

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.planningni.gov.uk/index/advice/fees_forms/forms/forms.htm
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.planningni.gov.uk/index/advice/fees_forms/forms/forms.htm
3. 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
4. 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)



Requirement	Advice
<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 <u>and</u> 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 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

5. 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: https://www.planningni.gov.uk/index/advice/practice-notes/dm_prctice_note_10_pacc-2.pdf

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? <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: <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: Development Practice Note 12: Design and Access Statements</p> </p></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? <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) an 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 </p>

7. Fee

Requirement	Advice
<p>Applications for the following must be accompanied by a Fee (*exemptions apply):</p> <ul style="list-style-type: none">planning permissionapproval of reserved mattersremoval or variation of conditionadvertisement consenthazardous substance consentcertificate 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 conditionsworks to a tree covered by a Tree Preservation Order or within a Conservation Areadetermine whether Listed Building Consent is requiredListed Building Consentdemolish a building with an Area of Townscape Characterdetermine whether Conservation Area Consent is requiredConservation Area ConsentNon-Material Change to a planning permissionModify 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 personWorks for the purpose of providing means of access for disabled persons to or within a public building or premisesChange of use whereby planning permission would not normally be required were it not for a restrictive planning conditionApplications 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?</p> <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	<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 2For Categories 6, 8 and 9, the fee shall be whichever is the highest category in Schedule 2Certain 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 wallsEIA development – an additional £10,632 is payable where the proposal is for EIA development and an environmental statement is requiredFurther guidance can be found at the following links: https://www.planningni.gov.uk/index/advice/fees_forms/fees.htm https://www.planningni.gov.uk/index/advice/fees_forms/planning-fees-explanatory-notes-for-applicants.pdfThe Fees Regulations can be found at the following link: https://www.planningni.gov.uk/index/advice/fees_forms/fees.htm

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 basic information requirements according to type of application

* See Appendix 2

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)