

<b>Title of Report:</b>	<b>Planning Application Review: Planning History at Ballywoodock Road, Castlerock.</b>
<b>Committee Report Submitted To:</b>	<b>PLANNING COMMITTEE</b>
<b>Date of Meeting:</b>	<b>24<sup>th</sup> September 2025</b>
<b>For Decision or For Information</b>	<b>For Information</b>
<b>To be discussed In Committee</b>	<b>NO</b>

<b>Linkage to Council Strategy (2021-25)</b>	
Strategic Theme	Cohesive Leadership
Outcome	Our elected members work collaboratively and make decisions on an evidence led basis and in line with its policies.
Lead Officer	Principal Planning Officer

<b>Budgetary Considerations</b>	<b>Not applicable in this case</b>
Cost of Proposal	
Included in Current Year Estimates	
Capital/Revenue	
Code	
Staffing Costs	

<b>Legal Considerations</b>	<b>Not applicable in this case</b>
Input of Legal Services Required	
Legal Opinion Obtained	

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

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## **1.0 Purpose of Report**

- 1.1 To present a review of the processing of historical planning applications relating to LA01/2023/0582/O and LA01/2023/0583/O at Ballywoodock Road, Castlerock.

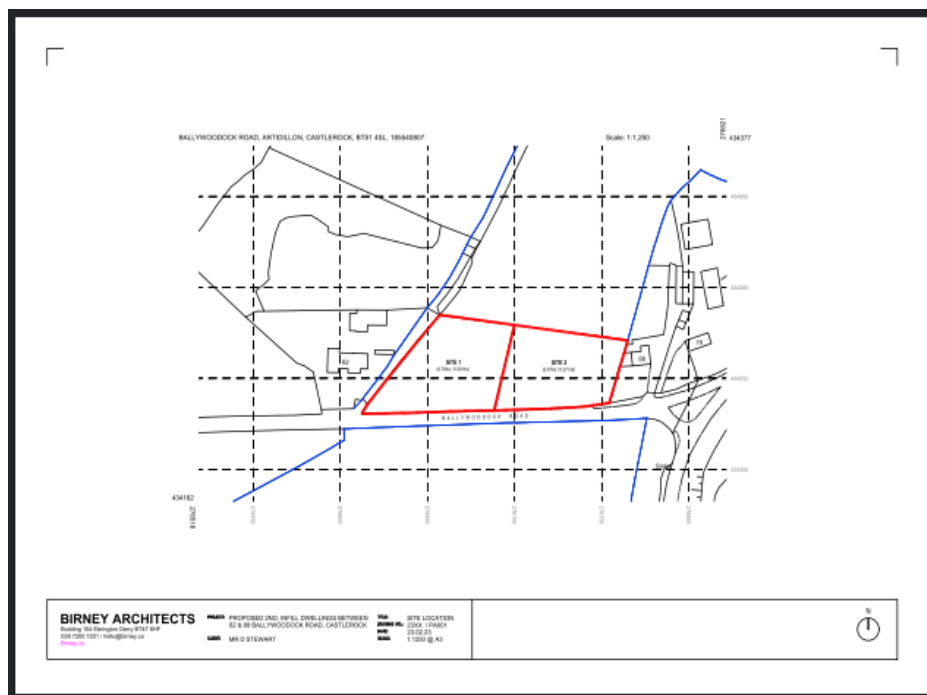
## **2.0 Background**

- 2.1 Members will be aware of the following planning applications, listed for discussion at the Council's 27<sup>th</sup> August 2025 Planning Committee:
- Referral Item 5.4: LA01/2023/0582/O: Land 25m east of 62 Ballywoodock Road, Castlerock; and
  - Referral Item 5.5: LA01/2023/0583/O: Land 30m west of 68 Ballywoodock Road, Castlerock.
- 2.2 During the consideration of the first application (LA01/2023/0582/O) Mr Ryan Brace spoke in support of the proposal. During the discussion the matter of a previous planning application on the site was raised. In response to questions from Members, Mr Brace advised the Committee that there was previously only one application on the site and that planning officials requested the submission of two separate applications.
- 2.3 The Committee subsequently agreed to defer both applications to enable a review of the process that led to the submission of two separate applications.

