



1. Application Form

Requirement	Advice
<p>All applications must be accompanied by a Planning Application form</p> <p>Exceptions:</p> <ul style="list-style-type: none"> Confirmation of details required by a condition (discharge of condition) 	<ul style="list-style-type: none"> Complete all parts of the form The name and address of the applicant must be included in all cases, even where there is an agent Description – keep this concise and only include the aspects of the proposal that requires consent Forms can be found at the following website link or in our Planning Reception: www.infrastructure-ni.gov.uk/articles/planning-fees-and-forms

2. Ownership Certificate

Requirement	Advice
<p>All applications must be accompanied by an Ownership Certificate</p> <p>Exceptions:</p> <ul style="list-style-type: none"> Approval of Reserved Matters Advertisement Consent Certificate of Lawful Development Non-Material Change 	<ul style="list-style-type: none"> Complete one of Certificate A, B, C and D, as applicable Complete all of the relevant section and sign it Ownership Certificates form part of the application form, which can be found at the following website link or in our Planning Reception: www.infrastructure-ni.gov.uk/articles/planning-fees-and-forms

3. Confirmation of reserved matters (outline applications only)

Requirement	Advice
<p>All applications for outline planning permission must confirm which matter(s) are reserved for subsequent approval and which matter(s) are to be determined at the outline stage. This enables the Council to check whether the right level of information has been provided in accordance with Article 3(4) of the Planning (General Development Procedure) Order (Northern Ireland) 2015).</p> <p>“Reserved matters” means any of the following matters, details of which have not been provided as part of outline planning permission, namely—</p> <ol style="list-style-type: none"> siting; design; external appearance; means of access; and the landscaping of the site; <p>What information do I need to provide?</p> <ul style="list-style-type: none"> You must complete Appendix 1 Information Checklist to confirm which matter/s are reserved (and which are to be determined at outline stage) You must ensure that if any of the above matters are to be determined at outline stage (i.e. not to be reserved), you provide sufficient detail of those matters as part of the outline planning application 	<ul style="list-style-type: none"> Make sure you complete box 3 on page 1 of Appendix 1 of the Application Checklist ('Confirmation of Reserved Matters') If the matter is reserved you do not need to provide the details at the outline stage – if outline permission is granted it will be subject to a condition that requires subsequent approval of the reserved matters by the Council before development can begin If the description of the proposal specifies the amount of units for which outline permission is sought (e.g. the number of dwellings or apartments, or the amount of floor space), you should include indicative details of the access and parking layout, as well as siting and design of the buildings. This will help the Council assess whether the site can in principle accommodate the level of development applied for The reserved matters are defined as follows: <ul style="list-style-type: none"> Siting is the exact location and footprint of proposed building(s) within the site, together with the site layout including parking Design is the massing, height and proportions of building(s) External appearance is the architectural treatment of the building(s) including the external design and materials Means of access comprises the access point/s into the site and circulation arrangements within it for vehicles, pedestrians and bicycles Landscaping is the external treatment of the site. This includes both hard landscaping (areas of hard surfacing and details of boundary treatment such as walls, fences or railings); and soft landscaping (grassed areas, trees and planted areas). Outline planning permission establishes the principle of development of the site. Therefore, you will need to make sure that your application is supported by the necessary Other Supporting Information in Appendix 3. It is advisable to discuss your outline planning application with us before you submit it using our Pre-Application Discussion service. This will allow us to give you early feedback on your proposals and further advice on what information you need to include with your application. Further guidance can be found in <i>Development Management Practice Note 4: Types of Application</i> at the following link: www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/dmpn04-types-of-planning-applications.pdf

4. Site Location Plan

Requirement	Advice
<p>All applications must be accompanied by a Site Location Plan</p> <p>Exceptions:</p> <ul style="list-style-type: none"> • Approval of Reserved Matters • Non-Material Change to a previous permission • Remove or variation of a condition 	<ul style="list-style-type: none"> • Use an up-to-date map that shows surrounding properties • Show the North point • Outline the application using an unbroken red line • Outline any other neighbouring land controlled by the applicant using an unbroken blue line • We recommend a scale of 1:2500 or 1:1250

