

# Basic Requirements

## 1. Application form

Requirement	Advice
<p>All applications must be accompanied by a Planning Application form</p> <p>Forms can be found at the following website link  <a href="https://submissions.planningsystemni.gov.uk/app/downloadable-forms">https://submissions.planningsystemni.gov.uk/app/downloadable-forms</a></p>	<p>Complete all parts of the form</p> <p>The name and address of the applicant must be included in all cases, even where there is an agent (please include email address, given online submissions, and decision notices are now issued digitally)</p> <p>Description: a description must cover the main elements proposed and other substantial elements of the proposal. Minor ancillary works can be noted as '.....associated site works' to cover this aspect of the description.</p> <p>I. Outline applications should be described as 'Site for ...'</p> <p>II. Outline applications for housing developments should include 'up to X No of dwellings'</p> <p>Extensions should be described as 'Extension to ...'</p> <p>III. Full and RM should be described as 'Erection of ...'</p> <p>IV. Change of Use should be described as 'Change of use from ... to ...'</p> <p>V. The use proposed should include the Use Class</p> <p>VI. Change of House type should be described as 'Erection of ... (change of house type (and siting?)) in substitution of that approved under planning application ref: LA08/xxx)</p> <p>Location: 'Lands x metres <b>[compass point]</b> of <b>[address point]</b> ...' is the standard approach to adopt. Please also include the relevant postcode. The address point used should be the closest address to the application site, and if the site is located on the other side of the road from that address, this should be stated as 'Lands x metres <b>[compass point]</b> of and opposite <b>[address point]</b> ...'</p> <p>If the access is proposed on to a different road than the one referred to in the site address, then this must also be included: 'Lands x metres <b>[compass point]</b> of <b>[address point]</b> ... with access onto <b>[insert road name]</b>' and include that road's postcode.</p> <p>If a retaining wall of more than 1.0 metre is proposed, this should also be included within the description as: 'Erection of retaining wall'.</p>

## 2. Ownership Certificate

Requirement	Advice
All applications must be accompanied by an Ownership Certificate Exceptions: <ul style="list-style-type: none"><li>• Advertisement Consent</li><li>• Certificate of Lawful Development</li><li>• Non-Material Change</li></ul>	Complete one of Certificate A, B, C or D, as applicable <ul style="list-style-type: none"><li>• Complete all of the relevant section and sign it</li><li>• Ownership Certificates form part of the application form can be found at the following website link <a href="https://submissions.planningsystemni.gov.uk/app/downloadable-forms">https://submissions.planningsystemni.gov.uk/app/downloadable-forms</a></li></ul>

## 3. Site Location Plan

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All applications must be accompanied by a Site Location Plan	<ul style="list-style-type: none"><li>• Use an up-to-date map that shows surrounding properties</li><li>• Show the North point</li><li>• Outline the application using an unbroken red line</li></ul> Ensure all the development falls within the red line <ul style="list-style-type: none"><li>• Outline any other neighbouring land and buildings controlled by the applicant using an unbroken blue line</li><li>• We recommend a scale of 1:2500 or 1:1250</li></ul> The road name should be annotated on the stretch of road adjacent to the red line boundary. The surrounding postal addresses should be annotated on the buildings around the red line boundary. No proposed development should be shown or annotated on the site location plan – the site location plan should only show existing development. If a replacement dwelling is proposed, the building to be replaced must be shaded in green.

## 4. Plans and Drawings

Requirement	Advice
Applications must be accompanied by appropriate plans and drawings to a specified scale	If the application relates to agricultural development, we require up-to-date farm maps relating to the applicant's farm business I.D. Provide a postal address for at least one property on each of the farm maps (DAERA don't provide the coordinates now on the farm maps, therefore we require a fixed location in order to find the relevant fields). If the applicant doesn't have a farm business I.D. we require evidence demonstrating that the land is actively farmed and has been established for 6 years
<b>Site Layout Plan</b> Sometimes called a block plan, shows a detailed layout of the whole site and the relationship of the proposed works with the boundary of the property, nearby roads, and neighbouring buildings.	Provide both existing and proposed ground and finished floor levels – the existing and proposed levels should be clearly differentiated 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 Include details (elevations, cross sections, finishes) of any ancillary works including walls and fences We recommend a scale of 1:500 or 1:250
<b>Elevations</b> A technical drawing that shows the external appearance of the proposal from each of its four sides Exceptions: Applications for change of use only (where no external changes proposed)	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 All finishes must be included (walls, doors, roofs, windows, rainwater goods etc.). If stone is proposed, please includes its specific material and colour(s).
<b>Floor Plans</b> A technical drawing that shows the internal layout of the building When is it needed? All applications including proposals for a change of use Exceptions: Applications for Advertisement Consent	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 If an extension is proposed, please provide a light test (a floor plan showing the applicant's dwelling in relation to the neighbouring dwelling) with a line from the centre of the nearest neighbouring window towards the application site, at a 45° angle (if the extension is two-storey) or a 60° angle (if the extension is single-storey)
<b>Roof Plan</b> A technical drawing that shows the design of the roof from above When is it needed? • For complex roof designs • Proposals that include a roof terrace • Alterations to the roof of a Listed Building	Provide both existing and proposed roof plans • Label as a roof plan • We recommend a scale of 1:50 or 1:100
<b>Sections</b> A technical drawing that shows a cut-away section of the building or land When is it needed? All development unless minor development with no change of existing ground or floor levels	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 The proposed sections should show the proposed buildings in relation to adjacent existing land and buildings, and the direction of the sections should be clearly shown on the site layout plan.

