

Validation Checklist



Introduction

On the 1st October 2024, the Department for Infrastructure (DfI) made a Statutory Rule, [The Planning \(General Development Procedure\) \(Amendment\) Order \(Northern Ireland\) 2024](#), which enables councils to publish a Planning Application Validation Checklist.

Antrim and Newtownabbey Borough Council has developed a new validation checklist in order to support applicants and agents in the submission of their planning applications. It is important that planning applications contain all the relevant information to make a planning decision. This validation checklist will assist applicants and agents in identifying the information needed to accompany their planning application and the overall objectives include enhancing the quality of applications entering the system, front-load the application process, streamlining improved processing times, more efficient consultee responses and better outcomes.

Submitting a planning application

A validation checklist will provide support and guidance to applicants/agents about the level and type of information required to be submitted with a planning application. An application cannot be processed by the Council until it is valid – an invalid application may cause delays to the applicant/agent and therefore this guide will assist you in ensuring a valid application is submitted when we receive it from you. The requirements are intended to be proportionate to the nature, scale and location of the proposal. The information you will be required to submit will depend on the type of application submitted. Further details are set out below.

All applicants should submit their planning applications on the Planning Portal which can be accessed at <https://planningregister.planningsystemni.gov.uk/>. The Planning Portal contains a step-by-step guide on how to submit a planning application and also contains a calculator to determine the correct fee for your application.

If you would like assistance in submitting an application on line or would like a free tutorial on submission please contact our Planning Section.

All drawings and supporting documents should be attached as a pdf. All files should be clearly labelled/names and drawings must include the following information:-

- Print paper size
- Relevant scale at that print size
- A scale bar showing the length of one metre and five metres
- Key dimensions and drawing numbers.

The Council is unable to accept poor quality plans (i.e. photos, sketches or screen shots of plans). If scanning facilities are not available to you, we can scan it for you but please note this may incur an additional cost.

It is acknowledged that there may be site specific instances when a particular survey or assessment may not be required. Planning Applicants/agents are welcome to discuss any queries with a planning officer. Please contact our duty planner at

0300 123 6677 to discuss or make an appointment. For larger and more complicated applications the Council operates a Pre-Application Advice Service. More information is available on our website.

Please note that during the processing of an application, an officer or a consultee may request further information once an application has been validated if that information is deemed essential to enable the assessment of the proposal.

The Validation Process

Only valid applications will be progressed toward a decision. "Valid" means that all the information specified by us in order to determine your application is, from the outset, provided in full. If relevant information or the correct fee is missing, we will not be able to start determining your application and there will be a delay in deciding your application until the appropriate fee and required information is received.

There are different types of application and some types require more detailed information than others. All information needs to be accurate and some information can be complex and technical.

On receipt of a planning application, officers will check if all the required information has been submitted in accordance with the Validation Checklist. If information is missing, officers will contact you or your agent by telephone or email to discuss the requirements for your application in accordance with the Validation Checklist. Any further information must be provided within 7 working days. If further time is needed to enable submission of the information, then officers will return the application and fee so that a complete application with all the information needed to determine the application can be submitted when ready.

The validation process incorporates four sections:

Section A relates to the forms and plans needed for all types of applications;

Section B identifies the various technical assessments which may be required;

Section C stipulates the requirements for some frequently submitted applications;

Section D is an optional service for complex applications.

Data protection and the Internet

The information provided on your application form and in the supporting documents will, in nearly all cases, be made public because it will be viewable on the Planning Portal. Given this, if you supply personal information belonging to a third party, please ensure you have their permission to do so.

All information submitted in supporting documents and personal statements may be published on the Council's website. The Council aims to redact sensitive and personal information (i.e. signatures, vehicle number plates and private phone numbers (business numbers are not redacted) before publishing these documents on the Planning Portal. If any statement contains personal or confidential information that you do not want to be put on the Council's website, you should inform the

Council when submitting your application. Where there is a need to submit information considered 'personal data' or 'sensitive personal data' ¹ this information should be submitted in a separate document and marked as 'confidential'. Furthermore, you should not cross-reference the sensitive and personal data in other documents that will be made public.

