



Planning Section: 0300 123 6677

www.antrimandnewtownabbey.gov.uk

Information for applicants, agents and those making representations on planning applications

Planning in Antrim and Newtownabbey

On 1 April 2015 Antrim and Newtownabbey Borough Council became responsible for the majority of planning functions across the new Council area.

Our responsibilities

The Council's new powers include:

- Developing a local plan which will set out what the Council area should look like and how land should be used and developed in the future;
- Investigating alleged breaches of planning control and determining what enforcement action should be taken; and
- Receiving and making decisions on the majority of planning applications.

How we make planning decisions

All planning applications are now 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, hazardous substances consent and works to protected trees.

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 proposals will be considered and decided by the Council's Planning Committee. With 12 Members the Committee's aim is to ensure we have an efficient planning process that promotes positive development.

The Council's Protocol for the operation of the Planning Committee and the agreed 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 Planning Portal. This can be accessed easily from our website. You can also contact the Planning Section by telephone on [0300 123 6677](tel:03001236677) for further information.

In addition we will post a list of applications that we anticipate will be presented to the Planning Committee on our website about 10 days before the Committee meeting. This list will **not** indicate the Officer recommendation on the application, which will be contained in the full report that will 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 6.30pm sharp (unless otherwise stated) and is open to members of the public.

The full schedule of dates of forthcoming meetings is available on our website at www.antrimandnewtownabbey.gov.uk/planning

Can I speak at a meeting of the Committee?

Yes. This is one of the key changes the Council has introduced as we want to encourage people to participate in the planning process at a local level.

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 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 and supply any written information which you wish to be circulated to the Committee. 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 telephone the Planning Section on [0300 123 6677](tel:03001236677) if you require any further information.