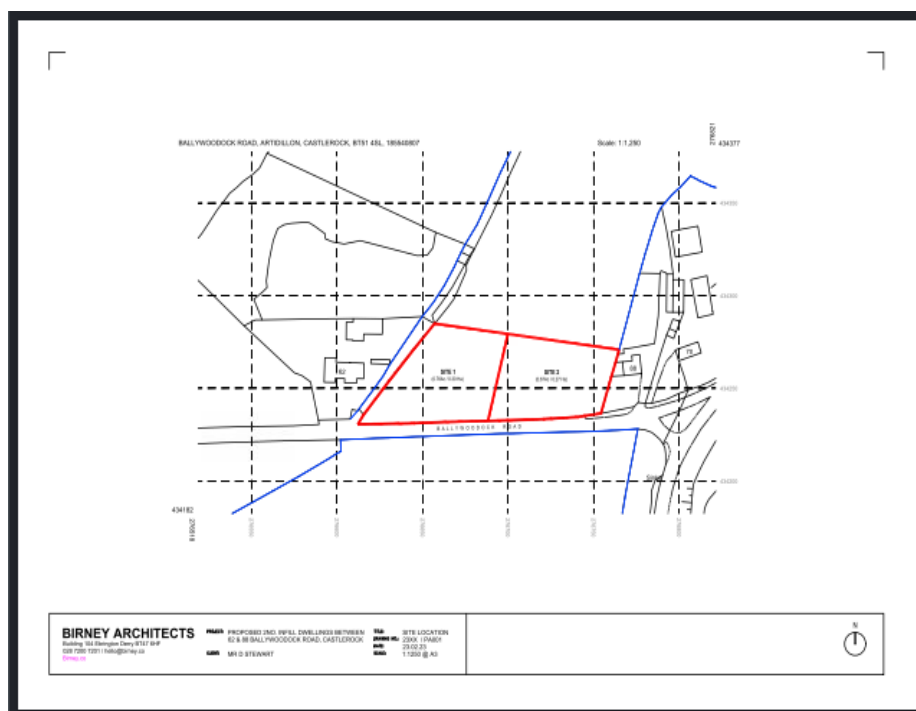
## **3.0 Planning History**

- 3.1 The review highlights that two separate applications were previously submitted (LA01/2023/0769/O and LA01/2023/0770/O), not one. Both applications were received on 21<sup>st</sup> March 2023.
- 3.2 The red line submitted (for both applications) was the same – and each application included both the application site itself, and the adjoining site (see Maps 1 & 2, over).

## Map 1: Site Location Plan - Previous Planning Application LA01/2023/0769/O



## Map 2: Site Location Plan - Previous Planning Application LA01/2023/0770/O



- 3.3 Officials wrote to the agent via email on 24<sup>th</sup> March 2023 (see Appendix 1) seeking further information/amendments relating to *both* planning applications, as follows:

- Amended P1 form – showing an accurate site address tied to a postal address.
- Site location plan – showing only the area of proposed development within the red line.
- Updated drawings to reflect the above site addresses/planning applications.

3.4 As the requested information was not received, on 25<sup>th</sup> April 2023 officials returned both planning applications (see Appendices 2 & 3).

3.5 Two new applications were subsequently received on 19<sup>th</sup> May 2023 (current planning applications LA01/2023/0582/O and LA01/2023/0583/O). Officials requested further information relating to the address of both sites, to enable the validation of both applications (see Appendix 4). Amendments were received and both applications were made valid on 6<sup>th</sup> June 2023.

#### **4.0 Summary**

4.1 In summary, two separate planning applications (LA01/2023/0769/O and LA01/2023/0770/O) were originally submitted, not one. They were both deemed invalid, and amendments were requested to enable validation. The amendments were not submitted so the applications were returned.

4.2 Two subsequent planning applications were submitted (LA01/2023/0582/O and LA01/2023/0583/O). Officials requested amended P1 forms showing the correct address, for both sites. Amendments were received and the applications are now valid and currently under consideration (both applications were deferred at the 27<sup>th</sup> August 2025 Planning Committee to allow for this review).