Disclaimer

Please note that during the course of processing any planning application the Council may require other information to be submitted in order to process the application which was not required at the validation stage. The Council will however make you aware of the need to submit information, if it deems it necessary and a reasonable time will be afforded to submit the information.

¹ Data Protection Act 2018

All Applications

Application form – the appropriate application form must be completed for the relevant application type, in most cases the P1 Application Form, however, the Householder Development Form is necessary for householder extensions and the A1 Advertising Form for advertisement consent.

The form should include, a signed declaration of ownership, the applicant/s name and address, the site address and description of development.

Site location Plan – All applications must be accompanied with a site location plan (Scale 1:1250 or 1:2500) sufficient to identify the site (edged in red) and any other land under the control of the applicant (edged in blue.) The north direction should be clearly shown and the scale of the plan provided.

Planning fee – A planning application cannot be processed without the relevant fee. The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2025, sets out the fees required for each application.

Other Plans

A number of different plans may be necessary in order to fully explain the proposal, these can include a block plan, elevations, floor plans and roof plans. All plans and elevations must have an appropriate scale annotated on the plan. Plans should not be marked as 'draft' or 'preliminary', if so, the application will be made invalid.

Block plans (Scale 1:250 or 1:500) - must show the proposed development in relation to the site boundaries and other existing buildings on the site, details of all proposed parking should be shown on the drawings. Any trees or public rights of way affected by the development should be shown together with any boundary walls or fencing proposed as part of the development

Proposed elevations (Scale 1: 50 or 1:100) – Are required for all new buildings and for all proposals where extensions or alterations to an existing building are proposed. Drawings that clearly and accurately show any elevations that would be created or altered by the development.

Existing elevations (Scale 1:50 or 1:100) - Where alterations and/or extensions to an existing building are proposed, drawings that clearly show the existing appearance of the building, with all elevations clearly labelled are required.

Existing and proposed floor plans (Scale 1:50 or 1:100) – Required for all new buildings, all proposals where external alterations and extensions are proposed and a change of use applications. Drawings that clearly and accurately show any floorplans that would be created or altered by the development; These should highlight any walls to be demolished and show the uses of any proposed new rooms.

Site sections – Are required when a change in level is proposed e.g. on a sloping site. These should show existing and proposed site levels, and finished floor levels, with levels related to a defined datum point.

Existing Site Survey – Required for new build residential development which must include a topographical survey showing existing features and levels.

Proposed Site levels – Can be included on the proposed block plan, indicates finished ground levels and finished floor levels of development taken from a fixed level such as the road level at the access point.

Section B - Technical Assessments

Requirement	Types of Application	What is required
Air Quality Impact Assessment	Intensive livestock units for poultry, pigs, cattle or sheep, anaerobic digester plants or manure storage facilities.	The assessment should indicate the change in air quality resulting from the proposed development and outlining the appropriate mitigation measures if required.
Archaeological Assessment	Normally required when a site contains an archaeological monument or is within the zone of influence of a monument.	Normally entails a desk based study by a qualified archaeologist using existing records or previous discoveries and historic maps.
Biodiversity Checklist	Developments that would impact upon, or have the potential to impact on natural heritage features, including designated sites, priority habitats or protected and priority species or the proposal includes the demolition of buildings.	This is a checklist to help identify if a development proposal is likely to adversely affect any biodiversity and natural heritage interests and whether further ecological assessments/surveys are required.
Contaminated Land Report	New development on, or in proximity to, land which has a current or previous use that has the potential for contamination on former industrial sites e.g. petrol filling stations or landfill sites.	A desk based study followed by in site investigative works if required.
Daylight, Sunlight and Overshadowing Assessment	Daylight, Sunlight and Overshadowing Assessments will be required as a minimum for <ul style="list-style-type: none"> Residential extensions in semi-detached or terraced properties 	A desk based study to demonstrate how shadows cast by the proposed extension/building may affect neighbours windows
Design & Access Statement	The following planning applications must be accompanied by a D&AS: <ul style="list-style-type: none"> An application which is a major development; where any part of the development is in a designated area, 	See Development Management Practice Note 12 Design & Access Statements.

