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Democratic Services Section
Legal and Civic Services Department
Belfast City Council
City Hall
Belfast
BT1 5GS

14th March, 2025

PLANNING COMMITTEE

Dear Alderman/Councillor,

The above-named Committee will meet in hybrid format, both in the Lavery Room, City Hall and remotely, via Microsoft Teams on Tuesday, 18th March, 2025 at 5.00 pm, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully,

John Walsh

Chief Executive

AGENDA:

1. **Routine Matters**

   (a) Apologies

   (b) Minutes

   (c) Declarations of Interest

2. **Notification of Provision of Loading Bay**

   (a) Provision at Nelson Street (Pages 1 - 4)

3. **Notification of Abandonment/Extinguishment**

   (a) Notification of Extinguishment - Grassed area at River Terrace Belfast (Pages 5 - 10)

4. **Planning Appeals Notified** **(Pages 11 - 12)**

5. **Planning Decisions Issued** **(Pages 13 - 32)**

6. **Live Applications for Major Development** **(Pages 33 - 36)**

7. **Committee Decisions that have yet to issue** **(Pages 37 - 44)**

8. **Miscellaneous Reports**

   (a) Advance Notice of Listed Buildings: 119 University Street, 121 University Street and 21 Wellington Park (Pages 45 - 54)

   (b) Proposed Final Planning Application Validation Checklist (Pages 55 - 260)

   (c) Delegation of Local Applications with NI Water Objections (Pages 261 - 266)

9. **Planning Applications previously considered**

   (a) **LA04/2017/1991/F** - Construction of a new 5 storey office development for science and I.T. based business and associated car parking and public realm works. - Land adjacent to Concourse Buildings, Queens Road (Pages 267 - 296)

   (b) **WITHDRAWN**: ~~LA04/2021/0547/F - Demolition of the existing buildings and redevelopment of site for 2 no. commercial units on ground floor; 11 no. 1 & 2 bed apartments; landscaped communal courtyard; and all associated site works. - Lands at 124-126 Lisburn Road~~

   (c) **LA04/2022/1924/F** - Mixed-use proposal comprising 13 apartments (with 13 car parking spaces) and coffee shop. - 160-164 Kingsway, Dunmurry (Pages 297 - 312)

   (d) **LA04/2024/0626/F** - Erection of 104no. social rented residential units (comprising a mix of General Social Housing and Category 1 over 55's accommodation) across two detached blocks [ranging between 3 and 5 storeys], landscaping, communal and private amenity space, ancillary cycle and car parking provision, and other associated site works - 1 Havelock House Havelock Place (Pages 313 - 370)

10. **New Planning Applications**

   (a) **LA04/2024/0126/F** and **LA04/2024/0138/LBC** - Conversion of existing buildings into Hotel, comprising of 102 no. bedrooms with public bars and restaurants. Development includes ground floor extension, staff and service elevator, interior and exterior alterations and all associated works. Proposed ground floor extension, staff and service elevator, interior and exterior alterations and all associated works to facilitate conversion of the existing building into a hotel. - 15-16 Donegall Square South and 2-14 Bedford Street; and No. 7 James Street South (Pages 371 - 408)

   (b) **LA04/2022/1046/F** - Proposed demolition of existing building and construction of a residential development consisting of 14 No. units (9 No. apartments within a three storey building and 5 No. two storey terraced dwellings) with associated landscaping and car parking (amended description). - 18 Annadale Avenue (Pages 409 - 438)

(c) **LA04/2024/1281/F** - The development plans for the site include the construction of a new 3G football pitch on existing grass football pitches and associated site works. - 60 Carnanmore Park (Pages 439 - 448)

(d) **LA04/2024/1869/F** - Temporary Change of Use of 92 No. Student Bedrooms to Short Term Let Accommodation - The Edge, 48-52 York Street (Pages 449 - 458)

(e) **LA04/2025/0140/LBC** - Installation of new stained-glass window within City Hall - Belfast City Hall, 2 Donegall Square (Pages 459 - 464)