5. Plans and Drawings

Requirement	Advice
<p>Applications must be accompanied by appropriate plans and drawings to a specified scale</p>	<ul style="list-style-type: none"> • See guidance in the following sections of this table • Applications for Demolition in a Conservation Area only require existing and proposed plans for the demolition itself (not any new buildings)
<p>Block plan A technical plan showing the existing and proposed layout of the site. This should include:</p> <ul style="list-style-type: none"> • Existing and proposed buildings or structures • Adjacent existing buildings or structures next to the site • Access arrangements • Parking layout <p>When is it needed?</p> <ul style="list-style-type: none"> • All applications that involve the extension of an existing building; erection of a new building; or erection or alteration of structures such as walls, fences and retaining walls 	<ul style="list-style-type: none"> • Provide both existing and proposed block plans • Use an up-to-date map that shows surrounding properties • Show the North point • We recommend a scale of 1:200 or 1:500
<p>Elevations A technical drawing that shows the external appearance of the proposal from each of its four sides</p> <p>Exceptions:</p> <ul style="list-style-type: none"> • Applications for change of use only (where no external changes proposed) 	<ul style="list-style-type: none"> • Provide both existing and proposed elevations • Provide all elevations affected by the proposal including both side elevations of an extension • Make sure that the elevations match the floor plans • Label the orientation of the elevation (e.g. North, South, East, West; or North West, North East, South East and South West) • We recommend a scale of 1:50 or 1:100
<p>Floor Plans A technical drawing that shows the internal layout of the building</p> <p>When is it needed?</p> <ul style="list-style-type: none"> • All applications including proposals for a change of use <p>Exceptions:</p> <ul style="list-style-type: none"> • Applications for Advertisement Consent 	<ul style="list-style-type: none"> • Provide both existing and proposed floor plans • Make sure that the floor plans match the elevations • Include each floor of the building/s • Label the floors (e.g. basement, ground, first, second, third, fourth floor etc.) • We recommend a scale of 1:50 or 1:100
<p>Roof Plan A technical drawing that shows the design of the roof from above</p> <p>When is it needed?</p> <ul style="list-style-type: none"> • For complex roof designs • Proposals that include a roof terrace • Alterations to the roof of a Listed Building 	<ul style="list-style-type: none"> • Provide both existing and proposed roof plans • Label as a roof plan • We recommend a scale of 1:50 or 1:100
<p>Levels “Spot levels” show ground and finished floor levels on a plan</p> <p>When is it needed?</p> <ul style="list-style-type: none"> • For proposals that involve a change of existing ground or floor levels (e.g. a raised deck, raised patio, sunken terrace garden, new buildings or development on a slope) <p>Exceptions:</p> <ul style="list-style-type: none"> • Where the change in ground or floor levels are clear from the elevation drawings 	<ul style="list-style-type: none"> • Provide both existing and proposed ground and finished floor levels • Levels to indicate a specified datum point • Provide a good spread of levels across the site • Include levels on adjacent land impacted by the proposal

<p>Sections</p> <p>A technical drawing that shows a cut-away section of the building or land</p> <p>When is it needed?</p> <ul style="list-style-type: none"> • For proposals that involve a change of existing ground or floor levels (e.g. a raised deck, raised patio, sunken terrace garden, new buildings or development on a slope) • To demonstrate the internal cill height of a window where overlooking issues are critical (e.g. a roof light or high level window) • Internal changes to the floor of a Listed Building or alterations to a staircase in a Listed Building 	<ul style="list-style-type: none"> • Provide both existing and proposed sections • We recommend a scale of 1:50, 1:100 or 1:200 • Include levels on adjacent land impacted by the proposal
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6. Design and Access Statement

