

<p><b>Additional information</b></p>	<p>Extra information required by the Council for a planning application to be valid in Belfast. Additional information is required on a case-by-case basis having regard to the nature, scale and location of the proposal and helps the Council's Planning Service fully assess the planning application.</p> <p>The Additional information requirements are set out at Appendix 3 of the Planning Application Validation Checklist. This includes an Indicative Guide on Additional information requirements by type of application.</p>
<p><b>Appeal</b></p>	<p>An appeal to the Planning Appeals Commission following the Council's decision to issue a Notice of invalidity that the planning application is invalid (either because it is not accompanied by the correct planning fee or because insufficient Basic information and/or Additional information has been provided with the application).</p> <p>An appeal must be made to the Planning Appeals Commission within 14 days of the date of the Council's Notice of invalidity.</p>
<p><b>Approval of reserved matters</b></p>	<p>Any of the following matters for which details have not been provided as part of an application for Outline planning permission, namely:-</p> <ul style="list-style-type: none"> <li>(a) siting;</li> <li>(b) design;</li> <li>(c) external appearance;</li> <li>(d) means of access; or</li> <li>(e) the landscaping of the site.</li> </ul>
<p><b>Area of Townscape Character (ATC)</b></p>	<p>Areas of Townscape Character exhibit a distinct character normally based on their historic built form or layout. For the most part, this derives from the cumulative impact of the area's buildings, their setting and other locally important features.</p> <p>Areas of Townscape Character are identified in the Belfast Urban Area Plan 2001 and draft Belfast Metropolitan Area Plan 2015. They will be updated in the Belfast Local Development Plan: Local Policies Plan once published.</p>
<p><b>Basic information</b></p>	<p>Basic information required by planning legislation for a planning application to be valid in NI. Typically, this includes an application form, ownership certificate, site location plan, plans and drawings. Other Basic information may be required according to the scale and location of the proposal.</p>

	<p>The Basic information requirements are set out at Appendix 2 of the Planning Application Validation Checklist.</p> <p>Additional information may also be required for the application to be confirmed as valid.</p>
<b>Belfast Local Development Plan 2035</b>	<p>The Local Development Plan for Belfast City Council's administrative area (also see Local Development Plan). It comprises two parts: the Plan Strategy and Local Policies Plan.</p>
<b>City Centre</b>	<p>Belfast City Centre provides a broad range of facilities and services and which fulfil a function as a focus both for the community and for public transport.</p> <p>The City Centre boundary is identified by the draft Belfast Metropolitan Area Plan 2015 and will be updated in the Belfast Local Development Plan: Local Policies Plan once published.</p>
<b>Conservation Area</b>	<p>A Conservation Area is an area of special architectural or historic interest designated by the council under Article 104 of the Planning Act (Northern Ireland) 2015 within its district where the character or appearance of which it is desirable to preserve or enhance.</p> <p>There are currently 13 Conservation Areas in Belfast. These are identified in the draft Belfast Metropolitan Area Plan 2015 and will be feature in the Belfast Local Development Plan: Local Policies Plan once published.</p>
<b>Full planning application</b>	<p>An application for full planning permission includes all the particulars needed to describe a development in such a way that when permission is granted the development can proceed immediately (subject to any planning conditions in the decision notice).</p>
<b>Householder application</b>	<p>A planning application for domestic proposals such as extensions, garages, outbuildings, satellite dishes etc.</p> <p>Householder applications only need to be accompanied by Basic information (there is currently no requirement for Additional information for Householder applications in Belfast).</p>
<b>Indicative Guide</b>	<p>Guidance as to the typical Additional information requirements by type of application.</p> <p>The Indicative Guide can be found at Appendix 3 of the Planning Application Validation Checklist.</p>
<b>Information Checklist</b>	<p>A tool to prompt and help applicants identify which information they need to provide with their application.</p> <p>The Information Checklist can be found at Appendix 1 of the Planning Application Validation Checklist. Applicants are</p>

	<p>advised to complete the Information Checklist in all cases and submit it with their application.</p>
<b>Invalid application</b>	<p>An application which is accompanied by insufficient information for the Council to register and process it.</p> <p>An Invalid application may be missing Basic information and/or Additional information, or incorrect planning fee.</p>
<b>Listed Building</b>	<p>A Listed Building is building and any man-made features attached to the building or within the curtilage the building that are listed by the Department for Communities under Article 80 of the Planning Act (Northern Ireland) 2015 for its special architectural and historic interest. It brings it under the consideration of the planning system, so that it can be protected for future generations.</p> <p>Listed Buildings are identified by the Department for Infrastructure's <a href="#">Historic Environment Map Viewer</a>.</p>
<b>Local Development Plan</b>	<p>NI operates a plan-led planning system whereby planning decisions must by law be made in accordance with the Local Development Plan unless material considerations indicate otherwise.</p> <p>The Local Development Plan outlines a council's local policies and site specific proposals for new development and the use of land. It comprises two parts: a Plan Strategy and Local Policies Plan.</p> <p>The Belfast Local Development Plan: Plan Strategy was adopted in May 2023 and provides operational planning policies against which planning applications are assessed.</p> <p>The Local Policies Plan, once published, will include site specific proposals, designations and land use zonings required to deliver the council's vision for the city.</p>
<b>Local Policies Plan</b>	<p>Part of the Local Development Plan that, once published, will include site specific proposals, designations and land use zonings required to deliver the council's vision for the city.</p>
<b>Major development</b>	<p>Large-scale development proposals, the thresholds for which are defined by the Schedule in the Planning (Development Management) Regulations (Northern Ireland) 2015.</p> <p>Examples of Major development include:</p> <ul style="list-style-type: none"> <li>• Housing proposals of 50 or more residential units or sites of more than 2 hectares;</li> <li>• Business, industry, storage and distribution proposals of 5,000 sqm or more or sites of more than 1 hectare;</li> </ul>

