

Title of Report:	Planning Application Checklist
Committee Report Submitted To:	Planning Committee
Date of Meeting:	24 March 2021
For Decision or For Information	For Decision

Linkage to Council Strategy (2015-19)	
Strategic Theme	Leader and Champion
Outcome	Establish key relationships with strategic partners to deliver our vision for this Council area
Lead Officer	Head of Planning

Budgetary Considerations	
Cost of Proposal	N/A
Included in Current Year Estimates	
Capital/Revenue	
Code	
Staffing Costs	

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes	Date:10 March 2021
	EQIA Required and Completed:	No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes	Date: 10 March 2021
	RNA Required and Completed:	No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes	Date:10 March 2021
	DPIA Required and Completed:	No	Date:

FOR DECISION

1.0 Background

- 1.1 The purpose of this Checklist is to provide advice on what information should be submitted with planning applications to assist in the processing of applications in a timely manner. It is important that the supporting information is accompanied with applications at the validation stage to reduce unnecessary consultation and delays.

2.0 Details

- 2.1 From discussions with staff, one of the most significant factors contributing to the delay in the processing of planning applications is the omission of key supporting information required by planning policy and best practice on submission of planning applications. The results in inevitable delays as the information is sought and submitted. It also places unnecessary burdens on consultees reviewing incomplete applications.
- 2.2 In response to this problem a Planning Application Checklist has been developed which provides guidance to customers on what information they need to submit with their application, depending on the type, scale and constraints of the area. The Application Checklist provides a structured approach to information requirements and is a means of front-loading the application process to improve processing times.
- 2.3 Information requirements are divided into two categories – Basic Requirements and Other Supporting Information. Applications will be checked at validation stage. If basic information is missing to make the application valid under legislation, the applicant is requested to submit it within 3 days otherwise the application is returned. If Other Supporting Information is missing, the applicant is requested to submit it within 15 working days. If the information is not submitted the application will be processed, without further request for the information, and may result in refusal.

3.0 Recommendation:

- 3.1 **IT IS RECOMMENDED** that the Committee agrees to the content of the Application Checklist and the publication it in the Planning section of Council's website.

Planning Application Checklist

Purpose

The purpose of this Checklist is to provide advice on what information should be submitted with your planning application to assist in the processing of your application in a timely manner. It is important that the supporting information is accompanied with your application at the validation stage to reduce unnecessary consultation and delays.

Applications with missing information will inevitably result in delays to the processing of your application and may result in refusal of your application.

The information required to be submitted falls into two categories:

- **Basic Requirements** – this information is required by legislation and we cannot process your application without it; it is required to make your application ‘valid’.
- **Other Supporting Information** – this is information we need to fully assess your application.

Information Checklist

An Information Checklist is detailed at [Appendix 1](#) and should be completed for each application to ensure that your application is accompanied by all the necessary information and thereby reduce delays to the processing of your application. The checklist should be submitted with your application to detail the information submitted. Missing information will result in delays to the processing of your application and may result in the refusal of your application.

Checklist – Basic Requirements (refer to Appendix 2)

The Planning (General Development Procedure) Order (Northern Ireland) 2015¹ sets out the minimum information that must be submitted with a planning application to make it 'valid'. If all the basic requirements are not submitted at the outset we cannot accept your application and it will be returned.

Appendix 2 provides detailed guidance of the basic information that is required to be submitted with a planning application in order for it to be accepted. If any of the basic information is missing we will contact you and allow you 3 working days to submit the missing information. Your application will not be processed until all of the basic information is received.

If at the end of the 3 working days the basic requirements are not met your application and fee will be returned.

The following is a summary of the types of basic information that may be required in order for your application to be processed. Please refer to Appendix 2 for detailed guidance.

Table 1: Basic Information Summary

Application Form
Ownership Certificate²
Site Location Plan
Plans and Drawings
Design and Access Statement³
Pre-Application Community Consultation Report⁴
Application Fee⁵

¹ Articles 3 to 7 (inclusive) of the Planning (General Development Procedure) Order (Northern Ireland) 2015

² Ownership Certificate is not required for Reserved Matters applications

³ Required for certain types of application - see Appendix 2 (Design and Access Statements)

⁴ Required for all applications for Major development

⁵ Subject to exemptions

Other Supporting Information (refer to Appendix 3)

In addition to the basic requirements, other supporting information may be required to fully assess your planning application. The supporting information will depend on the specific circumstances of the proposal including its use, scale and location.

The following is a summary of the types of other supporting information you may need to provide with your application. [Appendix 3](#) provides detailed guidance on what is required and when.

Table 2: Other Supporting Information Summary

Air Quality Assessment	Lighting Assessment
Archaeological Assessment	Market Testing Report
Archaeological Field Evaluation	Noise and Vibration Impact Assessment
Biodiversity Checklist	Odour Abatement Strategy
Biodiversity Survey e.g. Bat Survey, Preliminary Ecological Assessment etc.	Parking Survey
Concept Statement or Concept Masterplan	Phasing Plan
Construction Environmental Management Plan	Planning Agreement
Contaminated Land Report	Planning Statement
Contextual Design Information	Pre-Development Enquiry
Daylight, Sunlight and Overshadowing Assessment	Retail Impact Assessment
Demolition Justification Report	Sequential Survey
Drainage Assessment	Structural Survey
Economic Assessment	Topographical Survey
Evacuation Plan	Transport Assessment
Event Management Plan	Transport Assessment Form
Environmental Statement	Travel Plan
Flood Risk Assessment	Tree Survey
Heritage Impact Assessment (World Heritage Site)	Viability Appraisal
Landscape and Visual Impact Assessment	Waste Management Plan

We will adopt a proportionate approach to what supporting information we require and will only request it when it is reasonable and necessary to enable us to assess your proposed development. If any of the information contained in the above table is required and has not been submitted, we will request that you provide it within **15 working days**.

If you are unable to provide the information within the timeframe, or choose to proceed without submission of the requested information there is a risk that your application will be refused. Your planning fee will not be returned.

Pre-Application Discussions (PAD)

You can submit a Pre-Application Discussion (PAD) or speak to a duty planner to assist you with your application prior to submission. This can help identify issues at an early stage and help clarify what information is required to be submitted.

Submission of your application

You need to submit four hard copies of your application including the application form, plans and drawings and other supporting information. Please post or deliver your application to Planning Department, Causeway Coast and Glens Borough Council, Cloonavin, 66 Portstewart Road, Coleraine BT52 1EY.

Alternatively, you may submit your application by email in PDF format to planning@causewaycoastandglens.gov.uk . Each file should be no more than 10MB in size. One hard copy of your application including plans, drawings and supporting information must also be submitted. Please refer to guidance on submitting your application by email available via the following link

<https://www.causewaycoastandglens.gov.uk/live/planning/development-management/applying-for-planning-permission>

Further Advice

If you require further advice on how information to be submitted with your planning application please email planning@causewaycoastandglens.gov.uk with details of your enquiry, name, address and contact telephone number or telephone 028 7034 7100.

