

Planning Service

Application Checklist

Guide to submitting a planning application

To help us process your planning application in a timely manner you can assist us by ensuring that your planning application is accompanied by the correct information at the start of the process – commonly referred to as ‘front loading’.

Having all the relevant information at the outset enables us to assess applications comprehensively. Applications with missing information are inevitably delayed or could result in refusal.

Our **Application Checklist** provides guidance on the information you need to submit with your application. Such application will fall into one of two categories:

- **Basic requirements** – this information is required by law and without it we cannot make your application ‘valid’ (see Appendix 2);
- **Other supporting information** – additional information that we consider is necessary for us to fully assess your application in a timely manner and which will assist you in getting a positive determination (see Appendix 3).

Basic Requirements (See Appendix 2)

The Planning (General Development Procedure) Order (NI) 2015 sets out the minimum information that must be submitted with a planning application to make it ‘valid’. If not submitted we cannot legally deal with your application. Our Application Checklist sets out the basic information required.

Summary of types of basic information that may be required with your planning application:

- Application Form
- Ownership Certificate
- Site Location Plan
- Plans and drawings
- Pre-Application Community Consultation Report
- Design and Access Statement
- Planning Fee



Ards and
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Other Supporting Information (see Appendix 3)

In addition to the basic requirements for validation we often require other supporting information to fully assess your proposal. The level of supporting information will depend on the specific circumstances of the proposal, in terms of its scale, use and location.

Table 2 below lists the types of other supporting information you may require to provide. Appendix 3 provides detailed guidance on what is required and when. **This does not apply to Householder or Advertisement Consent applications.**

Table 2: Other Supporting Information (see Appendix 3)

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	Parking Survey
Concept Statement or Concept Masterplan	Phasing Plan
Construction Environmental Management Plan	Planning Agreement (Heads of Terms for)
Contaminated Land Report	Planning Statement
Contextual Design Information	Retail Impact Assessment
Daylight, Sunlight and Overshadowing Assessment	Sequential Survey (Main Town Centre Uses)
Demolition Justification Report	Structural Survey
Drainage Assessment	Transport Assessment
Economic Statement	Transport Assessment Form
Event Management Plan	Travel Plan
Environmental Statement (EIA)	Tree Survey
Flood Risk Assessment	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 ask for it when it is reasonable and necessary to enable us to assess your proposal.

If we believe any information in the above Table is required and it has not been provided in the initial submission, we will ask you to provide it within 14 days. If you are unable to provide the information in time, we may arrange for return of your application alongside the fee so you can re-submit once all information required is ready.

If you choose to proceed without submission of the requested information there is a risk your application will be refused and you will lose your fee.

Information Checklist

Our Information Checklist at Appendix 1 is a useful tool to help you identify what information you need to provide. We ask you to complete it in all cases and submit it with your application as missing information can lead to delays or refusal. Use Appendices 2 and 3 to assist you.

Pre-Application Discussions (PAD)

You can request a PAD or make an appointment with a duty planner to assist you with your proposal prior to submission of an application. This can help identify issues at an early stage and help clarify what information is required to be submitted

How do I submit an application to the Council?

You need to provide four hard copies of your application including the application form, plans and drawings and other documentation.

Amended Plans and Supporting Information

If you are submitting amended plans and supporting information, please explain in a covering letter what changes are being made and why. We recommend you label the drawing with a revision number (e.g. Revision A, B C D etc.) and include a Revision Schedule on the drawing that shows the revision number, description of change and date it was made.

Planning Application Process – see our guidance for how we process planning applications.