11. **Restricted Items**

(a) Outstanding Accounts Report (Pages 465 - 466)

(b) Quarter 3 Finance Report (Pages 467 - 474)

(c) Public Local Inquiry for Dalradian Gold Application (Pages 475 - 478)

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Department for Infrastructure
An Roinn Bonneagair
Depairtment fur Infrastructure
www.infrastructure-ni.gov.uk

Network Traffic, Street Lighting and Transportation
Eastern Division

Mr John Walsh
Chief Executive
Belfast City Council
24-26 Adelaide Street
BELFAST
BT2 8GB

OfficeoftheChiefExecutive@BelfastCity.gov.uk

Annexe 7
Castle Buildings
Stormont Estate
Belfast
BT4 3SQ
Tel:0300 200 7899
Textphone:028 9054 0022
Email: Traffic.Eastern@infrastructure-ni.gov.uk
Website: www.infrastructure-ni.gov.uk

Being Dealt with By: Jim McGarry
Direct Line: (028) 90256189

4 March 2025

Dear Mr Walsh

NELSON STREET, BELFAST – PROPOSED LOADING BAY.

In August 2022 planning permission was granted to erect new student accommodation at Nelson Street Belfast. This included the approval of a layby on Nelson Street to facilitate the servicing of the student accommodation. (loading bay).

Without appropriate legislation which enables parking enforcement, the student accommodation cannot comply with condition 13 of their planning notice, LA04/2024/0651/F

As such, we propose to carry out the legislative process for this loading bay. It will operate 7days per week, 24 hours per day. Please see the attached plan for details.

I would be grateful if you could confirm that the Council has considered this matter and is content with the proposal.