Information Checklist

To be completed by the applicant/agent and submitted alongside the application

Basic requirements (must be completed for all applications)		Please circle whichever of the following applies:		OFFICIAL USE ONLY
1	Completed application form	Yes	n/a	
2	Ownership certificate	Yes	n/a	
3	Location Plan (Scale of 1:1250 or 1:2500)	Yes	n/a	
4	Plans and Drawings; to include:	Yes	n/a	
	- Block Plan 1:200 or 1:500	Yes	n/a	
	- Existing and Proposed Elevation 1:50 or 1:100	Yes	n/a	
	- Floor plans 1:50 or 1:100	Yes	n/a	
	- Roof plan 1:50 or 1:100	Yes	n/a	
	- Spot levels	Yes	n/a	
	- Sections on sloping land and adjacent land	Yes	n/a	
	- Demolition plans (If LBC/ DCA)	Yes	n/a	
5	Design & Access Statement ¹	Yes	n/a	
6	Pre-application Community Consultation Report (Major applications only)	Yes	n/a	
7	Fee	Yes	n/a	

OFFICIAL USE ONLY		
Basic requirements met? (valid)	Yes	No
Other supporting information met?	Yes	No

¹ A Design & Access Statement is required for the following applications:

- Major development
- Listed Building Consent
- Proposals of ≥1 dwelling house or ≥ 100sqm where the site falls within any of the following areas:
 - Conservation Area
 - Area of Outstanding Natural Beauty
 - World Heritage Site
 - Area of Townscape Character

Other supporting information (must be completed in all cases except applications for Advertisement Consent)		Please circle whichever of the following applies:		OFFICIAL USE ONLY
1	Air Quality Impact Assessment	Yes	n/a	
2	Archaeological Assessment	Yes	n/a	
3	Archaeological Field Evaluation	Yes	n/a	
4	Biodiversity Checklist	Yes	n/a	
5	Biodiversity Survey e.g. Preliminary Ecological Assessment	Yes	n/a	
6	Concept Statement or Concept Masterplan	Yes	n/a	
7	Construction Environmental Management Plan	Yes	n/a	
8	Contaminated Land Report	Yes	n/a	
9	Contextual Design Information	Yes	n/a	
10	Daylight, Sunlight and Overshadowing Assessment	Yes	n/a	
11	Demolition Justification Report	Yes	n/a	
12	Drainage Assessment	Yes	n/a	
13	Economic Statement	Yes	n/a	
14	Event Management Plan	Yes	n/a	
15	Environmental Statement	Yes	n/a	
16	Flood Risk Assessment	Yes	n/a	
17	Heritage Impact Assessment	Yes	n/a	
18	Landscape and Visual Impact Assessment	Yes	n/a	
19	Lighting Assessment	Yes	n/a	
20	Market Testing Report	Yes	n/a	
21	Noise and Vibration Impact Assessment	Yes	n/a	
22	Odour Abatement System (flue and ventilation details)	Yes	n/a	
23	Parking Survey	Yes	n/a	
24	Phasing Plan	Yes	n/a	
25	Planning Agreement	Yes	n/a	
26	Planning Statement	Yes	n/a	
27	Pre-Development Enquiry Response	Yes	n/a	
28	Retail Impact Assessment	Yes	n/a	
29	Sequential Test	Yes	n/a	
30	Topographical Survey	Yes	n/a	
31	Transport Assessment	Yes	n/a	

32	Transport Assessment Form	Yes	n/a	
33	Travel Plan	Yes	n/a	
34	Tree Survey	Yes	n/a	
35	Viability Appraisal	Yes	n/a	
36	Waste Management Plan	Yes	n/a	

Basic requirements

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 https://www.causewaycoastandglens.gov.uk/live/planning/development-management/planning-forms
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 https://www.causewaycoastandglens.gov.uk/live/planning/development-management/planning-forms
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"> • 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 to include visibility splays where appropriate • 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)
<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"> • 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

<ul style="list-style-type: none"> • Applications for change of use only (where no external changes proposed) 	<ul style="list-style-type: none"> • 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 <u>and</u> 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 <u>and</u> proposed roof plans • Label as a roof plan • We recommend a scale of 1:50 or 1:100
<p>Block Plan A technical drawing that shows the layout of the site</p> <p>When is it needed?</p> <p>All applications that propose new development or demolition.</p>	<ul style="list-style-type: none"> • Provide both existing and proposed block plans • Label existing block plan and proposed block plan • Make sure the block plans matches the footprint of existing and proposed development within the site • We recommend a scale of 1:200 or 1:500
<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 <u>and</u> 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 • We recommend a scale of 1:200 or 1:500
<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. 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?</p> <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:</p> <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: https://www.infrastructure-ni.gov.uk/publications/development-management-practice-notes</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?</p> <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 <p>To comply with Sections 40(3) and 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>

6. Pre-application Community Consultation Report	
Requirement	Advice
<p>All Major Planning Applications</p> <p>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 "Proposal for Application Notice" (PAN)</p> <p>When is it needed?</p> <ul style="list-style-type: none"> All applications for Major development <p>Why is it needed?</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;

<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 	<ul style="list-style-type: none"> ✓ 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. <ul style="list-style-type: none"> • Further guidance can be found in <i>Development Management Practice Note 10</i>, at the following link: https://www.infrastructure-ni.gov.uk/articles/planning-fees-and-forms
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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 permission • approval of reserved matters • removal or variation of condition • advertisement consent • hazardous substance consent • certificate 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 conditions • works to a tree covered by a Tree Preservation Order or within a Conservation Area • determine whether Listed Building Consent is required • Listed Building Consent • demolish a building with an Area of Townscape Character • determine whether Conservation Area Consent is required • Conservation Area Consent • Non-Material Change to a planning permission • Modify 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 person • Works for the purpose of providing means of access for disabled persons to or within a public building or premises • Change of use whereby planning permission would not normally be required were it not for a restrictive planning condition • 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: <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 	<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 2 • For Categories 6, 8 and 9, the fee shall be whichever is the highest category in Schedule 2 • 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) • Where the fee is based on gross floor space, the external measurement of floor space is used, include the thickness of walls • EIA development – an additional £10,632 is payable where the proposal is for EIA development and an environmental statement is required • Further guidance can be found at the following link: https://www.causewaycoastandglens.gov.uk/live/planning/development-management/planning-fees

<p>and to be used wholly or mainly for the carrying out of its objects</p> <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 and subsequent amendments;• To support the Council's administrative costs for dealing with the application	
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Basic Requirements (by Application Type)

The following table indicates basic information requirements according to type of application

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)