Requirement	Advice
<p>A written statement required for certain types of application that sets out:</p> <ul style="list-style-type: none"> • the design principles and concepts that have been applied to the development; and • how issues relating to access to the development have been dealt with. <p>When is it needed?</p> <ul style="list-style-type: none"> • All proposals for Major development • Where the site is within any of the following areas, all proposals for one dwelling or more (including flats and apartments); or where the floor space of the proposed building/s is 100 sqm or greater: <ul style="list-style-type: none"> ✓ Conservation Area ✓ Area of Outstanding Natural Beauty (AONB) ✓ World Heritage Site ✓ Area of Townscape Character • All applications for Listed Building Consent <p>Exceptions:</p> <ul style="list-style-type: none"> • Proposals to develop land without compliance with previous conditions • Engineering or mining operations • Change of use (except where the new use involves access by an employee or involves the provision of services to the public – in such case a statement is required on access only) • Waste development <p>Further advice: www.infrastructure-ni.gov.uk/publications/development-management-practice-notes</p>	<ul style="list-style-type: none"> • The Design & Access Statement must: <ul style="list-style-type: none"> ✓ explain the design principles and concepts that have been applied to the development; ✓ demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account; ✓ explain the policy or approach adopted as to access, and in particular, how— <ul style="list-style-type: none"> ▪ policies relating to access to, from and within the development have been taken into account, ▪ policies relating to access in the local development plan have been taken into account, and ▪ any specific issues which might affect access to the development for disabled people have been addressed; ✓ describe how features which ensure access to the development for disabled people will be maintained; ✓ state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; ✓ explain how any specific issues which might affect access to the development have been addressed; and ✓ explain the design principles and concepts that have been applied to take into account environmental sustainability. <p>Why is it needed?</p> <ul style="list-style-type: none"> • To enable the Council to assess the design and access impacts of proposals of a certain scale or within a designated area • To comply with Sections 40(3) and 86(2) of the Planning Act (Northern Ireland) 2011; and Article 3(3)(f) and 6 of the Planning (General Development Procedure) Order (Northern Ireland) 2015

7. Pre-application Community Consultation Report

Requirement	Advice
<p>All Major Planning Applications A report that confirms that pre-application community consultation has taken place in line with the statutory minimum requirements and any other requirements set out in the Council’s response to the “Prior Application Notice” (PAN)</p> <p>When is it needed? <ul style="list-style-type: none"> • All applications for Major development </p> <p>Why is it needed? <ul style="list-style-type: none"> • To ensure that there has been appropriate pre-application engagement with communities before the application is made • To comply with Sections 27 and 28 of the Planning Act (Northern Ireland) 2011; Article 3(3)(e) of the Planning (General Development Procedure) Order (Northern Ireland) 2015 </p>	<ul style="list-style-type: none"> • The report should include the following details: <ul style="list-style-type: none"> ✓ Details of any community or residents’ steering group(s) established; ✓ what consultation was undertaken, when and with whom; ✓ dates, venues and numbers attended for all consultation events and meetings; ✓ details of how public events were made as accessible as possible to all members of the community; ✓ evidence of the consultation, e.g. dates and copies of advertisements, reference to material made available at events, minutes of meetings, samples of letters / leaflets if applicable; ✓ the comments made by the general public and those consulted; ✓ whether and how these comments have been taken into account in the development proposals; ✓ summary of the main issues/comments raised through the consultation and how they have been responded to; ✓ details of any amendments to the proposal as a result of the consultation; and ✓ details of any existing liaison arrangements, agreements with the local community or monitoring that is proposed during the construction and operational phases. • Further guidance can be found in <i>Development Management Practice Note 10</i>, at the following link: www.infrastructure-ni.gov.uk/publications/development-management-practice-notes

