



Planning Service Application Checklist

A guide for customers who intend to submit a planning application

We're committed to helping our customers get a timely planning decision that benefits the city.

To help achieve this, we want to make sure that planning applications are supported by the right information at the start of the process.

Having all the relevant information from the outset enables us to assess applications properly. If supporting information is missing, it can lead to delays or could even result in refusal of your application.

Our Application Checklist provides guidance on the information that you need to submit with your planning application. The information will fall into one of the two categories:

- **Basic requirements** - this information is required by law and we cannot process your application without it (see Appendix 2).
- **Other supporting information** - additional information we need to fully assess your application, and will give you a better chance of getting permission (see Appendix 3).

Basic requirements (see Appendix 2)

Planning legislation¹ sets out the minimum information that you must submit when making a planning application. Without this information, your application is not valid and we **cannot legally deal with it**. Our Application Checklist sets out which basic information we need.

Table 1 provides a summary of the types of basic information that may be required with your application.

Appendix 2 of this Checklist provides detailed guidance on which basic information you will need to submit. This includes a description of each of the basic requirements and which are needed by type of application.

Table 1: Basic requirements (see Appendix 2)

Application form
Ownership certificate
Site location plan
Plans and drawings
Pre-application Community Consultation Report ²
Design and Access Statement ³
Fee ⁴

If the basic information is missing when you submit your application we will write to tell you. Please note that we cannot deal with your application until the basic information is provided.

¹ Articles 3 to 7 (inclusive) of the Planning (General Development Procedure) Order (Northern Ireland) 2015

² Required for all applications for Major development

³ Required for certain types of application - see Appendix 2 (Design and Access Statements)

⁴ Subject to exemptions

We **strongly encourage** you to submit your application online via the NI Planning Portal. Applications can also be submitted by post to the following address:

Belfast Planning Service

Ground Floor, Cecil Ward Building,
4-10 Linenhall Street, Belfast, BT2 8BP
Email: planning@belfastcity.gov.uk

Continued overleaf



Other supporting information (see Appendix 3)

In addition to the basic requirements, we often require other supporting information to fully assess planning applications. The level of supporting information will depend on the specific circumstances of the proposal including its scale, use and location.

Table 2: Other Supporting Information (see Appendix 3)

Adaptable and Accessible Accommodation Statement
Affordable Housing Proposal Form
Air Quality Impact Assessment
Archaeological Assessment
Archaeological Field Evaluation
Biodiversity Checklist
Biodiversity/Ecological Survey
Climate Change Statement
Community Cohesion and Good Relations Statement
Construction Environmental Management Plan
Contaminated Land Report
Contextual Design Information
Daylight, Sunlight and Overshadowing Assessment
Demolition Justification Statement
Drainage Assessment
Economic Statement
Employability and Skills Profile
Event Management Plan
Environmental Statement (EIA)
Flood Risk Assessment
Health Impact Assessment
Householder Design Statement
Housing Mix Statement

We will take a proportionate approach to requests for other supporting information. We will only ask for it where it is reasonable and necessary to enable us to properly assess your application. If we believe any information in Table 2 is necessary and you have not provided it with the application we will write to you and ask you to submit it **within 14 days**.

If you are unable to provide the information in time we will arrange for the application to be returned (including the fee) so that you can submit it again when all the information we need is ready. We apply this approach to all applications except for and applications for Advertisement Consent.

How do I submit an application to the council?

We **strongly encourage** you to submit your application online via the NI Planning Portal as it allows us to deal with your application more quickly and efficiently.

If you choose to ask for your application to be decided without the necessary information then there is a risk that it will be refused. We will not return your fee.

Information Checklist

Our Information Checklist at **Appendix 1** is a useful tool to help you identify which information you need to provide with your application. We ask that you complete it in all cases and **submit it with your application** as missing

Table 2 below lists the types of other supporting information you may need to provide with your application. **Appendix 3** provides detailed guidance on which information is required. **This does not apply to Advertisement Consent applications.**

Landscape and Visual Impact Assessment
Lighting Assessment
Marketing Statement
Masterplanning Statement
Noise and Vibration Impact Assessment
Odour Impact Assessment
Parking Survey
Phasing Plan
Planning Agreement (Heads of Terms)
Planning Statement
Retail Impact Assessment
Sequential Test (Main Town Centre Uses)
Specialist Housing Statement
Structural Survey
Student Accommodation Needs Statement
Tall Buildings Design Statement
Telecommunications Supporting Statement
Transport Assessment
Transport Assessment Form
Travel Plan
Tree Survey
Viability Assessment
Waste Management Plan
Wind Energy Statement

information can lead to delays or could even result in refusal of your application. You can cross reference with Appendices 2 and 3 to help you.

Pre-Application Discussions

We offer a **Pre-Application Discussion (PAD)**⁵ service so you can discuss your proposals with a planning officer before submitting a planning application. This helps to identify any issues at an early stage. As part of this process, you can clarify which information you need to submit with your application.

Amended plans and supporting information

If you are submitting amended plans and supporting information please explain in a covering letter what the changes are and why you are making them. We recommend you label the drawing with a revision number (e.g. Revision A, B, C, D etc.) and include a revision schedule on the drawing that shows the revision number, description of the change and the date it was made.

Planning application process

For further guidance on how we deal with planning applications please see our guide to processing planning applications go to **www.belfastcity.gov.uk/planning**

⁵ There may be a charge for this service