Other supporting information

<p>1. Air Quality Impact Assessment (AQIA)</p> <p>Policy SPPS Para. 4.11- 4.12</p>	<p>AQIA is a process for determining the significance of the impact of new development on ambient air quality, or determining the significance of the impact of local ambient air quality on new development. These impacts need to be quantified and evaluated in the context of existing air quality, air quality objectives or limits.</p> <p>When is it required? An AQIA may be required if a proposed development:</p> <ul style="list-style-type: none"> - is to be located in an existing area of poor air quality such as in the case of a residential development; - will cause a significant increase in road traffic flows or changes the proximity to receptors, e.g. car parks, realigned roads, junctions etc; - introduces one or more substantial combustion processes, e.g. centralised boilers, CHP plant or biomass, where there is a risk of impact at relevant receptors; - gives rise to potentially unacceptable air pollution impacts (such as dust) at nearby sensitive locations e.g. livestock installations, during demolition or construction processes. <p>Guidance In determining whether new development requires an AQIA, we will refer to best practice guidance such as Environmental Protection UK and the Institute of Air Quality Management, Land-use Planning & Development Control: Planning For Air Quality (January 2017) and https://www.daera-ni.gov.uk/articles/development-may-have-effect-air-quality</p> <p>Where an AQIA is required, it should be undertaken with reference to the Government's local air quality management technical guidance (LAQM.TG (16)) and associated air quality screening and assessment tools. The AQIA may take the form of either a simple or detailed assessment but it must be sufficient to determine the significance of air quality impacts.</p> <p>Where the AQIA predicts that new development may give rise to, or experience a significant air quality impact, the assessment should set out the measures to avoid, reduce and, where appropriate, offset the impact.</p> <p>All information about current pollution levels, Air Quality Management Areas (AQMAs) and the Council's air quality reports can be found at: www.airqualityni.co.uk</p>
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<p>2. Archaeological Assessment</p> <p>Policy SPPS PPS 6</p>	<p>An archaeological assessment normally entails a desk based study, by a qualified archaeologist, of existing information including records of previous discoveries, historic maps or geophysical surveys.</p> <p>When is it required? Policy BH3 of PPS 6 Planning, Archaeology and the Built Heritage requires developers to provide an archaeological assessment where the impact of a development proposal on important archaeological remains is unclear, or the relative importance of such remains is uncertain.</p> <p>Guidance Prospective developers need to take into account archaeological considerations and should deal with them from the beginning of the development management process. The needs of archaeology and development can often be reconciled, and potential conflict avoided or much reduced, if applicants discuss their proposals early. The first step is for applicants to consult the Department for Communities' Historic environment map viewer for known archaeological sites and monuments. Further advice on archaeological requirements can be found on the Department for Communities' website and its Historic Environment Division.</p>
<p>3. Archaeological Field Evaluation</p> <p>Policy SPPS PPS 6</p>	<p>An archaeological field evaluation involves ground surveys and limited and targeted licensed excavation which is quite distinct from full archaeological excavation. Evaluations of this kind help to define the importance, character and extent of the archaeological remains that may exist in the area of a proposed development, and thus indicate the weight which should be attached to their preservation. They may also provide information useful for identifying potential options for minimising or avoiding damage.</p> <p>When is it required? Policy BH 3 of PPS6 Planning, Archaeology and the Built Heritage requires developers to provide an archaeological field evaluation where the impact of a development proposal on important archaeological remains is unclear, or the relative importance of such remains is uncertain.</p> <p>Guidance Prospective developers need to take into account archaeological considerations and should deal with them from the beginning of the development management process. The needs of archaeology and development can often be reconciled, and potential conflict avoided or much reduced, if applicants discuss their proposals early. The first step is for applicants to consult the Department for Communities' Historic environment map viewer for known archaeological sites and monuments. Further advice on archaeological requirements can be found on the Department for Communities' website and its Historic Environment Division.</p>
<p>4. Biodiversity Checklist</p> <p>Policy SPPS Par. 6.168-198 PPS 2</p>	<p>The Biodiversity Checklist is a 'step by step' tool which should be used by applicants 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.</p> <p>When is it required? The Biodiversity Checklist should be used for all applications where another biodiversity or ecological survey has not already been completed.</p> <p>Guidance The Biodiversity Checklist can be found on the Department of Agriculture, Environment and Rural Affairs website. The Department also provides standing advice on the development of land that may affect natural heritage assets</p> <p>In establishing whether a biodiversity survey is needed, the applicant or agent is advised to seek independent advice from an ecologist or suitably qualified person.</p>

<p>5. Biodiversity Survey</p> <p>Policy SPPS Par. 6.168-198 PPS 2</p>	<p>A Biodiversity Survey (or ecological or wildlife survey) assesses the specific impacts of development proposals on natural heritage, including designated sites and priority habitats; and protected and priority species.</p> <p>When is it required? A Biodiversity Survey is required where:</p> <ul style="list-style-type: none"> - the need for a survey is identified as part of the completion of the Biodiversity Checklist (see above) - the proposal would impact or have the potential to impact on natural heritage, including designated sites and priority habitats; or protected and priority species. <p>Guidance Standing advice on the development of land that may affect natural heritage assets can be found on the Department of Agriculture, Environment and Rural Affairs website</p> <p>In establishing whether a biodiversity survey is needed, the applicant or agent is advised to seek independent advice from an ecologist or suitably qualified person.</p>
<p>6. Concept Statement or Concept Masterplan</p> <p>Policy PPS 7 QD2</p>	<p>A Design Concept Statement demonstrates how a proposed residential scheme has taken account of the main features of the site and its context and how it will meet the criteria set out in Policy QD1, thereby contributing to the promotion of a quality residential environment.</p> <p>Where a Concept Masterplan is required, this will need to indicate in graphic form a scheme for the comprehensive development of the whole area, and include a written statement, detailed appraisals, sketches, plans and other illustrative materials to address all of the relevant matters set out in this Statement and its associated supplementary planning guidance. The Concept Masterplan should also clearly demonstrate how it is intended to implement the scheme.</p> <p>A Design Concept Statement demonstrates how a proposed residential scheme has taken account of the main features of the site and its context and how it will meet the criteria set out in Policy QD1, thereby contributing to the promotion of a quality residential environment.</p> <p>Where a Concept Masterplan is required, this will need to indicate in graphic form a scheme for the comprehensive development of the whole area, and include a written statement, detailed appraisals, sketches, plans and other illustrative materials to address all of the relevant matters set out in this Statement and its associated supplementary planning guidance. The Concept Masterplan should also clearly demonstrate how it is intended to implement the scheme.</p> <p>When is it required? A Design Concept Statement is required to support:</p> <ul style="list-style-type: none"> - all applications for residential development <p>A Concept Master Plan will be required for planning applications involving:</p> <ul style="list-style-type: none"> - 300 dwellings or more; or - the development, in part or full, of sites of 15 hectares or more zoned for housing in development plans; or - housing development on any other site of 15 hectares or more. <p>In the case of proposals for the partial development of a site zoned for housing the Concept Master Plan will be expected to demonstrate how the comprehensive planning of the entire zoned area is to be undertaken.</p> <p>Guidance The Design Concept Statement should outline in writing the overall design concept and objectives for the site and include an indicative concept plan, based on the appraisal of the site and its context. The amount of information and level of detail required will depend on the nature, scale and location of the proposed development. Where necessary the Statement should also address any local design considerations identified in Development Plans or Supplementary</p>

	<p>Planning Guidance and provide information on any improvements to infrastructure required to facilitate the proposed development.</p> <p>For a large scheme or a site in a sensitive location, such as a Conservation Area, Area of Townscape Character or Area of Outstanding Natural Beauty, the type of information and detail required for the Design Concept Statement will include some or all of the detail highlighted at Para 4.46 of PPS 7.</p> <p>For small housing schemes outside sensitive locations, involving the development of a site of up to 0.25 of a hectare or 5 dwellings or less, a short written statement and a diagrammatic layout will generally suffice.</p> <p>Further guidance is contained within Policy QD 2 of PPS 7 Quality Residential Development.</p>
<p>7. Construction Environmental Management Plan (CEMP)</p> <p>Policy SPPS Para. 4.11- 4.12 PPS2</p>	<p>A Construction Environmental Management Plan is a plan developed to avoid, minimise or mitigate any construction effects on the environment.</p> <p>When is it required? A Construction Management Plan is required to support applications for Major development in sensitive coastal and harbour areas, within or in close proximity to protected designated sites such as Special Protection Areas (SPA), RAMSAR sites and Areas of Special Scientific Interest (ASSI).</p> <p>Guidance The Construction Management Plan should generally include:</p> <ul style="list-style-type: none"> - details of all proposed excavations and construction; - details of all areas to be used for the storage of substrate/spoil including a suitable buffer between location for storage of excavated spoil and construction materials and any watercourses or surface drain present on site or adjacent to site; - details of the pollution prevention measures to be employed during construction and operation; - detailed drawing plans, demonstrating a suitable buffer between locations for refueling, storage of oil/fuel, concrete mixing and washing areas and any watercourses or surface drain present on site or adjacent to the site; and - a proposed storm drainage plan designed to the principles of Sustainable Drainage Systems (SuDS) in order to minimise the polluting effects of storm water on waterways. Construction of SuDS should comply with the design and construction standards as set out in The SuDS Manual - Construction Industry Research and Information Association (CIRIA) Report C753 (2015). <p>Guidance on the content of Construction Environmental Management Plans is available on the Department for Agriculture, Environment and Rural Affairs website.</p>
<p>8. Contaminated Land Report</p> <p>Policy SPPS</p>	<p>A Contamination Land Report assesses the suitability of contaminated land for new development. It sets out the nature of contaminants, the level of risk to future occupants, users of land or environment, and mitigation measures to reduce any risks to an acceptable level.</p> <p>When is it required? A Contaminated Land Report is required whenever new development is to be located on, or adjacent to land, where the presence of natural sources or historical uses of the land may have given rise to land contamination. Brownfield land may encompass vacant or derelict lands, infill sites, land occupied by redundant or underused buildings or a piece of industrial or commercial property that is abandoned or underused. Such land is often contaminated and applications for its redevelopment will normally need to be accompanied by a Contaminated Land Report.</p> <p>Examples of potentially contaminated land include:</p> <ul style="list-style-type: none"> - former industrial land - petrol filling stations - commercial premises

