

Seicliosta Bailíochtaithe

Validation Checklist



Comhairle Ceantair
an Iúir, Mhúrn agus an Dúin
Newry, Mourne and Down
District Council

Ag freastal ar an Dúin agus Ard Mhacha Theas
Serving Down and South Armagh

Newry, Mourne and Down District Council has now developed its Validation Checklist following the recent enabling legislation, published on 1 October 2024 by the Department for Infrastructure (DfI), and which came into effect on 1 April 2025.

The purpose of the Validation Checklist is to avoid unnecessary delays in the planning application process by setting out, for the benefit of relevant parties, the level and type of supporting information required to be submitted with an application to make it a 'valid' application and enable it to be processed. It is intended to ensure that the correct information is submitted at the outset of the planning application process to minimise delays and ensure timely planning decisions.

The Validation Checklist applies to applications for outline permission, full permission, and approval of reserved matters. It sets out the information that should be submitted, having regard to the nature, scale and location of the proposal.

Such information will fall into one of two categories:

- **Basic requirements** – this information is required by legislation and without it, the application cannot be made 'valid' (See Table 1 and Appendix 1).
- **Other supporting information** – additional information that is required, by the Planning Department, to fully assess your application, in consultation with relevant statutory bodies, in a timely manner, (See Table 2 and Appendix 2).

Basic Requirements

The following is a summary of the types of basic information that may be required with your planning application. More detailed guidance, on each, is provided in Appendix 1.

Basic Information Summary

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

The Planning Department will review the planning application, on submission, to make sure it includes the current minimum mandatory information set by legislation¹ and any additional information specified by the Validation Checklist.

If any of the minimum information is missing, the Planning Department will contact you and allow 3 working days to submit the missing information. If, at the end of the 3 working days, the basic requirements are not met your application will be returned, (together with the planning application fee), to allow submission of all the necessary information, as identified by the Planning Department.

¹ The Planning (General Development Procedure) Order (Northern Ireland) 2015, Articles 3-7 (Inclusive)

Supporting Information

The following is a summary of the types of supporting information that may be required with your planning application. More detailed guidance, on each, is provided in Appendix 2.

Table 1: Additional Information Summary

1. Air Quality Impact Assessment (AQIA)	19. Lighting or Shadow Flicker Impact Assessment
2. Archaeological Impact Assessment	20. Noise & Vibration Impact Assessment (NVIA)
3. Biodiversity Checklist and associated Biodiversity Surveys	21. Odour Impact Assessment (OIA)
4. Climate Change Statement	22. Open Space Statement
5. Design Concept Statement or Concept Masterplan	23. Parking Survey
6. Construction Environmental Management Plan (CEMP)	24. Phasing Plan
7. Contaminated Land Report	25. Planning Agreement (Heads of Terms Form)
8. Contextual Design Information	26. Planning Statement
9. Daylight, Sunlight and Overshadowing Assessment	27. Pre-Development Inquiry (PDE)
10. Demolition Justification Statement & Structural Survey	28. Retail Impact Assessment (and Assessment of Need)
11. Drainage Assessment	29. Sequential Test (main town centre uses)
12. Economic Statement	30. Topographical Survey
13. Event Management Plan	31. Telecommunications Supporting Statement
14. Environmental Statement (EIA)	32. Transport Assessment Form (TAF)
15. Up to Date Farm Information	33. Transport Assessment
16. Flood Risk Assessment	34. Travel Plan
17. Landscape and Visual Impact Assessment (LVIA)	35. Tree Report
18. Landscape Plan & Landscape Management Plan	36. Waste Management Plan

If any of the information contained in the above table is required and has not been submitted, the Planning Department will, where appropriate, request that you provide it within **15 working days**. If, at the end of the 15 working days, the required information has not been submitted, your application will be returned, (together with the planning application fee), to allow submission of all the necessary information, as identified by the Planning Department.

This does not apply to Advertisement Consent applications.

There may be occasions when it will not be possible or feasible, for you, to submit the required information, due to seasonal constraints, e.g. ecological surveys. In such circumstances your application will be returned, (together with the planning application fee), to allow submission of all the necessary information, as identified by the Planning Department.

An Information Checklist, setting out the typical information requirements, is provided in Appendix 3, to assist applicants/agents. This will also be used to confirm/record which information they have provided with their application for administrative purposes.

It will normally be the case that the same type of information will always be required in respect of certain types of applications. Appendix 4 provides further guidance on the type of information normally required for certain 'more common' application.

Further Guidance

The checklist will be applied on a case-by-case basis and the Planning Department will only require information identified in the Validation Checklist where it is reasonable (and proportionate) and considered to be relevant, necessary and material to the consideration of the application.

You can 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.

This Service is available on Tuesday and Thursday of each week between 9am – 1pm. You can contact the Duty Planning Officer by:

- Telephone:

Council: 0330 137 4000

Planning: 0300 137 4036.

- Email: Planning@nmandd.org, with subject title of email 'Duty Planning Officer Request'
- In person by pre-appointment at Planning Reception, Haughey House, Unit 19, Rampart Road, Greenbank Industrial Estate, Newry, BT34 2QU. and Oifig Dhún Pádraig Downpatrick Office, Downshire Civic Centre, Downshire Estate, Strangford Road, Downpatrick BT30 6GQ.