	development consisting of – (i) the provision of one or more dwelling houses, or (ii) the provision of a building or buildings where the floor space 2 created by the development is 100m or more.	
Design Concept Statement	These should accompany all applications for residential development of more than 2 houses. Demolition Justification Report & Structural Survey for all applications for the demolition of all or a significant part of, a Listed Building or a building in a Conservation Area, Area of Townscape character or Area of Village Character	All Design and Access Statements must 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 in relation to the proposed use.
Drainage Assessment	Applications for 10 or more residential units, sites over 1Ha or areas of hardstanding/floorspace exceeding 1000msq.	Applicants should refer to Policy DM 47 of the ANPS
Flood Risk Assessment	All applications inside a 1 in 100 year climate change floodplain (as identified on the DFI Rivers Flood Maps (NI) map viewer). The development must form one of the noted exceptions in Policy 46 of ANPS in order for a Flood Risk Assessment to be accepted.	This assessment needs to address, the flooding extent, including allowances for climate change and any mitigation measures proposed to alleviate flood risk elsewhere.
Landscape and Visual Impact Assessment	Required for applications within Special Countryside Areas and Areas of High Scenic Value and for wind turbines over 25m.	These should include photomontages and if necessary wireframe images for large scale proposals. Reference should be made to the Northern Ireland Landscape and Visual Assessment.

Lighting Assessment	For any application which includes floodlights and /or new lights on sites near watercourses or other sensitive receptors	The lighting assessment will include details and specifications of any flood/external lighting and their proposed hours of use, in addition to a light pollution assessment.
Noise Impact Assessment	For development that is likely to impact upon nearby approved or existing dwellings or other sensitive receptors.	A Noise Impact Assessment must be prepared by a qualified acoustician and that assessment shall include mitigation measures if required to meet current noise guidelines.
Odour Report	For development that is likely to impact upon nearby approved or existing dwellings or other sensitive receptors.	This must be carried out by a qualified consultant and that assessment shall include mitigation measures if required.
Outline Construction Environmental Management Plan	For development in close proximity to a watercourse or sensitive coastline within or in close proximity to designated sites such as Special Protection Area (SPA), Ramsar site or Areas of Special Scientific Interest (ASSI's).	This is a plan developed to avoid, minimise or mitigate any construction effects on the environment.
Parking Survey	Where there is an identified parking need that cannot be accommodated within the application site.	This survey should identify all available parking and level of availability over 3 different survey periods.
Planning Statement	For applications that; <ul style="list-style-type: none"> • are an exception to the policy or have policy compliance issues or material considerations that the agent considers outweigh planning policy criteria, • result in a loss of existing open space or loss of employment land, • that are an exception under the flooding policies, 	The Planning Statement should explain the principles and justification for the proposed works. You should submit information explaining how the proposed development accords with policies in the local plan and planning policies.

	<ul style="list-style-type: none"> • are for housing on unzoned greenfield land in settlements (see part C) • would result in the demolition (or part) of a Listed Building or an un-listed building within a Conservation Area, • provide ancillary accommodation, the statement should set out the purpose and need for the accommodation. Restoration or aftercare bond or other financial provision for all minerals applications. 	
Retail Impact Assessment	For retail uses and extensions exceeding 500sqm that are not in the primary retail core and are not in accordance with the Local Development Plan. The reports must also include a sequential assessment.	See para. 6.290 of the Strategic Planning Policy Statement AND Policy DM 7 of the ANPS.
Travel Plan	For all applications demonstrating how sustainable modes of transport such as walking and cycling have been integrated in the development.	This should include locations of access to forms of travel, including cycling, train stops and bus stops.
Transport Assessment Form	For applications for 25 or more units or non-residential with a gross floor area of 500 sqm or more.	This should include, existing and proposed traffic movements, including peak flows and where necessary junction analysis.
Transport Assessment	Where a TAF identifies that a new development would likely have significant transport implications.	See Transport Assessment Guidelines
Tree Survey	For development that will impact upon trees protected by a Tree Preservation Order or mature trees within the site or application site boundary.	You should submit details about: <ul style="list-style-type: none"> • Position of trees, species, crown spread and root protection areas ;

		<ul style="list-style-type: none"> • Which trees are to be retained and those to be felled; • The measures that will be used to protect trees during construction.
Waste Management Plan	Waste Management Plan for all applications for intensive livestock development or minerals.	You should submit details about how waste will be managed during the operational life of the development.