Yours sincerely

Jim McGarry

Jim McGarry
Traffic Management 1

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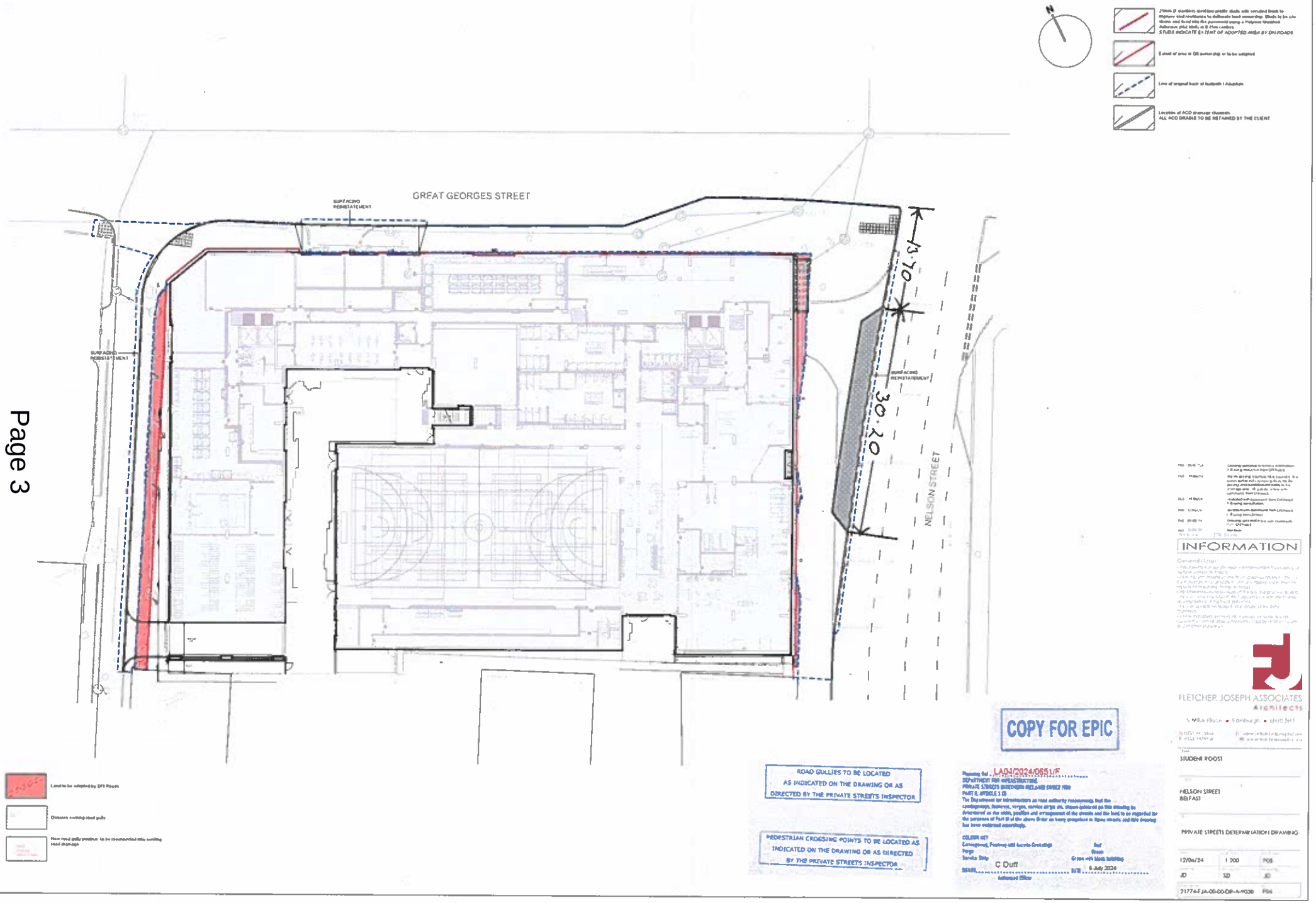
GREAT GEORGES STREET
SURFACING REINSTATEMENT
SURFACING REINSTATEMENT
SURFACING REINSTATEMENT
13.70
30.20
NELSON STREET
N
Land to be adopted by DFI Roads
Denotes existing road gully
New road gully position to be reconnected into existing road drainage
25mm Ø stainless steel low profile studs with serrated heads to displace wind resistance to deflexible bond mounting. Studs to be c/w shims and fixed into the pavement using a Polymer Modified Adhesive (flat bed), at 5 stud centres
STUDS INDICATE EXTENT OF ADOPTED AREA BY DFI ROADS
Extent of area in DfI ownership or to be adopted
Line of original back of footpath / Adoption
Location of ACO drainage channels
ALL ACO DRAINS TO BE RETAINED BY THE CLIENT
INFORMATION
COPY FOR EPIC
ROAD GULLIES TO BE LOCATED AS INDICATED ON THE DRAWING OR AS DIRECTED BY THE PRIVATE STREETS INSPECTOR
PEDESTRIAN CROSSING POINTS TO BE LOCATED AS INDICATED ON THE DRAWING OR AS DIRECTED BY THE PRIVATE STREETS INSPECTOR
Planning Ref. LA04/2024/0651/F
DEPARTMENT FOR INFRASTRUCTURE
PRIVATE STREETS (NORTHERN IRELAND) ORDER 1980
PART II, ARTICLE 13 (3)
The Department for Infrastructure as road authority reasonably feel the carriageways, footways, verges, service strips etc. shown coloured on this drawing to be determined as the width, position and arrangement of the streets and the land to be regarded for the purposes of Part III of the above Order as being comprised in those streets and this drawing has been endorsed accordingly.
COLOUR KEY
Carriageway, Footway and Access Crossings — Red
Verge — Green
Service Strip — Green with black hatching
SIGNED: C Duff
Authorised Officer
DATE: 5 July 2024
FLETCHER JOSEPH ASSOCIATES
Architects
STUDENT ROOST
NELSON STREET
BELFAST
PRIVATE STREETS DETERMINATION DRAWING
12/06/24
1:200
PS5
JD
SD
JD
21774-FJA-00-00-DR-A-P030
P04