If, during the processing stage, you are submitting amendments to your application on the planning portal or to the Planning Mailbox: Planning@nmandd.org, please explain, in a covering letter, what changes are being made and why. Each of the drawings, accompanying an application, must be clearly and appropriately identified by a reference number. If amendments are made during the processing of an application, you must 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. This will reduce potential delays in the issuing process by assisting the Planning Department to correctly identify the most up-to-date drawings.

The Information Checklist, at Appendix 3, 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.

The legislation allows for a right of appeal, if agreement is not reached between the Council and applicant (or their agent) on the need for the information. In such circumstances, the Council will issue a "Notice" formally confirming the invalidity of the application to the applicant.

The fees received by the Council for the planning application will be returned should a Notice issue from us confirming the invalidity of the planning application.

The applicant may lodge an appeal to the Planning Appeals Commission concerning the invalidity of the application within 14 days of the date of the Notice.

Appendix 1: Guidance Notes on Basic Requirements by Application Type

Application Type	Information Required
Full Planning Permission	<p>Application Form signed and submitted.</p> <p>Ownership Certificate.</p> <p>Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015, as amended).</p> <p>Site Location Plan (Scale of 1:1250 or 1:2500).</p> <p>Plans and Drawings (1:50, 1:100, 1:200, 1:500).</p> <p>Design and Access Statement (if required).</p> <p>Pre-Application Community Consultation Report (if required).</p>
Outline Planning Permission	<p>Application Form signed and submitted.</p> <p>Ownership Certificate.</p> <p>Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015, as amended).</p> <p>Site Location Plan (Scale of 1:1250 or 1:2500).</p>

	<p>Plans and Drawings (1:50, 1:100, 1:200, 1:500).</p> <p>Design and Access Statement (if required).</p> <p>Pre-Application Community Consultation Report (if required).</p>
Approval of Reserved Matters	<p>Application Form signed and submitted.</p> <p>Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015, as amended).</p> <p>Plans and Drawings.</p>
Section 54 Non-Compliance with planning conditions previously attached	<p>Application Form signed and submitted.</p> <p>Ownership Certificate.</p> <p>Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015, as amended).</p>
Advertisement Consent	<p>Application Form signed and submitted.</p> <p>Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015, as amended).</p> <p>Site Location Plan (Scale of 1:1250 or 1:2500).</p> <p>Plans and Drawings (1:50, 1:100, 1:200, 1:500).</p>

Listed Building Consent Application	<p>Application Form signed and submitted.</p> <p>Ownership Certificate.</p> <p>Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015, as amended).</p> <p>Site Location Plan (Scale of 1:1250 or 1:2500).</p> <p>Plans and Drawings (1:50, 1:100, 1:200, 1:500).</p> <p>Design and Access Statement.</p>
Conservation Area Consent (Demolition)	<p>Application Form signed and submitted.</p> <p>Ownership Certificate.</p> <p>Site Location Plan (Scale of 1:1250 or 1:2500).</p> <p>Plans and Drawings (1:50, 1:100, 1:200, 1:500).</p>
Certificate of Lawful Use or Development (Existing)	<p>Application Form signed and submitted.</p> <p>Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015, as amended).</p> <p>Site Location Plan (Scale of 1:1250 or 1:2500).</p> <p>Plans and Drawings (1:50, 1:100, 1:200, 1:500).</p>
Certificate of Lawful Use or Development (Proposed)	<p>Application Form signed and submitted.</p> <p>Fee (as per The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015, as amended).</p>

	<p>Site Location Plan (Scale of 1:1250 or 1:2500).</p> <p>Plans and Drawings (1:50, 1:100, 1:200, 1:500).</p>
Proposal of Application Notice (PAN)	<p>Application Form signed and submitted.</p> <p>Site Location Plan (Scale of 1:1250 or 1:2500).</p> <p>Plans and Drawings (1:50, 1:100, 1:200, 1:500), if available.</p>
Discharge of Condition	<p>Statement outlining the planning reference number and the condition number(s) you seek confirmation of discharge for.</p> <p>Plans and Drawings/reports/materials (if applicable).</p>
Non-Material Change	<p>Application Form signed and submitted.</p> <p>Statement describing the proposed change to the original approval.</p> <p>Plans and Drawings.</p>

Appendix 2: Guidance Notes on Other Supporting Information

Additional Information Required	Purpose and Examples of when required.
1. Air Quality Impact	Air Quality Impact Assessment (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.

