

VALIDATION CHECKLIST TEMPLATE

Part 1 Information Required Under Current Legislation

Application Type	Information Required
Full Planning Permission	<p>Application Form submitted and signed</p> <p>Ownership Certificate</p> <p>Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015 and as amended).</p> <p>Site Location Plan</p> <p>Plans and drawings</p> <p>Design and Access Statement (if required)</p> <p>Pre-Application Community Consultation Report (if required)</p>
Outline Planning Permission	<p>Application Form submitted and signed</p> <p>Ownership Certificate</p> <p>Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015 and as amended).</p> <p>Site Location Plan</p> <p>Plans and drawings</p> <p>Design and Access Statement (if required)</p> <p>Pre-Application Community Consultation Report (if required)</p>
Approval of Reserved Matters	<p>Application Form submitted and signed</p> <p>Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015 and as amended).</p> <p>Plans and drawings</p>
Section 54 Non-Compliance with planning conditions previously attached	<p>Application Form submitted and signed</p> <p>Ownership Certificate</p> <p>Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015 and as amended).</p>
Advertisement Consent	<p>Application Form submitted and signed</p> <p>Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015 and as amended).</p> <p>Site Location Plan</p> <p>Plans and drawings</p>

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
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 Validation Checklist

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
Archaeological Report	Applications within an Area of High Archaeological potential or have the potential to impact on archaeology
Biodiversity Checklist	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
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
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 or Area of Village 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 farm buildings 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 inside a 1 in 100year climate change flood plain (as identified on the DFI Rivers Flood Maps (NI) map viewer)
Landscape and Visual Impact Assessment	For development within the Distinctive Landscape Setting of the Giant's Causeway World Heritage Site
Lighting and or light spillage plan	Any application which includes floodlights and /or new lights on sites near watercourses 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
Sequential Test	Retail, cultural and community facilities, leisure, entertainment and business uses that are not in the primary retail core and are not in accordance with an up-to-date LDP

Structural Survey	<p>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.</p> <p>demolition of a building within an Area of Townscape Character if the building is deemed by the Planning Service 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>

