



Planning Section: 0300 123 6677

www.antrimandnewtownabbey.gov.uk

planning@antrimandnewtownabbey.gov.uk

Information for applicants, agents and those making representations on planning applications (revised August 2019)

Planning applications in Antrim and Newtownabbey

Antrim and Newtownabbey Borough Council is responsible for processing and making decisions on the majority of planning applications submitted in the Council area.

How we make planning decisions

All planning applications are categorised on receipt as local, major or regionally significant, with the Council responsible for determining all local and major applications. The Council is also responsible for a range of other planning controls, such as listed building consent, advertisement control and works to protected trees. All regionally significant applications are dealt with and determined by the Department for Infrastructure.

Planning legislation requires that decisions on applications should be taken in accordance with the provisions of the Local Development Plan (LDP) unless material considerations indicate otherwise. A new LDP is currently being prepared by the Council and until adopted, planning applications will continue to be assessed against the provisions of existing Development Plans for the Borough and relevant Planning Policy Statements which contain the main planning policies for the consideration of development proposals.

All valid planning applications submitted to us are advertised weekly in the Antrim Guardian and the Newtownabbey Times. The weekly notices are also available on our website at www.antrimandnewtownabbey.gov.uk/planning

Delegated items

Most planning applications will be decided by Planning Officers under the Council's Scheme of Delegation. These will generally comprise local applications that are not controversial or that do not raise wider issues.

Items considered at the Planning Committee

All major applications which are of wider importance to the Borough as well as contentious or sensitive applications will be considered and decided by the Council's Planning Committee whose aim is to ensure we have an efficient planning process that promotes positive development and sustainable growth.

The Council's Protocol for the Operation of the Planning Committee and the Scheme of Delegation are both available on our website.

How will I know if an application is coming before the Planning Committee?

You can track the progress of all planning applications in the Borough online using the Public Access tool on the NI Planning Portal. This can be accessed from our website. You can also contact the Planning Section by telephone on 0300 123 6677 or by email at planning@antrimandnewtownabbey.gov.uk for further information.

Committee Schedule and Agenda

We will post a schedule listing the applications that we anticipate will be presented to the Planning Committee on our website about 10 days before each Committee meeting. This schedule will indicate the Officer recommendation on the application. The full Agenda report will then be made available 3 working days before the Committee meeting.

When does the Committee meet?

The Planning Committee meeting is normally held on the third Monday of every month in the Council Chamber at Mossley Mill, Carnmoney Road North. The meeting will commence at 6.00pm sharp (unless otherwise stated) and is open to members of the public. A list of the dates of forthcoming Committee meetings is available on our website.

Can I speak at a meeting of the Committee?

Yes. The Council wants to encourage people to participate in the planning process at a local level and has provided public speaking rights for applications coming before the Committee. We have prepared a document about how to get involved in the Planning Committee meetings and again this is available on our website. It is designed to help you to decide if you are eligible to speak and if so how to go about it.

In summary, it advises applicants/agents and those who have made representations that if you wish to speak on a particular application, you should inform the Council by email or in writing by noon, 2 working days before the Committee meeting. You should state whether you are a supporter, including the applicant/agent, or an objector. As part of your request to speak you will also need to set out the planning matters which you wish to raise. Any new information you wish to supply at this time will be uploaded onto the NI Planning Portal and drawn to the attention of Members of the Committee. Where appropriate Officers may also prepare an Addendum Report. You may only speak on the item indicated.

Late requests to speak at the Planning Committee will **not** be allowed. Please note also that the meeting is audio recorded.

Is the Committee decision final?

The Committee decision is final in the case of a grant of planning permission. However, should the Committee decide to refuse planning permission the applicant has a right of appeal to the Planning Appeals Commission.

Who do I contact if I have a query?

Please contact us by telephone on 0300 123 6677 or by email at planning@antrimandnewtownabbey.gov.uk for further information.