<p>Assessment (AQIA)</p>	<p>These impacts need to be quantified and evaluated in the context of existing air quality, air quality objectives or limits.</p> <p>Examples of when an AQIA may be required include:</p> <ul style="list-style-type: none"> • Intensive livestock units for poultry, pigs, cattle or sheep, anaerobic digester plants or manure storage facilities. • Intensive development that may give rise to air pollution. • Major development within an Air Quality Management Area.
<p>2. Archaeological Impact Assessment/ Report</p>	<p>Prospective developers need to take into account archaeological considerations and should deal with them from the beginning of the development management process.</p> <p>An Archaeological Impact Assessment will be required for proposals where the impact of a development on important archaeological remains is unclear or the importance of such remains is uncertain, or within an Area of Archaeological Interest or Potential where it involves the breaking of ground.</p> <p>An Archaeological Impact Assessment should be prepared by a qualified archaeologist and include a desk-based assessment to identify the known archaeological and related historic environment assets within the application site and within an appropriate study area.</p>
<p>3. Biodiversity Checklist</p>	<p>A 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 in order to comply with the relevant legislation and planning policy.</p> <p>The Biodiversity Checklist must be provided with all applications where another biodiversity or ecological survey has not already been completed.</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><i>Biodiversity Surveys, e.g. Bat Surveys.</i></p>	<p>Applicants should complete and submit the Biodiversity Checklist available on the link https://www.daera-ni.gov.uk/publications/ni-biodiversity-checklist-documents on the Department of Agriculture, Environment and Rural Affairs website.</p> <p>A Biodiversity Survey will be required where the need for a survey is identified as part of the completion of the Biodiversity Checklist. Surveys should be carried out, by an ecologist or suitably qualified person, at an appropriate time of year, or as specified by NIEA. The carrying out of any necessary ecological assessments or surveys at an early stage will also minimise the potential for any future delays in the processing of the planning application, such as through requests for further information or amendments to a proposal. This is particularly relevant when there are seasonal constraints to survey work which could significantly delay any decision being made.</p>
<p>4. <i>Climate Change Statement</i></p>	<p>A Climate Change Statement demonstrates how new development is sustainable, incorporating measures to mitigate environmental change and reduce Green House Gases.</p> <p>A Climate Change Statement sets out how the application proposal:</p> <ul style="list-style-type: none"> • maximises opportunities to incorporate sustainable design features, such as grey water recycling, green roofs, maximising use of recycled materials, orientating buildings to optimise solar gain and energy efficiency. • demonstrates the highest feasible and viable sustainability standards in the design, construction, operation and “end of life” phases of development in line with the ‘nearly zero carbon buildings’ strategy in the EU energy performance and building directive. • incorporates measures to adapt to environmental change, in order to support sustainable and enduring development. • where appropriate, include Sustainable Urban Drainage Systems measures to manage surface water effectively on site, to reduce surface water run-off and to ensure flooding is not increased elsewhere.

	<ul style="list-style-type: none"> • seeks to provide for additional tree planting appropriate to the nature, scale and location of the development. <p>A Climate Change Statement is required for all applications for new development (including conversion of building/s for alternative uses).</p> <p>A separate Householder Design Statement is required for householder proposals (for example domestic extensions, conservatories, garages, outbuildings), which should incorporate climate change measures.</p>
<p>5. <i>Design Concept Statement or Concept Masterplan</i></p>	<p>Prevailing planning policy requires that proposals for new residential development will create a quality and sustainable residential environment. The design and layout of residential development should be based on an overall design concept that draws upon the positive aspects of the character and appearance of the surrounding area. This must be demonstrated through an accompanying Design Concept Statement or a Concept Masterplan.</p> <p>A Design Concept Statement is necessary to demonstrate how a proposed 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 QD 1 of Planning Policy Statement 7 (PPS 7) 'Quality Residential Environments', thereby contributing to the promotion of a quality residential environment. A Design Concept Statement is required for all applications for residential development of 2 or more houses.</p> <p>A Concept Master Plan is required for planning applications involving:</p> <ul style="list-style-type: none"> (a) 300 dwellings or more; or (b) the development, in part or full, of sites of 15 hectares or more zoned for housing in development plans; or (c) housing development on any other site of 15 hectares or more. <p>Further guidance is contained Planning Policy Statement 7 (PPS 7) 'Quality Residential Environments' Policy QD 2 or in associated published design guidance,</p>

	<p>'Creating Places – Achieving Quality in Residential Developments' or 'Improving the Quality of Housing Layouts in Northern Ireland'.</p>
<p>6. Constructi on Environme ntal Manageme nt Plan (CEMP)</p>	<p>A Construction Environmental Management Plan (CEMP) is a plan developed to avoid, minimise or mitigate any construction effects on the environment.</p> <p>Examples of types of applications include:</p> <ul style="list-style-type: none"> • EIA Development and/or • development in close proximity to a watercourse, sensitive coastal and harbour locations, • development within or in close proximity to protected designated sites such as Special Protection Areas (SPAs), Ramsar Sites and Areas of Special Scientific Interest (ASSIs). <p>A Construction Environmental Management Plan should include:</p> <ul style="list-style-type: none"> • details of all proposed site works including site clearance and site preparatory works, demolition and construction (where appropriate by phase) and anticipated durations and proposed working hours; • details of site-specific working / method statements; • details of vehicle access to the construction site; • environmental monitoring proposals and details of any associated site action levels; • 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 pollution prevention measures to be employed during demolition and / or construction, including for noise, vibration, dust, ambient air quality and contamination of both land and the water environment; • consideration of human health receptors / impacts; • detailed drawing plans, demonstrating a suitable buffer between locations for refuelling, storage of oil/fuel, concrete mixing and washing areas and any watercourses or surface drain present on site or adjacent to the site;

	<ul style="list-style-type: none"> • 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; and • proposals for engaging with the surrounding community and for monitoring contractor compliance with the CEMP, including responding to and resolving complaints.
<p>7. <i>Contaminated Land Report</i></p>	<p>A Contamination Land Report assesses the suitability of the site for its proposed end use. 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. Examples of types of applications include:</p> <ul style="list-style-type: none"> • new development on, or in proximity to, land which has a current or previous use that has the potential for contamination on former industrial sites e.g. petrol filling stations or landfill sites.
<p>8. <i>Heritage Impact Assessment/ Contextual Design Information.</i></p>	<p>One of the aims of the Strategic Planning Policy Statement (SPPS) is to support good design and positive place making while preserving and improving our built and natural environment.</p> <p>Planning policy and legislation requires that special regard must be had to the desirability of preserving a Listed Building or its setting or any features of special architectural or historic interest which it possesses. Planning policy and legislation requires that special regard must be had to the desirability of enhancing the character or appearance of a Conservation Area or to preserving its character or appearance where an opportunity to enhance does not arise.</p> <p>Planning policy also requires that development proposals respect the appearance and qualities of Areas of Townscape Character and maintain or enhance their distinctive character.</p> <p>To allow for a proper assessment of proposals within such designated areas and within settlements, planning applications will include a Heritage Impact Assessment and Contextual Design Information, as set out below.</p> <p>A Heritage Impact Assessment assesses the impact of new development on built heritage, including the setting of a Listed Building or Scheduled Monument and the</p>