	<ul style="list-style-type: none"> - residential estates - land fill sites <p>Guidance Contaminated land may present a risk to a range of receptors including humans, ecosystems, water quality and property.</p> <p>Land contamination reports should be completed in accordance with the risk-based framework established via the Environment Agency publication, '<u>Model Procedures for the Management of Land Contamination. Contaminated Land Report 11</u>'. This should include a <i>preliminary risk assessment</i> followed, where necessary, by a generic or detailed <i>quantitative risk assessment</i>, a <i>remediation strategy</i> and <i>verification</i>. Risk assessments, remediation and verification should be undertaken having regard to relevant British Standards and industry best practice.</p> <p>The Northern Ireland Environment Agency (NIEA) Land Use Database contains a record of approximately 14,000 sites across Northern Ireland that have had previous industrial land use(s). This database is available via the Land & Property Services at: Spatial NI Geoportal</p>
<p>9. Contextual Design Information</p> <p>Policy SPPS Para. 4.23-4.40 PPS 6 PPS 7</p>	<p>Contextual Design Information is visual material, such as a drawing or Computer Generated Image, which accurately reflects the proposal in its immediate and local context, usually the existing street scene into which the development is to be placed. Planning policy requires careful consideration of the local context, urban character, the needs of residents and the local economy. New development should bring about an improvement of the area and sit comfortably within the area in which it is proposed.</p> <p>When is it required? Contextual Design Information will be required for:</p> <ul style="list-style-type: none"> - applications for Major development; - proposals that impact on heritage assets including Listed Buildings, historic monuments/gardens, Conservation Areas and Areas of Townscape Character; or - proposals that may significantly impact on the street-scene or townscape. <p>Guidance The type of Contextual Design Information that is required will depend on the nature of the proposals, its location, scale and the expected impacts.</p> <p>Design and the impact of proposals on the urban and rural environment are very important planning considerations. Contextual Design Information demonstrates how a proposal is placed within the established area and accordingly how it fits into its visual context and may include:</p> <ul style="list-style-type: none"> - extended scaled elevations, both existing and proposed, which illustrate the existing context and how the proposal responds to this context in relation to neighbouring buildings and the wider street scene; - photomontages showing existing and proposed key views; - axonometric drawings; and - 3D modelling <p>Specific requirements can be discussed as part of a Pre-Application Discussion.</p>
<p>10. Daylight, Sunlight and Overshadowing Assessment</p> <p>Policy SPPS Para. 4.23-4.40 PPS 6 PPS 7</p>	<p>A Daylight, Sunlight and Overshadowing Assessment is used to assess the impact of new development on existing surrounding properties and open spaces in terms of daylight and sunlight, as well as the performance of the development for future occupants. New development should maximize sunlight and daylight, both within the new development and to neighbouring properties. Development should seek to minimize overshadowing or blocking of light to adjoining properties.</p> <p>When is it required? An assessment will be required in support of all applications involving:</p> <ul style="list-style-type: none"> - buildings exceeding four storeys in height where adjoining other developed land or public open spaces;

	<ul style="list-style-type: none"> - where proposed buildings or extensions could lead to overshadowing of adjacent or other proposed buildings or spaces within the same development site; or - where the proposed development would itself be subject to significant shading from adjoining buildings or trees. <p>Guidance To assess the impact of proposals on adjoining properties, including associated gardens or amenity space in respect of loss of daylight and sunlight, it is recommended that a “daylight, vertical sky component, sunlight availability and shadow study” is undertaken and assessed against the criteria set out in: <i>Building Research Establishment Site Layout Planning for Sunlight and Daylight: A Guide to Good Practice</i> (2011) and the British Standard BS8206-2:2008 Lighting for buildings – Part 2: Code of Practice for Daylighting.</p> <p>The information included in the assessment should be sufficient to determine the existing and expected levels of daylight, sunlight and overshadowing on neighbouring properties and the measures that will be taken to mitigate the expected impact of the proposed development.</p>
<p>11. Demolition Justification Report</p> <p>Policy SPPS PPS 6</p>	<p>A Demolition Justification Report is a combined report which should include a condition and Structural Survey (section 27), Market Testing Report (section 19) and assessment of alternative proposals for where demolition is proposed for a building of heritage importance.</p> <p>When is it required? A Demolition Justification Report is required where the proposal involves:</p> <ul style="list-style-type: none"> - demolition of all or a significant part of a Listed Building; or - demolition of all or a significant part of a building which makes a material contribution to a Conservation Area or an Area of Townscape Character (ATC). <p>Guidance There is a presumption in favour of the retention of both Listed Buildings, and buildings within Conservation Areas and ATCs that make a material contribution to those areas. Policy BH 10 of PPS 6 relates to proposals to demolish, either whole or part, these buildings.</p> <p>Where demolition is proposed, the application will need to address the following:</p> <ul style="list-style-type: none"> - the condition of the building, the cost of repairing and maintaining it in relation to its importance and to the value derived from its continued use; - the adequacy of efforts made to retain the building in use; and - the merits of alternative proposals for the site. <p>Further explanation is provided by Policy BH 10, of <u>PPS 6 Planning, Archaeology, and the Built Heritage</u>. The Demolition Justification Report should also refer to the general criteria set out at Para 6.5 of PPS 6. Guidance on whether a building makes a material contribution to a Conservation Area or an Area of Townscape Character can be provided through the Pre-Application Discussion process.</p>

<p>12. Drainage Assessment</p> <p>Policy SPPS PPS 15 FLD 3</p>	<p>A Drainage Assessment (or drainage impact assessment) sets out the drainage issues relevant to new development and the measures to provide the appropriate standard of drainage. The detail of the assessment will be proportionate to the nature of the proposal.</p> <p>When is it required? A Drainage Assessment is required where the thresholds set out in Policy FLD 3 of PPS15: Planning and Flood Risk are met or exceeded:</p> <ul style="list-style-type: none"> - new residential development comprising 10 or more residential units; or - a development site in excess of 1 hectare; or <p>change of use involving new buildings and/or hardstanding surface exceeding 1,000 sqm in area A Drainage Assessment will also be required for any development proposal, except for minor development, where:</p> <ul style="list-style-type: none"> - the proposed development is located in an area where there is evidence of a history of surface water flooding; or - surface water run-off from the development may adversely impact upon other development or features of importance to nature conservation, archaeology or the built heritage. <p>Guidance Further guidance is provided in Annex D of <u>PPS 15 Planning and Flood Risk</u>.</p>
<p>13. Economic Statement</p> <p>Policy SPPS PPS 4</p>	<p>An Economic Statement sets out the economic effects of new development on the area, whether specific to the neighbourhood in which the proposal would be located, borough-wide or region.</p> <p>When is it required? An Economic Statement is where:</p> <ul style="list-style-type: none"> - the proposal is for Major development for commercial uses such as offices, light industry, general industry, warehousing, retail and leisure - the proposal would result in the loss of employment land, having regard to Policy PED7 of <u>PPS 4 Planning and Economic Development</u> <p>Guidance An Economic Statement should include:</p> <ul style="list-style-type: none"> - the number and type of jobs to be created both during the construction phase and on occupation, specifying whether the jobs are part time or full time; - whether the proposal is speculative or if there is a specific end user; - the timeframe for delivery of the development; - any wider benefits of the proposal to the economy.
<p>14. Event Management Plan</p> <p>Policy SPPS PPS 3</p>	<p>An Event Management Plan sets out proposal to minimise the transportation impacts of any events that would be held as a result of new development.</p> <p>When is it required? An Event Management Plan will be required for commercial, recreational and community proposals which will involve the hosting of events that generate significant large numbers of attendees.</p> <p>Guidance An Event Management Plan should be submitted for events that could result in significant travel disruption. The measures should consider the types of trips, in all modes, likely to visit the site, to ensure they can arrive, park if necessary and depart without causing a traffic safety hazard or disruption to other traffic on the network.</p> <p>Where disruption to the network is anticipated, the Event Management Plan should propose measures that are co-ordinated with PSNI, Department for Infrastructure Roads, and the local community as necessary, to mitigate these impacts. It should consider measures to encourage</p>

