

**FOR OFFICIAL USE ONLY**

Reference No:	/ / PAD
Associate Application No:	
Registration date	



Planning Service

# Pre-Application Discussion (PAD) request

## Applicant details

Contact Name:

Address:

Postcode:

Telephone:

Email:

Please tick the box if the applicant is a Belfast City Council elected member or officer involved with the planning process, or is a partner / close friend / relative of either.

State which:

## Agent details (if applicable)

Contact Name:

Address:

Postcode:

Telephone:

Email:

Please tick the box if the applicant is a Belfast City Council elected member or officer involved with the planning process, or is a partner / close friend / relative of either.

State which:

## Address or location of proposed development

Address:

Postcode:

Grid reference:

## Ownership

**Please state the applicant's interest in the site**

Owner  Leasee

Occupier  Prospective buyer

## Description of the proposal



**Please enter the number of units, floor space and site area as applicable**

Category	Fee	Floor space (m <sup>2</sup> )	Number of units	Site area (ha)
Large scale major 100 residential units or more 10,000m <sup>2</sup> or more	£2,000 +VAT			
Major scale 50-99 houses Other major development less than 10,000m <sup>2</sup>	£1,500 +VAT			
Large scale local 10-49 houses, 2,000 to 4,999m <sup>2</sup>	£1,000 +VAT			
Local scale 1-9 houses, 200 to 1,999m <sup>2</sup>	£500 +VAT			
Other Floor space < 200m <sup>2</sup> Householder, community, commercial or non-profit organisations	£0			

**Please indicate what you would like to discuss with us**

- How to make an application
- The information required to support an application
- Which regional and local planning policies apply
- Whether the proposal is acceptable in principle
- Design issues
- Heritage issues
- Amenity issues
- Transport
- Flood risk
- Drainage
- Need for a Section 76 planning agreement
- Environment Impact Assessment

Other, please specify

**Please explain what you are trying to achieve through your proposal**

**Please tell us why you want to discuss these issue(s)**

## Attached information

Please remember the better quality of information you give us the better feedback we will provide

**Completed Pre-Application Discussion request form**

**Elevations and floor plans:** both existing and proposed (if applicable)

**Completed Pre-Application Discussion request form**

**Planning history:** details of any known planning history (if applicable)

**Description of the site:** including the existing use, adjacent buildings and uses, and any particular site characteristics such as changes in levels, trees and landscaping

**Pre-application consultation:** the results of any preliminary consultation with neighbours, other authorities or statutory consultees (if applicable)

**Photographs:** showing the site and immediate surroundings

**Technical studies:** for example Design and Access Statement, transport, flood risk, drainage, contamination and ecology for example design and access statement

**Site location plan:** (scale 1:1250 or 1:2500) showing the site outlined in red and any other land in the applicant's ownership in blue

**Proposal of Application Notice:**

**Reference number**

**Site layout:** showing the location of existing and proposed building(s), site levels and the means of access

## Disclosure of information

Developers and applicants should be aware that information related to a Pre-Application Discussion may be subject to requests under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. The Act and Regulations provide for some exemptions from the need to disclose information, for example, if it is commercially sensitive. In cases where applicants consider that specific information is exempt from the requirements of the Act or the Regulations, the justification for their position should be provided to Belfast City Council Planning Service.

**I acknowledge that this request and any resulting advice may be disclosed as part of any related Freedom of Information request**

**I do not wish this request and any resulting advice disclosed as part of any related Freedom of Information request for the following reasons:**

Belfast City Council's Economic Development Unit offers a "Belfast; City for investment soft landing service" for businesses wanting to set up in the city, providing professional and personal connections to help you set up and grow your business. Please indicate by ticking the box below that you are providing your personal data on the basis of consent and are positively agreeing that it is shared with this Unit and used for the purpose described, who will contact you and consider tailored support to meet your needs. Please note that availing of this service will have no influence on the planning process or the likelihood of you receiving planning permission.

**I consent for my personal data to be shared with Belfast City Council's Economic Development Unit**

## Status of Pre-Application Discussion

Pre-Application Discussions are provided by officers on behalf of Belfast City Council. It is informal advice only and not binding on any future decision that the council may make once a formal planning application has been submitted.

All advice given is on the basis of the information available at the time. The planning application process involves consultation with neighbours and technical consultees and it will not be possible to predict all the issues that will arise once a planning application is submitted. Moreover, not all planning decisions are made by officers, with some applications, including all proposals for Major development, decided by the Planning Committee.

## Declaration

Signature:

Print name:

Date:

### Return this form to:

Belfast Planning Service  
Belfast City Council  
The Cecil Ward Building  
4-10 Linenhall Street  
Belfast BT2 8BP

Tel: 028 9050 0510

Email: [planning@belfastcity.gov.uk](mailto:planning@belfastcity.gov.uk)

Belfast City Council will process your information in line with the General Data Protection requirements. A copy of the full Privacy Statement is available at [www.belfastcity.gov.uk/privacy](http://www.belfastcity.gov.uk/privacy)

Alternatively you can contact the planning service by email on [planning@belfastcity.gov.uk](mailto:planning@belfastcity.gov.uk) or call 028 9050 0510 and request a copy of the Statement to be posted directly to you.