	<p>character or appearance of a Conservation Area or Area of Townscape Character and their setting. It should identify the impacted heritage assets; define and analyse their setting; and assess change.</p> <p>Contextual Design Information will accurately demonstrate how a proposal fits within its immediate and local context, usually the existing street scene. The type of Contextual Design Information that is required will depend on the nature of the proposal, its location, scale and the potential impacts.</p> <p>Examples of Contextual Design Information, which will be used to help assess the impact and suitability of the design of the proposal within its surrounding context, 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. • site sections. • photomontages showing existing and proposed key views. • axonometric drawings, and • 3D modelling <p>A Heritage Impact Assessment and appropriate Contextual Design Information.</p> <p>will be required for:</p> <ul style="list-style-type: none"> • development proposals that impact on built heritage including Listed Buildings, Scheduled Monuments, Historic Monuments/Gardens, Conservation Areas and Areas of Townscape Character. <p>Contextual Design Information will also be required for:</p> <ul style="list-style-type: none"> • applications for major development, particularly within the city and town centres, or, • proposals that may significantly impact on the street scene or townscape within settlements.
<p>9.</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</p>

<p><i>Daylight, Sunlight and Overshadowing Assessment</i></p>	<p>terms of daylight and sunlight, as well as the performance of the development for future occupants.</p> <p>It is required for all developments where this is an issue, in particular residential extensions in semi-detached or terraced properties.</p>
<p><i>10. Demolition Justification Statement & Structural Survey</i></p>	<p>A Demolition Justification Statement & Structural Survey is required to demonstrate why a building or structure that is normally protected by planning policy cannot be retained. Examples include applications:</p> <ul style="list-style-type: none"> • to demolish Listed Buildings, buildings within a Conservation Area or Area of Townscape Character or vernacular buildings; • for the conversion of a rural building in the countryside to demonstrate its capability for conversion and without major or complete alteration; • for the proposed demolition of important or vernacular buildings to demonstrate, when proposed, their unsuitability for conversion/retention.
<p><i>11. Drainage Assessment</i></p>	<p>A Drainage 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. It will be required for:</p> <ul style="list-style-type: none"> • Applications for 10 or more residential units; • sites over 1Ha or areas of hardstanding/floorspace exceeding 1000m sq; • where development is located within an area with historic surface water flooding; • where surface water run-off from proposed development may adversely affect other development or features of nature conservation, built heritage or archaeology.
<p><i>12. Economic Statement</i></p>	<p>An Economic Statement sets out the economic effects of new development on the area in which the proposal would be located, including: the immediate area or neighbourhood; district -wide; or at a regional level.</p>

	<p>Examples of when an Economic Statement is required include, 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 land protected by planning policy, e.g. employment land or an area of existing/proposed open space; or • the proposal is for a development within an environmentally sensitive area protected by planning policy, e.g. an Area of Outstanding Natural Beauty.
<p>13. <i>Event Management Plan</i></p>	<p>An Event Management Plan sets out proposals to minimise the transportation impacts of any events that would be held as a result of new development.</p> <p>It will be required for commercial, recreational, civic and community proposals which will involve the hosting of events that generate significant large numbers of attendees that could result in significant travel disruption. The event management 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>14. <i>Environmental Statement (EIA)</i></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>It is required for Development that falls under Schedule 1 of the EIA Regulations and/or where the Planning Authority has issued a screening opinion that the proposal is EIA development.</p>
<p>15. <i>Up to Date Farm Information</i></p>	<p>It is extremely important that all relevant, up to date, information is submitted with applications for development on a farm. This includes applications for renewal of planning permission. This will include up to date farm maps and information, to demonstrate:</p> <ul style="list-style-type: none"> • extent of land ownership; • location of all buildings on the farm including farm buildings and dwellings; • evidence of active and established farm business; and

	<ul style="list-style-type: none"> • details of any dwellings 'sold off' or transferred from the farm holding within 10 years of the date of the application. <p>This is required for all applications for dwellings and buildings on a farm. It also applies to applications related to the equestrian industry and applications for farm diversification projects.</p>
<p>16. <i>Flood Risk Assessment</i> <i>t</i></p>	<p>A Flood Risk Assessment is an assessment of the risk of flooding from all flooding mechanisms, the identification of flood mitigation measures and should provide advice on actions to be taken before and during a flood.</p> <p>It is required for all applications for new development in flood risk areas, including those within the fluvial or coastal flood plain, (see No 26 below).</p>
<p>17. <i>Landscape and Visual Impact Assessment (LVIA)</i></p>	<p>A Landscape and Visual Impact Assessment is the process of evaluating the effects of a proposal on critical views and on the landscape itself, (which also includes townscape).</p> <p>It is required for:</p> <ul style="list-style-type: none"> • large-scale development that would have a significant visual impact in the landscape, including within, or affecting the setting of, environmentally sensitive or protected locations, including AONBs; • major development, including wind farms and single wind turbines where their overall height would exceed 15 metres and where Environmental Impact Assessment is required; • 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.
<p>18. <i>Landscape Plan and Landscape Management Plan.</i></p>	<p>Prevailing planning policy requires that a sufficient level of public open space and landscaping is provided and retained as part of development proposals, including housing and commercial developments. It is also a policy requirement that suitable arrangements will be put in place for the future management and maintenance in perpetuity of all areas of public open space.</p> <p>A Landscape Plan identifies existing landscape features (trees, hedges, ponds, open space and streams/watercourses) to be retained, maintained and suitably</p>