8. Fee

Requirement	Advice
<p>Applications for the following must be accompanied by a Fee (*exemptions apply):</p> <ul style="list-style-type: none"> • planning permission • approval of reserved matters • removal or variation of condition • advertisement consent • hazardous substance consent • certificate of lawful use or development <p>A fee is not required for applications for the following:</p> <ul style="list-style-type: none"> • discharge of conditions • works to a tree covered by a Tree Preservation Order or within a Conservation Area • determine whether Listed Building Consent is required • Listed Building Consent • demolish a building with an Area of Townscape Character • determine whether Conservation Area Consent is required • Conservation Area Consent • Non-Material Change to a planning permission • Modify or discharge a planning agreement <p>*Exceptions:</p> <ul style="list-style-type: none"> • Works to a dwelling or within its curtilage to provide access for, or improve the safety, health or comfort of a disabled person • Works for the purpose of providing means of access for disabled persons to or within a public building or premises • Change of use whereby planning permission would not normally be required were it not for a restrictive planning condition • Applications made by or on behalf of a club, society or other organisation (including any persons administering a trust) which is not established or conducted for profit, and the following conditions specified are satisfied: <ul style="list-style-type: none"> ✓ the application relates to the provision of community facilities (including sports grounds) and playing fields; and ✓ the council is satisfied that the development is to be carried out on land which is, or is intended to be, occupied by the club, society or other organisation and to be used wholly or mainly for the carrying out of its objects <p>Why is it needed? <ul style="list-style-type: none"> • To comply with Article 3(3)(i) of the Planning (General Development Procedure) Order (Northern Ireland) 2015; and the Planning (Fees) Regulations (Northern Ireland) 2015; • To support the Council’s administrative costs for dealing with the application </p>	<ul style="list-style-type: none"> • Other than Categories 6, 8 and 9, the fee shall be calculated as the total amount for each category in Schedule 2 • For Categories 6, 8 and 9, the fee shall be whichever is the highest category in Schedule 2 • Certain fees are based on the area to be developed. The site area will be taken as the site identified by the Site Location Plan (red line) • Where the fee is based on gross floor space, the external measurement of floor space is used, include the thickness of walls • EIA development – an additional £10,632 is payable where the proposal is for EIA development and an environmental statement is required • Further guidance can be found at the following links: www.infrastructure-ni.gov.uk/articles/planning-fees-and-forms

Basic Requirements (by Application Type)

The basic information needed may vary according to the type of application and permission that is sought. The following table indicates

Application Type	Required Information
Full Planning Permission	<ul style="list-style-type: none"> • Application Form • Ownership Certificate • Fee • Site location plan • Plans and drawings • Design and Access Statement* • Pre-Application Community Consultation Report*
Outline Planning Permission	<ul style="list-style-type: none"> • Application Form • Ownership Certificate • Fee • Site location plan • Plans and drawings • Design and Access Statement* • Pre-Application Community Consultation Report*
Approval of Reserved Matters	<ul style="list-style-type: none"> • Application Form • Fee • Plans and drawings
Variation or removal of a condition	<ul style="list-style-type: none"> • Application Form • Ownership Certificate • Fee
Advertisement Consent	<ul style="list-style-type: none"> • Application Form • Fee • Site location plan • Plans and drawings
Listed Building Consent	<ul style="list-style-type: none"> • Application Form • Ownership Certificate • Site location plan • Plans and drawings • Design & Access Statement
Conservation Area Consent (Demolition)	<ul style="list-style-type: none"> • Application Form • Ownership Certificate • Site location plan • Plans and drawings
Certificate of Lawful Development (Existing)	<ul style="list-style-type: none"> • Application Form • Fee • Site Location Plan • Plans and drawings (if applicable)
Certificate of Lawful Development (Proposed)	<ul style="list-style-type: none"> • Application Form • Fee • Plans and drawings (if applicable)
Prior Application Notice (PAN)	<ul style="list-style-type: none"> • Application Form (Belfast City Council website only) • Site Location Plan
Confirmation of details required by a condition (discharge of condition)	<ul style="list-style-type: none"> • Covering letter or email (please include the application reference number and the condition number/s you seek confirmation of details for) • Plans and drawings, sample materials etc. (if applicable)
Non-Material Change	<ul style="list-style-type: none"> • Application Form • Covering letter or email (please describe the proposed changes and why you are making them. The proposed changes should be annotated on the plans/drawings) • Plans and drawings (if applicable)

Basic information requirements according to type of application

* See Appendix 2