development plan and related planning history
 - a detailed assessment of the proposed development against the development plan, planning policies
 - any other material considerations and assessment of these
 - a clear recommendation with conditions and informatives for approval/ reasons for refusal
- 2.5 The Planning Committee Report and the minutes of the Planning Committee meeting are important documents relied upon to defend challenges to a decision either through the Northern Ireland Public Services Ombudsman or through a judicial review challenge in the High Court. It is therefore important that the report covers the points set out above to ensure that open and transparent decision-making. However, the

detail provided will be on a case-by-case basis determined by the complexity of the application and level of representation received.

- 2.6** NIPSO has found cases of maladministration in Councils where the Planning report did not clearly and accurately record all key decisions and rationale for making those decisions

3.0 Recommendation

- 3.1 It is recommended** that the Planning Committee considers and agrees the Planning Committee Report Template as set out at **Appendix 1** of this report.

Title of Report:	Planning Committee Report –
Committee Report Submitted To:	Planning Committee
Date of Meeting:	
For Decision or For Information	For Decision –

Linkage to Council Strategy (2021-25)	
Strategic Theme	Cohesive Leadership
Outcome	Council has agreed policies and procedures and decision making is consistent with them
Lead Officer	Development Management and Enforcement Manager

Estimated Timescale for Completion	
Date to be Completed	

Budgetary Considerations	
Cost of Proposal	Nil
Included in Current Year Estimates	N/A
Capital/Revenue	N/A
Code	N/A
Staffing Costs	N/A

Legal Considerations	
Input of Legal Services Required	NO

Legal Opinion Obtained	NO
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Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	N/A	Date:
	EQIA Required and Completed:	N/A	Date:
Rural Needs Assessment (RNA)	Screening Completed	N/A	Date:
	RNA Required and Completed:	N/A	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	N/A	Date:
	DPIA Required and Completed:	N/A	Date:

<u>No:</u>	<u>Ward:</u>
<u>App Type:</u>	
<u>Address:</u>	
<u>Proposal:</u>	
<u>Con Area:</u>	<u>Valid Date:</u>
<u>Listed Building Grade:</u>	
Agent:	
Applicant:	
Objections:	Petitions of Objection:
Support:	Petitions of Support:

Drawings and additional information are available to view on the Planning Portal- www.planningni.gov.uk

1 RECOMMENDATION

- 1.1 That the Committee has taken into consideration and agrees with the reasons for recommendation set out in Section 9 and the policies and guidance in sections 7 and 8 and resolves to **APPROVE/REFUSE** planning permission subject to the conditions set out in section 10.

2 SITE LOCATION & DESCRIPTION

- 2.1
2.2

3 RELEVANT HISTORY

(List all relevant applications)

4 THE APPLICATION

- 4.1
4.2

5 PUBLICITY & CONSULTATIONS

5.1 External

Advertising:

Neighbours:

5.2 Internal

6 MATERIAL CONSIDERATIONS

- 6.1 Section 45(1) of the Planning Act (Northern Ireland) 2011 requires that all applications must have regard to the local plan,

so far as material to the application, and all other material considerations. Section 6(4) states that in making any determination where regard is to be had to the local development plan, the determination must be made in accordance with the plan unless material considerations indicate otherwise.

6.2 The development plan is:

- Northern Area Plan 2016 (NAP)

6.3 The Regional Development Strategy (RDS) is a material consideration.

6.4 The Strategic Planning Policy Statement for Northern Ireland (SPPS) is a material consideration. As set out in the SPPS, until such times as both a new local plan strategy is adopted, councils will apply specified retained operational policies.

6.5 Due weight should be given to the relevant policies in the development plan.

6.6 All material considerations and any policy conflicts are identified in the “Considerations and Assessment” section of the report.

7 RELEVANT POLICIES & GUIDANCE

Northern Area Plan 2016

(Please add relevant regional planning policies as necessary)

Supplementary Planning Guidance

(Please add relevant supplementary planning guidance as necessary)

8 CONSIDERATIONS & ASSESSMENT

Planning Policy

8.1 The main considerations in the determination of this application relate to:

8.2

Habitats Regulation Assessment

8.X

9 CONCLUSION

9.1

9.2

10 CONDITIONS & INFORMATIVES/ REASONS FOR REFUSAL

INSERT SITE LOCATION MAP