	<p>integrated into developments. A detailed Landscape Plan identifies proposed areas of suitable open space and landscaping. A Landscape Management Plan demonstrates how areas of existing and proposed communal open space and landscape features will be maintained and managed following the approval and completion of large development schemes, including housing, commercial and industrial schemes.</p> <p>Both are required for all development proposals that incorporate significant areas of communal open space and landscaping.</p>
<p>19. Lighting or Shadow Flicker Impact Assessment</p>	<p>A Lighting Assessment explains how proposals, that include largescale external lighting, will impact on the visual and local residential amenity of an area.</p> <p>A Lighting Assessment is required for applications that include the provision of external artificial lighting including:</p> <ul style="list-style-type: none"> • floodlighting of sports pitches; and • proposals which include floodlights and /or new lights on sites near watercourses, hedgerows, belts of trees or other sensitive receptors. <p>A Lighting Assessment is required for proposals for sensitive receptors close to a largescale existing artificial light source.</p> <p>A Shadow Flicker Impact Assessment is required for proposals for wind turbines where it is considered that shadow flicker could be a problem. Applicants should provide calculations to quantify the effect and, where appropriate, provide measures to prevent or ameliorate the potential effect.</p>
<p>20. Noise & Vibration Impact Assessment (NVIA)</p>	<p>A Noise and Vibration Impact Assessment (NVIA) sets out the potential for new development to impact on its surroundings by way of noise and/or vibration.</p> <p>A NVIA 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 existing and approved 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>21. <i>Odour Impact Assessment (OIA)</i></p>	<p>An Odour Impact Assessment (OIA) assesses the level of odour emissions resulting from odour generating equipment such as a commercial kitchen, waste transfer station or industrial premises.</p> <p>An OIA is required for development that may cause odorous emissions and likely to impact upon nearby approved or existing dwellings or other sensitive receptors e.g.:</p> <ul style="list-style-type: none"> • from cooking operations (hot food bars, restaurants, cafes etc); • waste transfer stations; and • light industrial and commercial developments.
<p>22. <i>Open Space Statement</i></p>	<p>There is a policy presumption against any development that would result in the loss of existing open space or land zoned for the provision of open space. This is a restrictive policy, and development that would lead to the loss of open space is only permitted in certain exceptional circumstances as outlined under the provisions of Planning Policy Statement 8 (PPS 8) 'Open Space, Sport and Outdoor Recreation', Policy OS 1.</p> <p>An Open Space Statement is required for all proposals that would result in the loss of existing or proposed open space and to demonstrate how the proposal fits with the exceptional circumstances outlined in PPS 8 and the presumption against the loss of open space. It could also be provided as part of a Planning Statement, (see No 26 below).</p>
<p>23. <i>Parking Survey</i></p>	<p>A Parking Survey assesses the volume of vehicles parked at any one time in the vicinity of a planning 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>A Parking Survey, which can form part of a Transport Assessment, (see No 33 below) should be submitted with all planning applications when there is an identified parking need that cannot be accommodated within the application site. It is normally 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>24. <i>Phasing Plan</i></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>A Phasing Plan is required for all applications where the phasing of development of a site is critical, either from a planning or commercial perspective. This may include the sequencing of development in line with the provision of necessary infrastructure, such as roads infrastructure or a community facility.</p>
<p>25. <i>Planning Agreement (Heads of Terms Form)</i></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. 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>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>26. <i>Planning Statement</i></p>	<p>A Planning Statement is a written document that explains the rationale for a proposal within the relevant planning policy context and relevant material considerations.</p> <p>A proportionate Planning Statement is required for all applications including:</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

	<p>➤ an un-listed building within a Conservation Area that makes a material contribution to the character or appearance of that Conservation Area.</p>
<p>27. <i>Pre-Development Enquiry Response (PDE)</i></p>	<p>A Pre-Development Enquiry 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>A Pre-Development Enquiry, and its response, is required for all development proposing a new connection to the existing water or sewerage infrastructure.</p>
<p>28. <i>Retail Impact Assessment (and Assessment of Need)</i></p>	<p>A Retail Impact Assessment and Assessment of Need considers the impacts of proposals for retail or other main town centre uses (includes cultural and community facilities, retail, leisure, entertainment and businesses) on the vitality and viability of the city centre, town centres, district and local centres.</p> <p>In the absence of a current and up-to-date LDP, applicants are required to prepare an Assessment of Need which is proportionate to support their application. This may incorporate a quantitative and qualitative assessment of need taking account of the sustainably and objectively assessed needs of the local town and take account of committed development proposals and allocated sites.</p> <p>All applications for retail or town centre type developments above a threshold of 1000 square metres gross external area which are not proposed in a town centre location and are not in accordance with the LDP are required to undertake a full Retail Impact Assessment as well as need.</p>
<p>29. <i>Sequential Test (main town centre uses)</i></p>	<p>The Sequential Test guides main town centre uses to sites within centres locations first. If no centre sites are available, developers should consider an edge of centre location. Only when centre locations or edge of centre locations are unavailable, can consideration be given to an out of centre location. In such cases the developer will still be required to demonstrate that the proposal will not harm existing centres.</p>