	sustainable travel, such as public transport, the use of coaches and off-site park and ride and shuttle bus facilities.
<p>15. Environmental Statement (EIA)</p>	<p>An Environmental Statement is a legislative requirement for applications for certain types of development. It sets out the likely significant effects of new development on the environment, whether positive or negative, and can relate to environmental, social and economic impacts.</p> <p>When is it required?</p> <p>Under the <u>Environmental Impact Assessment Regulations 2017</u>, certain types of application need to be accompanied by an Environmental Statement. An Environmental Statement is required where:</p> <ul style="list-style-type: none"> - the development proposal falls under Schedule 1 of the Regulations; or - the development proposal falls under Schedule 2 of the Regulations and the Council gives a screening opinion that an Environmental Statement is required. <p>Guidance</p> <p>The purpose of an Environmental Statement is to assess the environmental, social and economic effects of development. Where an Environmental Statement is needed, the Council cannot process the planning application without it. The planning application process will be subject to extended consultation in line with the Regulations.</p> <p>The requirement for an Environmental Statement can be discussed as part of the Pre-Application Discussion process. If the development proposal falls under Schedule 2 of the Regulations, the applicant is strongly advised to submit a formal request to the Council for a screening opinion prior to making the planning application.</p> <p>Applications accompanied by an Environmental Statement are subject to an additional <u>planning fee</u>.</p>
<p>16. Flood Risk Assessment</p> <p>Policy PPS 15 FLD 1</p>	<p>A Flood Risk Assessment assesses the statistical probability of a flood event occurring combined with the scale of the potential consequences of that event, and sets out measures to manage and mitigate flood risk on new development.</p> <p>When is it required?</p> <p>Policy FLD 1 of <u>PPS 15 Planning and Flood Risk</u> sets out the circumstances when a Flood Risk Assessment is required. This includes new development:</p> <ul style="list-style-type: none"> - within the 1 in 100 year fluvial flood plain or - the 1 in 200 year coastal flood plain where the principle of development is accepted by the Council through the proposal meeting the 'Exceptions Test'. <p>If you consider your application should be deemed as an Exception please set out your evidence as part of your Planning Statement (see section 24). DFI Rivers Agency will only seek to assess a FRA where the Council has deemed the site to be an exception to FLD1 and PPS 15 and set out its reason for this.</p> <p>Guidance</p> <p>A Flood Risk Assessment must demonstrate that:</p> <ul style="list-style-type: none"> - all sources of flood risk to and from the proposed development have been identified; and - there are adequate measures to manage and mitigate any increase in flood risk arising from the development. <p>Flood Maps can be viewed on the <u>Department for Infrastructure website</u>.</p>
<p>17. Heritage Impact Assessment</p>	<p>A Heritage Impact Assessment is the process of evaluating the effects of a proposal on the Outstanding Universal Value (OUV) or integrity of the setting of the Giant's Causeway World Heritage Site (WHS). This should be the first step taken to inform development, identifying the</p>

<p>SPPS PPS6</p>	<p>suitability of the site to accommodate development while avoiding harm to the WHS, its OUV, and setting, and any potential mitigation measures.</p> <p>When is it required? A Heritage Impact Assessment is required for:</p> <ul style="list-style-type: none"> - all applications for major or local development within 4km of the Giant’s Causeway World Heritage Site which are likely to have a significant effect on: <ul style="list-style-type: none"> (i) the OUV of the site, (ii) the critical views of and from the site, (iii) the access and public approaches to the site; and (iv) the understanding and enjoyment of the site by visitors. <p>Guidance A Heritage Impact Assessment considers the impact of new development on the Outstanding Universal Values and integrity of the setting of the World Heritage Site. Understanding the potential impacts of development, including assessment of cumulative impacts, determines the sensitivity of the WHS to accommodate development. The level of detail required will depend on the nature of the proposed development and magnitude of any impacts.</p> <p>In accordance with ICOMOS Guidance, the Heritage Impact Assessment should clearly set out:</p> <ul style="list-style-type: none"> - A Summary of the Giant’s Causeway WHS OUV, authenticity and integrity, making reference to the Statement of OUV and Attributes of OUV; - A description and evaluation of range of impacts arising from the development or other proposal for change (beneficial and adverse) on the site’s OUV, integrity and authenticity; - An assessment of any risk posed to the retention of OUV and the likelihood that the property may be in potential or actual danger; - A statement of heritage benefits which may arise from proposals which may better reveal or enhance the OUV of the World Heritage Site and its setting, including better understanding and awareness-raising; - A Statement of how harmful impact has been mitigated or avoided.
<p>18. Landscape and Visual Impact Assessment (LVIA)</p> <p>Policy SPPS PPS 2 PPS 6 PPS 6a PPS 7 PPS 21</p>	<p>A Landscape and Visual Impact Assessment is the process of evaluating the effects of a proposal on views and on the landscape itself. There is an important distinction between visual effects (the human view or perception) and the landscape effects (which occur whether or not anyone can see them).</p> <p>When is it required? A Landscape and Visual Impact Assessment is required for:</p> <ul style="list-style-type: none"> - all development proposals for tall buildings of a height of 35 metres or more; - all applications for Major or Local development within a Conservation Area or Area of Townscape Character, the setting of a Listed Building, or within a locality where the proposal will introduce an increase to the predominant scale and mass; - proposals in the countryside which are likely to have a significant visual impact within the landscape, and for any Major applications within or affecting the setting of an Area of Outstanding Natural Beauty; - proposals for wind turbines where their overall height would exceed 15 metres and where Environmental Impact Assessment is required. <p>Guidance A Landscape and Visual Impact Assessment considers the impact of new development in the landscape. Understanding the character quality and value of the landscape determines the sensitivity of that landscape to accommodate change through development.</p> <p>The two components of a Landscape and Visual Impact Assessment are:</p> <ul style="list-style-type: none"> - <i>landscape effects assessment</i> – deals with changes to landscape as a resource, and - <i>visual effects assessment</i> – concerned with how the surroundings of individuals or groups of people may be specifically affected by change in the landscape.