Additional Notes

Any survey work must be carried out by a competent and qualified person and their credentials should be included in the report.

Please note some survey work has a limited shelf life and any reports need to include up to date survey work. Normally for ecology work this information needs to be undertaken within the last year.

If the recommendations of any assessment requires further survey work, then the application will only be valid if that additional survey work has been included within the application documents.

Section C – Local applications – Common Examples

The following are examples of common types of applications that are submitted locally and the type of information that must accompany an application when submitted. These lists are a guide only and the site specific nature and the particulars of any scheme may require the submission of information not included on these lists.

House Extensions/Domestic Outbuildings

Always Required

- PHD Form
- Relevant planning fee
- Site location plan (Scale 1:2500 or 1:1250)
- Proposed and existing Block Plan (Scale 1:250)
- Proposed and existing Elevations (Scale 1:100 or 1:50)
- Proposed Floor Plans (Scale 1:100 or 1:50)

Sometimes Required

- **Floor plan** showing the angle test of how the proposal affects neighbouring windows. (Please see Figure 1 of the ANPS , page 332)
- **Context drawing** showing the elevation of the proposed extension along with the elevations of the dwellings on either side.
- **Overshadowing Assessment** if the proposal is likely to overshadow windows in neighbouring properties.
- **Parking Plan** showing in-curtilage parking if there is a loss of parking space(s) or the proposal would result in the need for additional parking.

Replacement Dwellings/Buildings

Always Required

- P1 application form to be completed
- Site location plan (Scale 1:2500) clearly identifying the dwelling/building to be replaced and its curtilage
- Relevant Fee
- Bio diversity checklist
- Planning Statement on how the application meets all policy criteria set out in Policy DM18B of the ANPS.
- If the new dwelling is sited outside the curtilage of the dwelling being replaced, a Planning Statement needs to be submitted to explain why an alternative siting is necessary & sequential assessment of sites as close as possible to the footprint of the original house.

Full applications

- Site location plan (Scale 1:2500 or 1:1250)
- Proposed Block Plan (Scale 1:250)
- Proposed and Elevations (Scale 1:100 or 1:50)
- Proposed Floor Plans (Scale 1:100 or 1:50)
- Landscaping Plan (Scale 1:250)

Sometimes Required

- Bat survey or bat roost survey where the old dwelling/building is to be demolished or the site contains trees which are to be felled.

Dwellings on farms

Always Required

- P1 application form to be completed
- Relevant fee
- Application form PIC to include farm business number and details of farming activity.
- Copies of farm maps (issued within the last 2 years) to show all land which is part of the farm Business.
- Evidence that the farm business is currently active and established for each of the last 6 years.
- Location of the principal group of farm buildings and any other buildings on the farm;
- If the new dwelling is not sited to cluster/group with existing buildings on the holding, a written explanation as to why an alternative location is necessary & a sequential assessment of sites as close as possible to existing buildings on the holding.
- Details of any dwellings 'sold off' over the previous 10 years.
- Planning Statement on how the application meets all policy criteria set out in Policy 18A of the ANPS.