	<p>The Sequential Test should be applied when an application for retail or other main town centre development is proposed either in an edge of centre or an out of centre location.</p> <p>It is required for retail, cultural and community facilities, leisure, entertainment and business uses that are not in a town centre and are not in accordance with an up-to-date LDP.</p>
<p>30. <i>Topographical Survey (levels and site Sections)</i></p>	<p>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 and within visibility splays, such as street furniture, electricity/telephone poles, 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. It is also required to assess the impact of a proposed development in the landscape and adjacent properties. 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 existing and proposed changes in levels and levels at the boundary with the adjacent public road and surrounding area. It should also include details of any retaining structures, if applicable, on sites with changing levels, including elevations and technical details, to enable a full assessment of the impact of retaining structures.</p> <p>A Topographical Survey is required for all applications:</p> <ul style="list-style-type: none"> • that require assessment of a new access or alteration of an existing access onto an adopted road; or • that involve elevated or sloping sites in the landscape.
<p>31. <i>Telecommunications Supporting Statement</i></p>	<p>Telecommunications infrastructure plays an increasingly important role in our everyday lives in terms of our domestic needs, supporting business and commerce, as well as the emergency services. However, such infrastructure has the potential to be damaging to the townscape and countryside.</p> <p>A Telecommunications Supporting Statement sets out the rationale for proposals for new or replacement masts and base stations, provides technical</p>

	<p>justification for the proposals and demonstrates how it has been sited and designed to minimise visual and environmental impact.</p> <p>A Telecommunications Supporting Statement is required for all applications for telecommunications infrastructure comprising masts, antennae and base stations. (including development of new or replacement telecommunications masts).</p>
<p>32. <i>Transport Assessment Form (TAF)</i></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>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>33. <i>Transport Assessment</i> <i>t</i></p>	<p>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.</p> <p>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 32 above).</p> <p>The following information provides an indicative guide as to when a Transport Assessment may be required:</p> <p>Food retail - 1,000 sqm Gross Floor Area.</p> <p>Non-food retail - 1,000 sqm Gross Floor Area.</p> <p>Cinemas and conference facilities - 1,000 sqm Gross Floor Area.</p> <p>Leisure facilities - 1,000 sqm Gross Floor Area.</p>

	<p>Business - 2,500 sqm Gross Floor Area.</p> <p>Industry - 5,000 sqm Gross Floor Area.</p> <p>Distribution and warehousing - 10,000 sqm Gross Floor Area.</p> <p>Hospitals - 2,500 sqm Gross Floor Area.</p> <p>Higher and further education 2,500 sqm Gross Floor Area.</p> <p>Stadia - 1,500 seats.</p> <p>Housing – 100 units.</p>
<p>34. <i>Travel Plan</i></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>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. Further guidance, on when a Travel Plan is needed and what it should include, can be obtained from the Department for Infrastructure Roads Southern Division.</p> <p>The requirement for a Travel Plan will be informed by a Transport Assessment (see 33 above).</p>
<p>35. <i>Tree Survey Report</i></p>	<p>A Tree Survey (or arboriculture 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 and Report will assess the health and condition of the affected trees 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>The Tree Survey, which should be carried out by a qualified Arboriculturist, 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; • Arboriculture Implications Assessment; • existing and proposed finished levels; • Tree Protection Plan; • Arboriculture Method Statement (where applicable), including details for all special engineering within the Root Protection Area (as determined by the Arboriculture Implications Assessment); and • the position of existing and proposed services. <p>It is required where the new development has the potential to impact on existing trees of amenity value on or adjacent to the site (including street trees).</p>
<p>36. Waste Manageme nt Plan</p>	<p>A Waste Management Plan sets out how waste will be managed when new development is occupied (residential) or operational (commercial).</p> <p>A Waste Management Plan is required in certain circumstances, including applications for:</p> <ul style="list-style-type: none"> • new residential development for which communal waste storage is proposed (for example apartments, flats or sheltered housing); or • new commercial development of 500 sqm or more.

***please note, additional information may be required on a case-by-case basis according to the nature, scale and location of the proposal and statutory consultation comments.**

Appendix 3: 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	Planning Fee	Yes	n/a	

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

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

- Major development
- Listed Building Consent
- Proposals of ≥ 1 dwelling house or ≥ 100 sqm 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 Impact Assessment	Yes	n/a	
3	Biodiversity Checklist and associated Biodiversity Surveys	Yes	n/a	
4	Climate Change Statement	Yes	n/a	
5	Design Concept Statement or Concept Masterplan	Yes	n/a	
6	Construction Environmental Management Plan (CEMP)	Yes	n/a	
7	Contaminated Land Report	Yes	n/a	
8	Heritage Impact Assessment/Contextual Design Information	Yes	n/a	
9	Daylight, Sunlight and Overshadowing Assessment	Yes	n/a	
10	Demolition Justification Statement & Structural Survey	Yes	n/a	
11	Drainage Assessment	Yes	n/a	
12	Economic Statement	Yes	n/a	
13	Event Management Plan	Yes	n/a	