	<p>The Landscape and Visual Impact Assessment should clearly demonstrate an understanding of the difference between them. The sensitivity of receptors (people) to changes in view is dependent upon the activity, location and nature of the view experienced. People engaged in outdoor sports or occupiers of commercial buildings are considered to be of low sensitivity, with road users, footpath users and views from upper storeys of residential properties of medium sensitivity. Residents experiencing views from principal rooms and people visiting well-known beauty spots are considered of high sensitivity to change.</p> <p>A Zone of Visual Influence map (ZVI) or Critical View analysis should also be included.</p> <p>Further information can be obtained from the <u>Guidelines for Landscape and Visual Impact Assessment</u> published jointly by the Landscape Institute and the Institute of Environmental Assessment in 2013.</p>
<p>19. Lighting Assessment</p> <p>Policy SPPS</p>	<p>A Lighting Assessment explains how proposals that include largescale external lighting will impact on visual amenity of the area, and the living conditions of local people.</p> <p>When is it required? A Lighting Assessment is required for:</p> <ul style="list-style-type: none"> - proposals involving largescale artificial lighting (such as floodlighting of sports pitches); or - proposals for sensitive receptors close to a largescale existing artificial light source. <p>Guidance A Lighting Assessment should include the following as a minimum:</p> <ul style="list-style-type: none"> - details of the external lighting, including a layout plan with beam orientation and a schedule of the equipment in the design; - proposed hours of operation of the lighting; - a vertical lux contour plan at appropriate façade height at sensitive premises; - identification of the appropriate environmental zone as outlined in the relevant Institute of Lighting Professionals guidance document: Details of any directional hoods or other forms of mitigation; - the design and layout details of the proposal should demonstrate that any existing light sources will have no negative impact on habitable rooms. <p>Detailed guidance on conducting an artificial lighting assessment can be found in the ILP ‘Guidance on Undertaking Environmental Lighting Impact Assessments’</p> <p>Useful guidance is provided by the Institute of Lighting Professionals’ publication: <u>Guidance for the reduction of obtrusive light</u></p> <p>Further guidance is provided by <u>Sport England – Outdoor Sports Lighting Briefing Note</u></p>

<p>20. Market Testing Report</p> <p>Policy SPPS PPS 4 PPS 6</p>	<p>A Market Testing Report demonstrates whether or not the existing use of a building or land is viable or likely to be viable in the context of market testing.</p> <p>When is it required? A Market Testing Report is required where the applicant seeks to demonstrate that the current use of a building or land is no longer viable or is unlikely to be viable, and believes that this is an important material consideration when the planning application is assessed.</p> <p>For example, a Market Testing Report may be used where the proposal would result in the loss of employment land having regard to Policy PED7(e) of PPS4 Planning and Economic Development.</p> <p>It should also be used in the context of a proposal for complete or partial demolition of a Listed Building or an un-listed building in that makes a material contribution to a Conservation Area, having regard to Policies BH10 and BH14 of PPS6 Planning, Archaeology and the Built Heritage (see section 11, Demolition Justification Report).</p> <p>Guidance: The Council expects the building or land to be subject to rigorous marketing for a minimum period of 18-months. The Market Testing Report should include the following information:</p> <ul style="list-style-type: none"> - how the building or land was marketed – by whom, for how long, the media used for marketing, as well as frequency, terms, conditions and value/rent; - details of any interest in the building or land resulting from the marketing exercise, including viewings; - details of any offers made; and <p>explanation of why any interest was not followed up or why any offers were not accepted.</p> <p>A Market Testing Report demonstrates whether or not the existing use of a building or land is viable or likely to be viable in the context of market testing.</p> <p>When is it required? A Market Testing Report is required where the applicant seeks to demonstrate that the current use of a building or land is no longer viable or is unlikely to be viable, and believes that this is an important material consideration when the planning application is assessed.</p> <p>For example, a Market Testing Report may be used where the proposal would result in the loss of employment land having regard to Policy PED7(e) of PPS4 Planning and Economic Development.</p> <p>It should also be used in the context of a proposal for complete or partial demolition of a Listed Building or an un-listed building in that makes a material contribution to a Conservation Area, having regard to Policies BH10 and BH14 of PPS6 Planning, Archaeology and the Built Heritage (see section 11, Demolition Justification Report).</p> <p>Guidance: The Council expects the building or land to be subject to rigorous marketing for a minimum period of 18-months. The Market Testing Report should include the following information:</p> <ul style="list-style-type: none"> - how the building or land was marketed – by whom, for how long, the media used for marketing, as well as frequency, terms, conditions and value/rent; - details of any interest in the building or land resulting from the marketing exercise, including viewings; - details of any offers made; and - explanation of why any interest was not followed up or why any offers were not accepted.
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<p>21. Noise and Vibration Impact Assessment (NVIA)</p> <p>Policy SPPS</p>	<p>A Noise and Vibration Impact Assessment sets out the potential for new development to impact on its surroundings by way of noise and/or vibration. Where necessary, it will include measures to mitigate noise and vibration impacts, particularly if the site is surrounded by sensitive premises such as housing and other residential uses.</p> <p>When is it required? A Noise and Vibration Impact Assessment is required where:</p> <ul style="list-style-type: none"> - noise and/or vibration arising from the proposed development has potential to adversely impact on nearby residential property or other noise sensitive premises (e.g. schools or hospitals); or - proposed noise sensitive premises or development is likely to be exposed to adverse noise and/or vibration from an existing noise source (e.g. from road traffic/railway/ entertainment venues/sports/leisure facilities/plant noise) <p>Guidance The Noise and Vibration Impact Assessment should:</p> <ul style="list-style-type: none"> - be carried out by a competent acoustic consultant; - include an assessment of existing baseline noise conditions; - be carried out in line with current guidance and British Standards; - assess the impact on the internal amenity and, where appropriate the external amenity; - identify any intensification of use of a site and/or cumulative impacts for a major mixed-use site; - identify the necessary mitigation/design measures to ensure suitable internal and external noise targets are not exceeded. <p>Reference should be made to current guidance such as: BS4142, BS8233, WHO Guidelines for Community Noise 1999; BS6272-1 Guide to evaluation of human exposure to vibration in buildings; ProPG Guidance: Planning & Noise (2017), and IEMA Guidelines for Environmental Noise Impact Assessment.</p>
<p>22. Odour Abatement System (flue and ventilation details)</p> <p>Policy SPPS</p>	<p>An Odour Abatement System controls the level of odour emissions resulting from odour generating equipment such as a commercial kitchen, waste transfer station or industrial premises.</p> <p>When is it required? Details of an Odour Abatement System are required where:</p> <ul style="list-style-type: none"> - the proposal has potential to generate odours which could adversely impact on nearby sensitive premises e.g. from cooking operations (hot food bars, restaurants, cafes etc.); waste transfer stations; and light industrial and commercial developments that may cause odorous emissions. <p>Guidance Details of the Odour Abatement System should include:</p> <ul style="list-style-type: none"> - floor plans, positioning and design of ventilation and extraction equipment; - manufacturers details of the equipment proposed including odour abatement techniques; and - elevation drawings depicting the external location of the odour abatement system and ventilation termination points <p>A Noise Assessment may also be required (see section 20).</p> <p>Useful guidance is provided by DEFRA – <u>Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems (2005)</u> (This guidance was officially withdrawn in 2017 but remains a useful reference point)</p> <p>Further guidance is provided by IAQM – <u>Guidance on the assessment of odour for planning, dated May 2014</u></p>