Full applications

- Site location plan (Scale 1:2500 or 1:1250)
- Proposed Block Plan (Scale 1:250)
- Proposed and Elevations (Scale 1:100 or 1:50)
- Proposed Floor Plans (Scale 1:100 or 1:50)
- Landscaping Plan (Scale 1:250)

Sometimes Required

- Bio diversity checklist

Other Rural Dwellings

Always Required

- P1 application form to be completed
- Site location plan (Scale 1:2500) clearly identifying the site
- Relevant Fee
- Planning Statement on how the application meets the relevant policy criteria set out in the ANPS

Full applications

- Site location plan (Scale 1:2500 or 1:1250)
- Proposed Block Plan (Scale 1:250)
- Proposed and Elevations (Scale 1:100 or 1:50)
- Proposed Floor Plans (Scale 1:100 or 1:50)
- Landscaping Plan (Scale 1:250)

Sometimes Required

- Bio diversity checklist

Agricultural development

Always Required

- P1 application form to be completed
- Relevant Fee
- Application form P1C to include farm business number and details of farming activity; and
- Copies of up to date farm maps to show all land which is part of the farm business; or
- Evidence that the farm business is currently active and established for a minimum of 6 years;
- Supporting statement demonstrating there are no suitable existing buildings on the holding or enterprise that can be used and why an alternative site away from existing buildings on the holding should be permitted.

Full applications

- Site location plan (Scale 1:2500 or 1:1250)
- Proposed Block Plan (Scale 1:250)
- Proposed and Elevations (Scale 1:100 or 1:50)
- Proposed Floor Plans (Scale 1:100 or 1:50)
- Cross Sections (Scale 1:100 or 1:50) of slurry tanks, if relevant
- Landscaping Plan (Scale 1:250)

Sometimes Required

- Nutrient Management Plan
- Odour Assessment
- Noise Assessment
- Details of land spreading if the proposal is for the housing of animals
- SCAL Assessment

Housing Development

Always Required

- P1 application form to be completed
- Relevant Fee
- Site location plan clearly identifying the site in red and any other lands under the control of the applicant in blue
- Bio diversity Checklist
- Planning Statement on how the application meets all policy criteria set out in QD 1 of PPS 7.

Full applications

- Site location plan (Scale 1:2500 or 1:1250)
- Proposed Block Plan (Scale 1:250)
- Proposed and Elevations (Scale 1:100 or 1:50)
- Proposed Floor Plans (Scale 1:100 or 1:50)
- Landscaping Plan (Scale 1:250)

Sometimes Required

- If more than 10 houses a Drainage Assessment will be required
- TAF Form
- Noise Assessment
- Archaeological Assessment
- Contaminated Land Report
- Design & Access Statement
- Design Concept Statement
- Outline Construction Environmental Management Plan
- Travel Plan
- Tree Survey

Economic Development

Always Required

- P1 application form to be completed
- Site location plan clearly identifying the site in red and any other lands under the control of the applicant in blue
- Relevant Fee
- Planning Statement on how the application meets all policy criteria set out in PPS 4.

Full applications

- Site location plan (Scale 1:2500 or 1:1250)
- Proposed Block Plan (Scale 1:250)
- Proposed and Elevations (Scale 1:100 or 1:50)
- Proposed Floor Plans (Scale 1:100 or 1:50)
- Landscaping Plan (Scale 1:250)

Sometimes Required

- If more than 1000sqm a Drainage Assessment will be required
- Bio diversity Checklist
- TAF Form
- Noise Assessment
- Air Quality Assessment
- Odour Report
- Archaeological Assessment
- Contaminated Land Report
- Design Concept Statement
- Outline Construction Environmental Management Plan
- Travel Plan
- Tree Survey

Major Applications

At least eight weeks prior to the submission of a Major planning application, the developer must submit details of their proposal, (to include a written description, site location plan and other plans deemed necessary) and request that the Council provides them with a list of documents and plans which are required to make the application valid. The Council will issue a response within two weeks of the request.

All documents and plans identified on the Council's list must be provided in order to make the application valid.

Please note that the Council encourages Pre-Application Discussions on all Major applications.

Section D - Other Complex Applications

An applicant or agent may submit a request for the Council to detail the types of plans and technical assessments which it considers are required at validation stage. This request must include;

- a written description,
- site location plan;
- other plans deemed necessary to understand the proposal
- A recent photograph(s) of the site.

The Council will endeavour to issue a response within two weeks of the request.

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