14	Environmental Statement (EIA)	Yes	n/a	
15	Up to Date Farm Information	Yes	n/a	
16	Flood Risk Assessment	Yes	n/a	
17	Landscape and Visual Impact Assessment (LVIA)	Yes	n/a	
18	Landscape Plan & Landscape Management Plan	Yes	n/a	
19	Lighting or Shadow Flicker Impact Assessment	Yes	n/a	
20	Noise and Vibration Impact Assessment	Yes	n/a	
21	Odour Impact Assessment (OIA)	Yes	n/a	
22	Open Space Statement	Yes	n/a	
23	Parking Survey	Yes	n/a	
24	Phasing Plan	Yes	n/a	
25	Planning Agreement (Heads of Terms Form)	Yes	n/a	
26	Planning Statement	Yes	n/a	
27	Pre-Development Enquiry Response (PDE)	Yes	n/a	
28	Retail Impact Assessment (and Assessment of Need)	Yes	n/a	
29	Sequential Test (main Town Centre uses)	Yes	n/a	
30	Topographical Survey (levels and site sections)	Yes	n/a	
31	Telecommunications Supporting Statement	Yes	n/a	
32	Transport Assessment Form (TAF)	Yes	n/a	
33	Transport Assessment	Yes	n/a	
34	Travel Plan	Yes	n/a	

35	Tree Survey Report	Yes	n/a	
36	Waste Management Plan	Yes	n/a	

Appendix 4. Indicative Guide – Supporting Information Requirements by Type of Application

The following is an indicative guide on the information typically required for common types of planning applications throughout the Council area.

It should be noted that this is not a definitive list and additional information over and above that listed may be required, during the processing of the application, on a case-by-case basis according to the nature, scale and location of the proposal. You should carefully consider the prevailing planning policy context together with the specific circumstances and context of the application site and the content of Appendix 2 prior to submitting your application.

Dwelling on farms, (including a dwelling for those involved in the keeping and breeding of horses for commercial purposes). (Policy CTY 10 of PPS 21 and Appendix 2, Item 15).

- The DAERA farm business ID number and/or information demonstrating a farm business is currently active and established for a minimum of 6 years.
- Copies of the latest and up-to-date DAERA farm maps or a drawing to show all land which is part of the farm business.
- A plan identifying the location of the principal group of farm buildings and any other buildings on the farm holding.
- A Planning Statement demonstrating how the proposal fits with prevailing planning policy requirements, (See Appendix 2, Item 26).
- If the new dwelling is not visually linked or sited to cluster with an existing group of buildings on the farm holding, as required, a supporting statement as to why an alternative location is necessary & a sequential assessment of sites as close as possible to existing buildings on the holding.
- Details of any dwellings 'sold off' or transferred from the farm holding within 10 years of the date of the application (or confirmation that none have been sold off/transferred).
- Biodiversity Checklist (with potential for Biodiversity Survey, Appendix 2, Item 3)
- Climate Change Statement, (Appendix 2, Item 4).

Agricultural development. (Policy CTY 12 of PPS 21 and Appendix 2, Item 15)

- The DAERA farm business ID number and/or information demonstrating a farm business is currently active and established for a minimum of 6 years.
- Copies of the latest available up-to-date farm maps or a drawing to show all land which is part of the farm business.
- A Planning Statement demonstrating how the proposal fits with prevailing planning policy requirements, (Appendix 2, Item 26).
- Proposals for new buildings must include a supporting statement (to include a plan identifying all existing farm buildings) which demonstrates there are no suitable existing buildings on the holding or enterprise that can be used.
- Where appropriate, a supporting statement demonstrating why an alternative site away from existing buildings on the holding should be permitted.
- Air Quality Impact Assessment (AQIA)/Nutrient Management Plan for Intensive livestock units for poultry, pigs, cattle or sheep, anaerobic digester plants or manure storage facilities, (Appendix 2, Item 1)
- Biodiversity Checklist (with potential for Biodiversity Survey, Appendix 2, Item 3).
- Climate Change Statement, (Appendix 2, Item 4).

Replacement Dwellings/Buildings. (Policy CTY 3 of PPS 21)

- Block plan clearly identifying the dwelling/building to be replaced and its existing curtilage.
- If the new dwelling is sited outside the curtilage of the dwelling being replaced, a supporting statement explaining why an alternative siting is necessary and a sequential assessment of sites as close as possible to the footprint of the original house.
- Proposals for the replacement of a non-listed vernacular dwelling must be accompanied by a structural survey from a competent expert, to demonstrate, when proposed, their unsuitability for conversion/retention. (Appendix 2, Item 10). Where its retention is proposed, a supporting statement is required demonstrating how it is sympathetically incorporated into the layout of the overall development scheme in terms of integration and use.
- Biodiversity Checklist (with potential for Biodiversity Survey, Appendix 2, Item 3). If the dwelling is not a non-listed vernacular dwelling and is to be demolished, or the site contains trees which are to be felled then a bat survey and/or bat roost survey is required, (Appendix 2, Item 3).
- Climate Change Statement, (Appendix 2, Item 4).

New Dwellings in Existing Clusters (Policy CTY 2a of PPS 21)

- A Planning Statement demonstrating how the proposal fits with prevailing planning policy requirements and how all 6 of the criteria in Policy CTY 2a of Planning Policy Statement 21 (PPS 21) are met, (Appendix 2, Item 26).
- Biodiversity Checklist (with potential for Biodiversity Survey, (Appendix 2, Item 3)
- Climate Change Statement, (Appendix 2, Item 4).