#### **5.0 Recommendation**

5.1 **IT IS RECOMMENDED** that the Planning Committee note the content of this Report.

#### **Appendices:**

**Appendix 1:** Email to agent requesting amendments to both applications (LA01/2023/0769/O & LA01/2023/0770/O).

**Appendix 2:** Letter to agent returning application (LA01/2023/0769/O).

**Appendix 3:** Letter to agent returning application (LA01/2023/0770/O).

**Appendix 4:** Email to agent requesting amendments to both applications (LA01/2023/0582/O & LA01/2023/0583/O).



## Appendix 1:

### David Freeman

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**From:** David Freeman  
**Sent:** 24 March 2023 14:25  
**To:** colin@birney.co  
**Subject:** PP-12032846 & PP-12032608 - Ballywoodock Road, Castlerock  
**Attachments:** P1.pdf

Good Afternoon

I refer to the applications received for the above address. To complete validation can you please provide the amendments detailed as follows:

- Please complete the attached P1 Form with an accurate site address. This must be tied to a pre-existing postal address e.g.  
X metres W of 88 Ballywoodock Rd, Castlerock &  
X metres E of 62 Ballywoodock Rd, Castlerock
- Site Location Plan – Please provide a site Location plan with only the area of proposed development encompassed by red line boundary.
- Update all relevant drawings to above and title bar to reflect the respective site addresses / Planning Applications.

Returns of amended Plans by email would suffice to: [planning@causewaycoastandglens.gov.uk](mailto:planning@causewaycoastandglens.gov.uk). Please note that it is essential that the information requested above is submitted as soon as possible and no later than 29th March 23. Please note that no reminders will be issued and it is your responsibility to ensure that the material requested is submitted on time. If you feel this is not possible you must request an extension of time with a valid reason (in writing) and this must be agreed by Validation.

Kind regards

### David Freeman

Business Support Officer | Planning Department  
Cloonavin | 66 Portstewart Road | COLERAINE | BT52 1EY  
Tel: 028 7034 7100  
Direct: 028 7034 7081  
[planning@causewaycoastandglens.gov.uk](mailto:planning@causewaycoastandglens.gov.uk)



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Coast & Glens  
Borough Council**

[www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk)

## Appendix 2:



**Causeway  
Coast & Glens  
Borough Council**

Planning Department  
Cloonavin  
66 Portstewart Road  
COLERAINE  
BT52 1EY

Birney Architects  
Building 104  
Hill Avenue  
Ebrington  
Derry

Date: 25 April 2023  
Your Ref:  
Our Ref: PP-12032608/1/LA01/O  
(Please quote at all times)  
Please Contact: 028 7034 7100

Dear Sir/Madam,

**Location:** Lands between 62 & 88 Ballywoodock Road Castlerock BT51 4SL

**Proposal:** Proposed infill dwelling

The application submitted on 21 March 2023 is not valid and is being returned.

We had requested further information toward your application by email on 24 March 2023 and have not received this. Your application is incomplete for the following reason(s):

- Amendment of your Site Location to be accurately tied to a pre-existing postal address, both within an amended P1 Form and upon title of all Drawings
- Provide a site location plan (which fully encompasses the site of development only)

Where the fee for this application was paid by cheque, postal order or money order or card transaction etc. Causeway Coast and Glens Borough Council will issue a refund via payable order as soon as possible.

If you wish to resubmit this application, please ensure the matters detailed above are addressed in any future submission. Please return this letter with any future application.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'P. Marshall'.