## 5. Fee

Requirement	Advice
<p>Applications for the following must be accompanied by a Fee (*exemptions apply):</p> <ul style="list-style-type: none"> <li>planning permission</li> <li>approval of reserved matters</li> <li>removal or variation of condition</li> <li>advertisement consent</li> <li>hazardous substance consent</li> <li>certificate of lawful use or development</li> </ul> <p>A fee is not required for applications for the following:</p> <ul style="list-style-type: none"> <li>discharge of conditions</li> <li>works to a tree covered by a Tree Preservation Order or within a Conservation Area</li> <li>determine whether Listed Building Consent is required</li> <li>Listed Building Consent</li> <li>demolish a building with an Area of Townscape Character</li> <li>determine whether Conservation Area Consent is required</li> <li>Conservation Area Consent</li> <li>Non-Material Change to a planning permission</li> <li>Modify or discharge a planning agreement</li> </ul> <p>*Exceptions:</p> <ul style="list-style-type: none"> <li>Works to a dwelling or within its curtilage to provide access for, or improve the safety, health or comfort of a disabled person</li> <li>Works for the purpose of providing means of access for disabled persons to or within a public building or premises</li> <li>Change of use whereby planning permission would not normally be required were it not for a restrictive planning condition</li> <li>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: 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</li> </ul>	<p>Other than Categories 6, 8 and 9, the fee shall be calculated as the total amount for each category in Schedule 2</p> <ul style="list-style-type: none"> <li>For Categories 6, 8 and 9, the fee shall be whichever is the highest category in Schedule 2</li> <li>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)</li> <li>Where the fee is based on gross floor space, the external measurement of floor space is used, include the thickness of walls</li> <li>EIA development – an additional £12,924 is payable where the proposal is for EIA development and an environmental statement is required</li> <li>Further guidance can be found at the following links: <a href="#">Development Management Practice Note 11 Planning Fees (Version 4 May 2024).pdf</a></li> <li>The Fees Regulations can be found at the following link: <a href="#">The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2025</a>(external link opens in a new window / tab)</li> </ul> <p>Please provide evidence demonstrating that the applicant is fee exempt (for example a letter detailing that the works to be carried out are for a person who is within any of descriptions of persons to whom Section 1 of the Chronically Sick and Disabled Persons (Northern Ireland) Act 1978 applies (as referred to in regulation 4(3)); details of the club, society or organisation, and how the proposal is or intended to be occupied by that club, society or organisation and to be used wholly or mainly for the carrying out of its objects</p>

## 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"> <li>• the design principles and concepts that have been applied to the development; and</li> <li>• how issues relating to access to the development have been dealt with.</li> </ul> <p>When is it needed?</p> <ul style="list-style-type: none"> <li>• All proposals for Major development</li> <li>• 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"> <li>✓ Conservation Area</li> <li>✓ Area of Outstanding Natural Beauty (AONB)</li> <li>✓ World Heritage Site</li> <li>✓ Area of Townscape Character</li> </ul> </li> <li>• All applications for Listed Building Consent</li> </ul> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>• Proposals to develop land without compliance with previous conditions</li> <li>• Engineering or mining operations</li> <li>• 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)</li> <li>• Waste development</li> </ul> <p>Further advice: <a href="#"><u>Development Management Practice Note 12 Design and Access Statements</u></a></p>	<p>The Design &amp; Access Statement must:</p> <ul style="list-style-type: none"> <li>• explain the design principles and concepts that have been applied to the development;</li> <li>• demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;</li> <li>• explain the policy or approach adopted as to access, and in particular, how</li> <li>• policies relating to access to, from and within the development have been taken into account,</li> <li>• policies relating to access in the local development plan have been taken into account, and</li> <li>• any specific issues which might affect access to the development for disabled people have been addressed;</li> <li>• describe how features which ensure access to the development for disabled people will be maintained;</li> <li>• 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;</li> <li>• explain how any specific issues which might affect access to the development have been addressed; and</li> <li>• explain the design principles and concepts that have been applied to take into account environmental sustainability.</li> </ul>