Dwelling based on special personal or domestic circumstances (Policy CTY 6 of PPS 21)

- A Planning Statement demonstrating how the proposal fits with prevailing planning policy requirements and the compelling, and site-specific reasons for the proposal in relation to the applicant's specific personal or domestic circumstances and addressing the specific criteria outlined in Policy CTY 6 of Planning Policy Statement 21 (PPS 21), (Appendix 2, Item 26).
- Biodiversity Checklist with potential for Biodiversity Survey, (Appendix 2, Item 3).
- Climate Change Statement, (Appendix 2, Item 4).

New Dwellings proposed as an Exception to Policy CTY 8 – Ribbon Development

- A Planning Statement, demonstrating how the proposal fits with the restrictive prevailing planning policy requirements and meets the exception provisions listed in Policy CTY 8 of Planning Policy Statement 21, which states that planning permission will be refused for a building which creates or adds to a ribbon of development, (Appendix 2, Item 26).
- Biodiversity Checklist (with potential for Biodiversity Survey, (Appendix 2, Item 3).
- Climate Change Statement, (Appendix 2, Item 4).

Residential Development. (PPS 7 Quality Residential Environments, Policies QD 1 and QD 2) - Less than 50 Residential Units (Local Development)

- Archaeological Impact Assessment, if required, (See Appendix 2, Item 2)
- Biodiversity Checklist (with potential for Biodiversity Survey, Appendix 2, Item 3)
- Climate Change Statement, (Appendix 2, Item 4).

- A Planning Statement to demonstrate how the proposal fits with prevailing planning policy and fulfils all of the criteria provided in Policy QD 1 of PPS 7, (Appendix 2, Items 5 & 26).
- A Design Concept Statement, (Appendix 2, Item 5).
- Drainage Assessment, if required, (See Appendix 2, Item 11).
- Landscape Plan and Landscape Management Plan, (See Appendix 2, Item 18).
- A Planning Statement to demonstrate how the proposal fits with prevailing planning policy and fulfils all of the criteria provided in Policy QD 1 of PPS 7, (Appendix 2, Items 5 & 26).
- Pre-Development Enquiry, (See Appendix 2, Item 27).
- Topographical Survey, if required, (Appendix 2, Item 30).
- Transport Assessment Form with potential for Transport Assessment, (Appendix 2, Items 32 and 33).
- Travel Plan, (Appendix 2, Item 34).
- Tree Survey Report, if required, (Appendix 2, Item 35).
- Waste Management Plan, (Appendix 2, Item 36).

Residential Development - 50 or more Residential Units (Major development)

- Archaeological Impact Assessment, if required, (See Appendix 2, Item 2).
- Biodiversity Checklist with potential for Biodiversity Survey, (Appendix 2, Item 3).
- Climate Change Statement, (Appendix 2, Item 4).
- A Design Concept Statement, (Appendix 2, Item 5).
- A Concept Master Plan, (Appendix 2, Item 5), required for all planning applications involving:
 - 300 dwellings or more;
 - 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.
- Design Contextual Information, if required, (Appendix 2, Item 8).
- Drainage Assessment, (Appendix 2, Item 11).
- Landscape Plan and Landscape Management Plan, (Appendix 2, Item 18).
- Phasing Plan, if required, (Appendix 2, Item 24)
- Planning Agreement (Heads of Terms Form), See Appendix 2, Item 25)
- A Planning Statement to demonstrate how the proposal fits with prevailing planning policy and fulfils all of the criteria provided in Policy QD 1 of PPS 7, (Appendix 2, Items 5 & 26).
- Pre-Development Enquiry Response, (See Appendix 2, Item 27).
- Topographical Survey, if required, (Appendix 2, Item 30).

- Transport Assessment Form with potential for Transport Assessment, (Appendix 2, Items 32 and 33).
- Travel Plan, (Appendix 2, Item 34).
- Tree Survey Report, if required, (Appendix 2, Item 35).
- Waste Management Plan, (Appendix 2, Item 36).

Householder Applications

A Householder Design Statement is required for householder proposals (for example domestic extensions, conservatories, garages, outbuildings), which should incorporate:

- climate change measures, (Appendix 2, Item 4).
- Daylight, Sunlight and Overshadowing Assessment, (Appendix 2, Item 9).

Telecommunications Infrastructure (e.g. masts, antennae and base stations)

- Biodiversity Checklist (with potential for Biodiversity Survey), (Appendix 2, Item 3).
- Telecommunications Supporting Statement, (Appendix 2, Item 31).

Main Town Centre uses (cultural and community facilities, retail, leisure, entertainment and businesses)

- Impact Assessment, (Appendix 2, Item 28).
- Assessment of Need, (Appendix 2, Item 28).
- Sequential Test, (Appendix 2, Item 29).
- Biodiversity Checklist with potential for Biodiversity Survey, (Appendix 2, Item 3).
- Climate Change Statement, (Appendix 2, Item 4).
- Open Space Statement, if required (Appendix 2, Item 22).
- Transport Assessment Form (with potential for Transport Assessment), (Appendix 2, Item 32 and 33).
- Travel Plan, (Appendix 2, Item 34).
- Waste Management Plan, (Appendix 2, Item 36).

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