Causeway Coast and Glens Borough Council  
Planning Manager

cc. copy of email of 24 March 2023

Telephone: 02870347100  
Email: [planning@causewaycoastandglens.gov.uk](mailto:planning@causewaycoastandglens.gov.uk)  
[www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk)

**David Freeman**

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**From:** David Freeman  
**Sent:** 24 March 2023 14:25  
**To:** colin@birney.co  
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**Attachments:** P1.pdf

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Kind regards

**David Freeman**

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## Appendix 3:



**Causeway  
Coast & Glens  
Borough Council**

Planning Department  
Cloonavin  
66 Portstewart Road  
COLERAINE  
BT52 1EY

Birney Architects  
Building 104  
Hill Avenue  
Ebrington  
Derry

Date: 25 April 2023  
Your Ref:  
Our Ref: PP-12032846/1/LA01/O  
(Please quote at all times)  
Please Contact: 028 7034 7100

Dear Sir/Madam,

**Location:** Lands between 62 & 68 Ballywoodock Road Castlerock BT51 4SL

**Proposal:** Proposed infill dwelling

The application submitted on 21 March 2023 is not valid and is being returned.

We had requested further information toward your application by email on 24 March 2023 and have not received this. Your application is incomplete for the following reason(s):

- Amendment of your Site Location to be accurately tied to a pre-existing postal address, both within an amended P1 Form and upon title of all Drawings
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If you wish to resubmit this application, please ensure the matters detailed above are addressed in any future submission. Please return this letter with any future application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'P. McMath'.

Causeway Coast and Glens Borough Council  
Planning Manager

cc. copy of email of 24 March 2023

Telephone: 02870347100  
Email: [planning@causewaycoastandglens.gov.uk](mailto:planning@causewaycoastandglens.gov.uk)  
[www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk)

**David Freeman**

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Kind regards

**David Freeman**

Business Support Officer | Planning Department  
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## Appendix 4: Email to agent re LA01/2023/0582/O & LA01/2023/0583/O

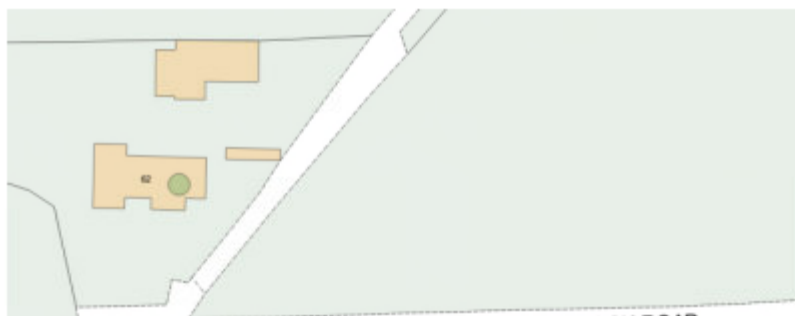
**Gemma McAuley**

**From:** Gemma McAuley on behalf of Planning  
**Sent:** 24 May 2023 13:32  
**To:** 'Ryan Brace - Birney.co'  
**Subject:** PP-12174623 (Site 1) & PP-12174723 (Site 2) - Lands W & Adj to 88 Ballywoodock Road, Castlerock

Ryan

I refer to the application received for the above address. It is currently invalid for the following reason:-

- Please check the reference to the site address as when I checked the address the map shows 68 and not no. 88 as referenced on the site address (see screenshot below) and submit an amended site location for both of the above applications as it should read as 'x amount of metres West of (I assume no.68 and not 88 as stated on P1) Ballywoodock Road, Castlerock'. These need referenced as 'x' amount of metres from a property to clearly advertise as 2 separate sites. At the minute they are both submitted with the same site location but each should have its own identity.



Please see link to access most up-to-date P1 application form on our Council website:-

<https://www.causewaycoastandglens.gov.uk/live/planning/development-management/planning-forms>

You can provide these amendments to [planning@causewaycoastandglens.gov.uk](mailto:planning@causewaycoastandglens.gov.uk)

Any queries regarding this request can you please give me a call on (028) 7034 7100?

Please note that it is essential that the information requested above is submitted as soon as possible and no later than 30<sup>th</sup> May 2023. Please note that no reminders will be issued and it is your responsibility to ensure that the material requested is submitted on time. If you feel this is not possible you must request an extension of time with a valid reason (in writing) and this must be agreed by Validation.

Regards  
*Gemma McAuley*  
Business Support Officer  
Planning Office  
Causeway Coast and Glens Borough Council