	<ul style="list-style-type: none"> <li>• Retailing, community, recreation and culture proposals of 1,000 sqm or more outside city or town centres or sites of more than 1 hectare.</li> </ul>
<b>Notice of invalidity</b>	<p>A written notice issued by the Planning Service that formally confirms that an Invalid application has been submitted. The applicant has the right of Appeal against the Notice of invalidity to the Planning Appeals Commission. Such an appeal must be lodged within 14 days of the date of the Notice of invalidity.</p> <p>Where the Planning Service considers the application to be invalid on first review, it will normally discuss the further information requirements with the applicant and seek to negotiate a solution before issuing a Notice of invalidity.</p>
<b>Outline planning application</b>	<p>An outline planning application provides a means for an applicant to establish whether a proposal to build on any particular site is acceptable, in principle, before embarking on the preparation of detailed plans in full. The benefits of outline planning permission are a possible reduced initial expenditure and also the flexibility afforded to the applicant who may not necessarily wish to develop the land personally.</p> <p>Where outline planning permission is granted, development cannot proceed until an application for Approval of the Reserved matters (final details) has been submitted to and approved by the Council.</p>
<b>Plan Strategy</b>	<p>The first part of the Local Development Plan which sets out the strategic land-use planning vision for a council's administrative area.</p> <p>The Plan Strategy also provides operational planning policies against which planning applications are assessed.</p>
<b>Planning Appeals Commission (PAC)</b>	<p>The Planning Appeals Commission is an independent body which deals with a wide range of land use planning issues and related matters, including planning appeals.</p>
<b>Planning Application Validation Checklist</b>	<p>A document that prescribes Additional information required for a Valid application within a council's administrative area.</p>
<b>Pre-Application Discussion (PAD)</b>	<p>An informal discussion between a prospective applicant and the Council's Planning Service to discuss the merits of a proposal before a planning application is made.</p> <p>A PAD can be used to make sure that the proposal is on the right lines, how it can be improved to increase the chances of planning permission being granted and the issues that will need to be addressed through any application. A PAD provides opportunity for applicants to discuss Basic</p>

	information and Additional information required by the Council's Planning Application Validation Checklist.
<b>Proposal of Application Notice (PAN)</b>	Notice given to the Planning Service by the applicant of their intention to submit an application for Major development. The PAN sets out the applicant's proposals for Pre-Community Consultation before the application is made, including the holding of a community consultation event. An application for Major development cannot be submitted until 12 weeks has elapsed from the date from the Proposal of Application Notice being given.
<b>Section 76 planning agreement</b>	<p>A legally binding contract between the Council, applicant and any other interested parties in the land to secure planning obligations to make the proposed development acceptable, which cannot otherwise be secure by a planning condition.</p> <p>A Section 76 planning agreement is typically used to secure Developer Contributions such as affordable housing, Travel Plan, green travel measures, management of open space, Employability and Skills Plans and financial contributions towards improved infrastructure.</p>
<b>Strategic Planning Policy Statement (SPPS)</b>	Regional planning policy published by the Department for Infrastructure for securing the orderly and consistent development of land in NI under the reformed two-tier planning system. The provisions of the SPPS must be taken into account in a council's preparation of its Local Development Plan.
<b>Supplementary Planning Guidance (SPG)</b>	Additional guidance which illustrates by example, supports, or clarifies planning policies. It also includes Development Control Advice Notes (DCANs) that explain criteria and technical standards to be considered when dealing with specific categories or particular aspects of development. Where relevant to a particular development proposal, Supplementary Planning Guidance will be taken into account as a material consideration in making decisions.
<b>Town Centre Uses</b>	Retail, office, leisure, entertainment, more intensive sports and recreation uses including cinemas, restaurants, casinos, health and fitness places, bowling centres, bars and pubs, culture and arts and tourism developments.
<b>Validation</b>	The process of the Planning Service checking whether the right information has been provided for a Valid application in accordance with the Planning Application Validation Checklist.
<b>Valid application</b>	<p>An application accompanied by all the information that the Council requires to register and process it.</p> <p>In order for it to qualify as being a Valid application, it must be supported by the relevant Basic information and Additional information, as well as the correct planning fee</p>

	(where applicable) in accordance with the Council's Planning Application Validation Checklist.
<b>Valid date</b>	The date of the Valid application – being the date that all the information required by the Planning Service to register and process the application was submitted in accordance with its Planning Application Validation Checklist.