<p>23. Parking Survey</p> <p>Policy SPPS PPS 3 Creating Places</p>	<p>A Parking Survey assesses the volume of vehicles parked at any one time in the vicinity of the application site, either on street or in existing car parks, and provides an indication of parking trends and any available capacity that could serve the new development.</p> <p>When is it required? A Parking Survey should be submitted when there is an identified parking need that cannot be accommodated within the application site. Typically it is used to demonstrate whether there is sufficient parking capacity on public roads or streets to accommodate the additional vehicles generated by the new development.</p> <p>Guidance The Parking Survey can form part of a Transport Assessment. It should be undertaken over a minimum of two days at appropriate times during the day and evening on both weekdays and weekends.</p> <p>Further guidance on when a Parking Survey is required and what should be included in it can be obtained from the Department for Infrastructure Roads Northern Division.</p>
<p>24. Phasing Plan</p> <p>Policy SPPS PPS 7</p>	<p>A Phasing Plan sets out the sequence in which the various parts of a larger development scheme will be brought forward. The phasing is indicated on a diagrammatic plan with supporting narrative that describes the sequencing and why it is to take place in that order.</p> <p>When is it required? Where the phasing of development of a site is critical, either from a planning or commercial perspective. This may include the sequencing of development to ensure that necessary infrastructure is put in place, such as a road, junction or a community facility.</p> <p>Guidance Where circumstances warrant, plans may specify a phased release of development land. Phasing may be necessary having regard to infrastructure requirements or the adequacy of other services, which may indicate that a particular area cannot be released for development until a particular stage in the plan period. It may also take into account any relocation of people, sale or rental of land, the property market, possible movement issues, land ownership patterns, funding availability, and relevant planning processes and legislation.</p>
<p>25. Planning Agreement (Heads of Terms)</p> <p>Policy SPPS</p>	<p>A Planning Agreement is a legally binding agreement, normally between the applicant, landowner and council, secured under Section 76 of the Planning Act (Northern Ireland) 2011. Planning Agreements are used to secure a planning obligation, such as developer contributions, where it is not possible to do so by a planning condition. The Planning Agreement must be signed and completed before the planning permission can be issued.</p> <p>Heads of Terms set out the applicant's intention to enter into a Planning Agreement as part of the planning application process and the nature of the planning obligations that it is expected to contain.</p> <p>When is it required? Heads of Terms should be provided for all applications where it is expected that a Planning Agreement will be a prerequisite to the granting of planning permission.</p> <p>Guidance The requirement for a Planning Agreement can be discussed as part of the Council's Pre-Application Discussion.</p> <p>The applicant may voluntarily submit a draft Planning Agreement with their planning application if it is expected that the planning permission, if granted, will be subject to a Planning Agreement.</p> <p>Further guidance on planning agreements is provided by Development Management Practice Note 21: Section 76 Planning Agreements</p>

<p>26. Planning Statement</p> <p>Policy SPPS All PPSs</p>	<p>A Planning Statement is a written document that explains the rationale for a proposal within the relevant planning policy context.</p> <p>When is it required? A Planning Statement is required for applications for:</p> <ul style="list-style-type: none"> - Major development; - proposals that would result in a loss of existing open space, - proposals that would result in a loss of employment land; - proposals that require the exceptional test to be applied under Policy FLD 1 of PPS 15; and - proposals that would result in the demolition or part demolition of either: <ul style="list-style-type: none"> - a Listed Building; or - an un-listed building within a Conservation Area that makes a material contribution to the character or appearance of that Conservation Area. <p>Guidance</p> <p>The Planning Statement should set out how a development proposal takes account of relevant planning policies and other material considerations. It should include:</p> <ul style="list-style-type: none"> - a description of the site and its surrounding context; - a description of the proposal and why it is needed; - relevant planning history; - summary of the relevant regional and local planning policies, including the Local Development Plan, and how those planning policies have been applied; - other relevant material considerations; - assessment of the key planning issues; - justification for the proposal if it is contrary to planning policy (e.g. loss of open space) or if an exception needs to be applied (e.g. Policy FLD1 of PPS 15); - Heads of Terms if a planning agreement is required (see section 23); and - draft planning conditions in the event that planning permission is granted.
<p>27. Pre Development Enquiry Response</p> <p>Policy SPPS PPS21</p>	<p>A Pre-Development Enquiry Response is a request to Northern Ireland Water to check the availability of existing water and sewerage infrastructure which could service the proposal and must be valid at the time of submission of the planning application.</p> <p>What is required? A Pre-Development Enquiry Response is required for all development proposing a new connection to the existing water or sewerage infrastructure.</p> <p>Guidance: A response from Northern Ireland Water, received within the last 12 months, to a pre development enquiry should be submitted with all planning applications where connection to the main water and sewerage network is required for the proposal. This will inform the applicant as to whether capacity exists within the existing water and sewerage infrastructure for the proposal and whether submission of private infrastructure will be necessary for the proposal.</p>
<p>28. Retail Impact Assessment</p> <p>Policy SPPS</p>	<p>A Retail Impact Assessment considers the impacts of proposals for retail or other main town centre uses (including cultural and community facilities, retail, leisure, entertainment and businesses) on the vitality and viability of the Town Centres, District and Local Centres.</p> <p>When is it required? A Retail Impact Assessment is required for:</p> <ul style="list-style-type: none"> - proposals for retail or other main town centre uses above a threshold of 1,000 sqm not proposed in a town centre location (i.e. primary core, district or local centre) and are not in accordance with the Local Development Plan; or - proposals for an extension to retail or other main town centre uses which would result in the overall development exceeding 1,000 sqm gross external area.

	<p>Guidance The <u>Strategic Planning Policy Statement for Northern Ireland 2015 (SPPS)</u> requires a town centre first approach for the location of future retailing and other main town centre uses. The planning system should protect and enhance diversity in the range of town centre uses appropriate to their role and function, such as leisure, cultural and community facilities, housing and business.</p> <p>A Retail Impact Assessment considers the impacts of development proposals for retailing and other main town centre uses on the vitality and viability of existing centres in the catchment including the primary retail core; district and local centres. It should include an assessment of:</p> <ul style="list-style-type: none"> - the impact of the proposal on trade and turnover for both convenience and comparison goods traders, and the impact on town centre turnover overall for all centres within the catchment of the proposal; - the impact of the proposal on existing committed and planned public and private sector investment and investor confidence in the town centre/s; - the impact of the proposals on the delivery of the planned/allocated sites and the LDP strategy; - the impact on the vitality and viability of existing centres including consideration of the local context. This should take into account existing retail mix and the diversity of other facilities and activities. - cumulative impact taking account of committed and planned development, including plan commitments within the town centre and wider area; and, - a review of local economic impacts.
<p>29. Sequential Test (main town centre uses)</p> <p>Policy SPPS</p>	<p>The Sequential Test is used by the Council to assess whether the application site for retail or a main town centre (including cultural and community facilities, retail, leisure, entertainment and businesses use) is located within, or as close as possible to the Town Centre or District Centre.</p> <p>When is it required? The Sequential Test is required for:</p> <ul style="list-style-type: none"> - all development proposals for retail or main town centre uses that are not in an existing centre and are not in accordance with an up-to-date Local Development Plan, irrespective of scale. <p>Guidance The <u>Strategic Planning Policy Statement for Northern Ireland 2015 (SPPS)</u> requires new retail development and other main town centre uses to be directed to existing centres. Where it is established that an alternative sequentially preferable site or sites exist within a proposal's whole catchment, an application which proposes development on a less sequentially preferred site should be refused.</p> <p>The Council will require applications for retail or main town centre uses to be considered in the following sequential order of preference (and consider all of the proposal's catchment):</p> <ol style="list-style-type: none"> 1. primary retail core; 2. town/district centres; 3. local centre; 4. edge of centre; and 5. out-of-centre locations, only where sites are accessible by a choice of good public transport modes. <p>The applicant should submit a written statement with their application that sets out which sequentially preferable sites (in the sequence above) they have considered for the development proposal and the reasons why those sites have been rejected.</p>

30. Topographical Survey

Policy SPPS PPS3 DCAN 15 Creating Places

A **Topographical Survey** is a plan detailing the levels and features within and adjacent to an application site, including all roadside details in the vicinity of the development proposal such as street furniture, hedges, fences, walls, trees, kerbs, gullies, signs etc. It is required to assess the differing levels within and adjacent to the site and features that may impact on road safety.

