

**Request for
Pre Application Discussion
(PAD)**

Official Use	
Application No.	_____
Fee Received	£ _____
Receipt No.	_____

This form is specifically designed to be downloaded and completed offline. If completing a printed version, please use black ink and block capitals as the document will be scanned once received by the Planning Authority.

If you would rather make this application online, you can do so on the Planning Portal (<https://submissions.planningsystemni.gov.uk/>).

To find contact details for the Planning Authorities, including the postal or e-mail address to send offline applications to, please check their website or visit www.nidirect.gov.uk/contacts/planning-offices-ni.

1a. Applicant's name and address

1b. Agent's name and address (if applicable)

Name:		Name:	
Address:		Address:	
Town/City:		Town/City:	
Postcode:		Postcode:	
Tel:		Tel:	
Mobile:		Mobile:	
E-mail:		E-mail:	
Your Ref.:		Your Ref.:	

About the Application Site

2. Give the full postal address of the site to be developed (outline in red on site location map)

Ownership

3. Please state the Applicant's interest in the site

- Owner
- Leasee
- Occupier
- Prospective buyer
- Other (please state below)

Development Details

Please give a concise and accurate description of all elements of the proposed development that requires consent, including the purpose for which the land / buildings are to be used. Provide details of all buildings proposed and any ancillary works including access arrangements associated with the proposal. Please also include details of any demolition if the site falls within a designated area.

4. Please give a brief description of the proposed development

5. Please select all categories of development which are relevant to this application

- Residential
- Retail
- Industrial / business use
- Community use
- Other (please state below)

6. Does the proposal include non-residential floor space?

Yes No

If Yes, please provide the non-residential floor space area in square metres

7. What is the site area? (hectares)

8. Please indicate what you would like to discuss:

- | | |
|---|---|
| <input type="checkbox"/> How to make an application | <input type="checkbox"/> If proposal is acceptable in principle |
| <input type="checkbox"/> Information required to support an application | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Which planning policies apply | <input type="checkbox"/> Flood risk |
| <input type="checkbox"/> Design issues | <input type="checkbox"/> Drainage |
| <input type="checkbox"/> Heritage | <input type="checkbox"/> Need for Section 76 planning agreement |
| <input type="checkbox"/> Amenity issues | <input type="checkbox"/> Environmental Impact Assessment |
| <input type="checkbox"/> Other (please specify below) | |

9. Please explain why you wish to discuss the matter(s) which are indicated above

10. Please tell us what you are trying to achieve through your proposal

Related Proposals

11. Have you submitted a Proposal of Application Notice (PAN) or any other pre-application / application in relation to this development?

Yes No

If Yes, please provide the application reference number(s)

Renewable Energy

12. Does your proposal involve renewable energy development?

Yes No

If Yes, please provide details for each applicable type of renewable energy below

Type	Total amount of power (MW) expected to be generated per year?
Single Wind Turbine	
Wind Farm	
Hydroelectricity	
Solar collectors / Solar panels	
Anaerobic digesters	
Biomass incineration	
Heat pumps	
Energy from landfill gas	
Energy from waste incineration	
Other	

If Other, please clarify

Authority Employee / Elected Member Interest

13. Are you / the applicant / the applicant's spouse or partner, a member of staff within the council or an elected member of the council?

Yes No

14. Are you / the applicant / the applicant's spouse or partner, a relative of a member of staff in the council or an elected member of the council or their spouse or partner?

Yes No

If you have answered Yes to either of the above questions, you / the applicant / the applicant's spouse or partner may have a duty to declare an interest in this application under the Authority's code of conduct or scheme of delegation. If necessary, a council officer may be in touch with you to confirm details.

Disclosure of Information

Developers and applicants should be aware that information related to a Pre Application Discussion may be subject to requests under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. The Act and Regulations provide for some exemptions from the need to disclose information, for example if it is commercially sensitive. In cases where applicants consider that specific information is exempt from the requirements of the Act or the Regulations, the justification for their position should be provided to the relevant authority.

I acknowledge that this request and any resulting advice may be disclosed as part of any related Freedom of Information request

I do not wish this request or resulting advice disclosed as part of any related Freedom of Information request

This information may be shared with other departments within the authority for the purposes of promoting investment. Please indicate by ticking the box below that you are providing your personal data on the basis of consent and are positively agreeing that it is shared with these departments and used for the purpose described, who may contact you and consider tailored support to meet your needs. Please note that availing of this service will have no influence on the planning process or the likelihood of you receiving planning permission.

I consent for my personal data to be shared with other departments within the authority

Status of Pre Application Discussion

General advice obtained from the Authority website, or advice obtained through discussions with Duty Officers or through the Pre Application Discussion process, is not binding on any future decision the Authority may make once a formal planning application has been submitted.

It is important to note that all Pre Application advice is given based on the information available at the time. This is without prejudice to the formal consideration of a planning application as other information may arise from consultations, third party representations or policy changes during the regulatory determination process. Moreover, not all planning decisions are made by officers, with some applications, including all proposals for Major development, decided by the Planning Committee.

Declaration

Pre-Application Discussions are provided by officers on behalf of the Authority. It is informal advice only and not binding on any future decision that the Authority may make once a formal planning application has been submitted.

All advice given is on the basis of the information available at the time. The planning application process involves consultation with neighbours and technical consultees and it will not be possible to predict all the issues that will arise once a planning application is submitted. Moreover, not all planning decisions are made by officers, with some applications, including all proposals for Major development, decided by the Planning Committee and Minister.

The information I / we have given is correct and complete to the best of my / our knowledge and belief.

Signature of *Applicant/Agent _____ **Date** _____

** Delete as appropriate*