When is it required?
 A **Topographical Survey** is required for all full applications for both major and local planning applications that require assessment of a new access or alteration of an existing access onto an adopted road.

Guidance:
 A Topographical Survey details the levels of the site and the position of existing structures within and adjacent to the site. The plan should be at a maximum scale of **1:500** and be easily legible. The survey must provide spot levels throughout the site clearly detailing changes in levels and levels at the boundary with the adjacent public road and surrounding area. It must clearly annotate existing structures both within and adjacent to the application site, including within the visibility splays.

31. Transport Assessment

Policy SPPS PPS 3 PPS 13

A **Transport Assessment** is a comprehensive review of all the potential transport impacts of a proposed development or re-development, with an agreed plan to mitigate any adverse consequences.

When is it required?
 A **Transport Assessment** is required where the new development would likely have significant transport implications. Applicants should complete a **Transport Assessment Form (TAF)** to help establish if a detailed Transport Assessment is needed (see section 32). The following table provides an indicative guide as to when a Transport Assessment may be required.

Food retail - 1,000 sqm Gross Floor Area
Non-food retail - 1,000 sqm Gross Floor Area
Cinemas and conference facilities - 1,000 sqm Gross Floor Area
Leisure facilities - 1,000 sqm Gross Floor Area
Business - 2,500 sqm Gross Floor Area
Industry - 5,000 sqm Gross Floor Area
Distribution and warehousing - 10,000 sqm Gross Floor Area
Hospitals - 2,500 sqm Gross Floor Area
Higher and further education 2,500 sqm Gross Floor Area
Stadia - 1,500 seats
Housing – 100 units

Guidance
 A **Transport Assessment** is a comprehensive review of all the potential transport impacts of a proposed development, with an agreed plan to mitigate any adverse consequences. The coverage and detail of the Transport Assessment should reflect the scale and the likely extent of transport impacts of the proposed development. Developers need to consider a wide range of options to deal with the transport impacts of a development rather than simply increasing highway capacity to meet demand. Such measures may include the preparation of a **Travel Plan** (see section 33), travel cards, financial incentives to encourage alternatives to private car use, infrastructure improvements to make walking and cycling more attractive or public transport service improvements.

Further guidance on Transport Assessments is provided by the Department for Infrastructure's publication, <https://www.infrastructure-ni.gov.uk/articles/network-planning>

<p>32. Transport Assessment Form</p> <p>Policy SPPS PPS 3 PPS 13</p>	<p>A Transport Assessment Form is a tool that applicants can use to screen out those applications where no further information on the transport impacts of the proposal is required.</p> <p>When is it required? A Transport Assessment Form (TAF) should be submitted for the following types of proposal:</p> <ul style="list-style-type: none"> - residential comprising 25 or more units - non-residential with a gross floor area of 500 sqm or more - likely to generate 30 or more vehicle movements per hour - likely to generate 10 or more freight movements per day or 5 in any given hour <p>Guidance Further advice can be found on the https://www.infrastructure-ni.gov.uk/articles/network-planning</p>
<p>33. Travel Plan</p> <p>Policy SPPS PPS 3 PPS 13</p>	<p>A Travel Plan is a means of mitigating the transportation impacts of new development through long-term management measures to promote sustainable travel.</p> <p>When is it required? The requirement for a Travel Plan will be informed by a Transport Assessment (see section 31).</p> <p>Guidance A Travel Plan is intended to influence the way people travel to / from new development by encouraging more walking, cycling and public transport use. The transport measures contained in a Travel Plan should address the scale and the anticipated transport impacts of the proposed development and be tailored to the development proposal. Travel Plans that provide a range of coordinated transport measures will be more effective in changing travel behaviour. A Travel Plan can help mitigate the transport and parking impacts associated with proposed developments.</p> <p>Further guidance on when a Travel Plan and what it should include can be obtained from the Department for Infrastructure Roads Northern Division.</p>
<p>34. Tree Survey</p> <p>Policy SPPS PPS 2 PPS 7 Creating Places</p>	<p>A Tree Survey (or arboricultural survey) assesses the impact of new development on any existing trees that are likely to be affected by the proposal, whether they are within the site or adjacent to it. The Tree Survey will assess the health and condition of the affected and assess their amenity value to the character and appearance of the area. The survey should also set out measures to protect the trees during construction.</p> <p>When is it required? Where the new development has the potential to impact on existing trees on or adjacent to the site (including street trees).</p> <p>Guidance Applicants will need to satisfy the Council that new development will not have an adverse impact on important trees within or adjacent the site, and that a high quality and ecologically friendly landscaping scheme can be provided as part of the scheme.</p> <p>A Tree Survey should be carried out in accordance with BS5837:2012 <i>Trees in relation to design, demolition and construction – recommendations</i> (or any subsequent replacement BS) and should be prepared by a suitably qualified and experienced arboriculturalist.</p> <p>The Tree Survey should include as a minimum:</p> <ul style="list-style-type: none"> - a plan showing existing trees on or adjacent to the site; - an evaluation of the health, condition and amenity value of the trees affected by the proposal - a proposed layout showing retained trees and Root Protection Areas (RPAs); - a plan showing new tree planting; - Arboricultural Implications Assessment; - existing and proposed finished levels; - Tree Protection Plan; - Arboricultural Method Statement (where applicable), including details for all special engineering within the Root Protection Area (as determined by the Arboricultural Implications Assessment); and - the position of existing and proposed services.

<p>35. Viability Appraisal</p> <p>Policy SPPS PPS 6 Draft Developer Contributions Framework</p>	<p>A Viability Appraisal assesses whether a development proposal is financially viable. Therefore, that after taking account of all costs, the scheme provides a competitive return to the developer to ensure that development takes pace and generates a land value sufficient to persuade a land owner to sell the land for the development proposed. If these conditions are not met, a scheme will not be delivered.</p> <p>When is it required? A Viability Appraisal will be required in the following circumstances:</p> <ul style="list-style-type: none"> - where the applicant believes that the requirement for developer contributions to mitigate or manage the impacts of the proposal would make the scheme unviable; or - where the applicant believes that it would not be financially viable to retain a Listed Building in its current use, having regard to Policy BH7 of PPS 6 Planning, Archaeology and the Built Heritage. <p>Guidance The viability of a development proposal may in some circumstances be a material planning consideration.</p> <p>A Viability Appraisal should be carried out by a suitably qualified professional such as a quantity surveyor.</p>
<p>36. Waste Management</p> <p>Policy SPPS PPS 7 PPS 12</p>	<p>A Waste Management Plan sets out how waste will be managed when new development is occupied (residential) or operational (commercial).</p> <p>When is it required? A Waste Management Plan is required in the following circumstances:</p> <ul style="list-style-type: none"> - new residential development for which communal waste storage is proposed (e.g. apartments, flats or sheltered housing); or - new commercial development of 500 sqm or more. <p>Guidance</p> <p>The Waste Management Plan will establish the volume of waste likely to arise from new development once occupied or operational and sets out the provision for waste storage and access.</p> <p>The Waste Management Plan should ensure that appropriate provision is made to:</p> <ul style="list-style-type: none"> - accommodate the total waste generated from the building/s; - accommodate segregation of waste for recycling; - facilitate convenient and safe access and egress for depositing waste and collecting waste. <p>It should include:</p> <ul style="list-style-type: none"> - occupier separation (how the occupier will manage waste within their own space) - occupier deposit and storage (how materials will be moved to the communal areas, and how materials will be stored) - collection method (how materials will be collected and by whom, where are the materials stored prior to collection) - removal and or on-site treatment (how materials will be removed from or treated/sorted on site) - end destination (whether materials are to be recycled and how much will end up in landfill)