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Belfast City Council

PLANNING COMMITTEE

Subject:	Notifications from statutory bodies
Date:	18th March 2025
Reporting Officer:	Kate Bentley, Director of Planning & Building Control
Contact Officer:	Dermot O'Kane, Acting Planning Manager (Plans & Policy)

Is this report restricted?	**Yes**		**No**	X
Is the decision eligible for Call-in?	**Yes**	X	**No**	

1.0	**Purpose of Report or Summary of Main Issues**
1.1	To bring to the attention of the Planning Committee a notification received from the Northern Ireland Housing Executive (NIHE) (see **Appendix 1**) relating to the proposed extinguishment of a Public Right of Way (PRoW) at River Terrace, Belfast.
2.0	**Recommendation**
2.1	The Committee is asked to note the notification correspondence received.
3.0	**Main Report**
3.1	The Council has received the following notification from NIHE:
3.2	**Proposed extinguishment of PRoW at River Terrace, Belfast** Received on 6th February 2025 this notification concerns the extinguishment of a PRoW over a small grassed area at River Terrace, Belfast (see **Appendix 1**). The notice describes the site as a grassed rectangular area directly opposite Nos. 20-24 River Terrace with an approximate measurement of 15m by 5m. There is a small 2.5 by 2m cutout (also grass) on the southern boundary reflecting the non-NIHE ownership of land at this specific location. According to Land Registry records this cutout is not a registered holding. The footpath to the eastern boundary is to be retained.
3.3	NIHE has advised that the Lower Ormeau Residents' Action Group (LORAG) has requested to buy the land in order to improve it for the local community. The group proposes to plant flowerbeds and widen the pavement. As the land is adopted, NIHE is requesting the proposed extinguishment so that the sale of the land to the group can proceed.
3.4	There is no relevant planning history on the site.
3.5	In considering this notification other services within the Council were consulted – City & Neighbourhood Services, Estates and City Regeneration & Development and no issues or concerns were raised. There is no requirement for the Council to respond to these consultations and it is recommended that the Committee notes this report.

3.6 3.7	 <u>Financial & Resource Implications</u> There are no resource implications associated with this report. <u>Equality implications or Good Relations implications / Rural needs assessment</u> None.
4.0	**Appendices – Documents Attached**
	Appendix 1: Proposed extinguishment of PRoW at River Terrace, Belfast

FORM OF NOTICE OF MAKING OF ORDER

THE HOUSING (NORTHERN IRELAND) ORDER 1981

EXTINGUISHMENT OF PUBLIC RIGHTS OF WAY

Notice is hereby given that the Northern Ireland Housing Executive having its principal office at 2 Adelaide Street, Belfast, BT2 8PB in pursuance of its powers under Article 88D of the Housing (Northern Ireland) Order 1981 on 18th of November 2024 made an Order ("an extinguishment order"), which will be submitted to the Department for Communities for approval, to extinguish the public rights of way over land described in the schedule hereto.

A copy of the extinguishment order and associated map dated 18th of November 2024 referred to therein may be inspected at the South Belfast Local Office with offices at the Public Counter, The Housing Centre, 2 Adelaide Street, Belfast BT2 8PB.

The Housing (Northern Ireland) Order 1981 provides that an extinguishment order shall not have effect until approved by the Department and that an extinguishment order to which any objection is made and not withdrawn shall not be approved in circumstances where the Department exercises its discretion to cause a public local inquiry to be held to hear objections to the extinguishment order.

Objections to the extinguishment order must be made in writing stating the grounds for objection and addressed to NIHE Sponsor Team (Housing Division), Department for Communities, Causeway Exchange, 1-7 Bedford Street, Belfast BT2 7EG on or before 31st of December 2024.

SCHEDULE

Grassed area at River Terrace Belfast - Extinguishment of Public Rights of Way order No1 2024

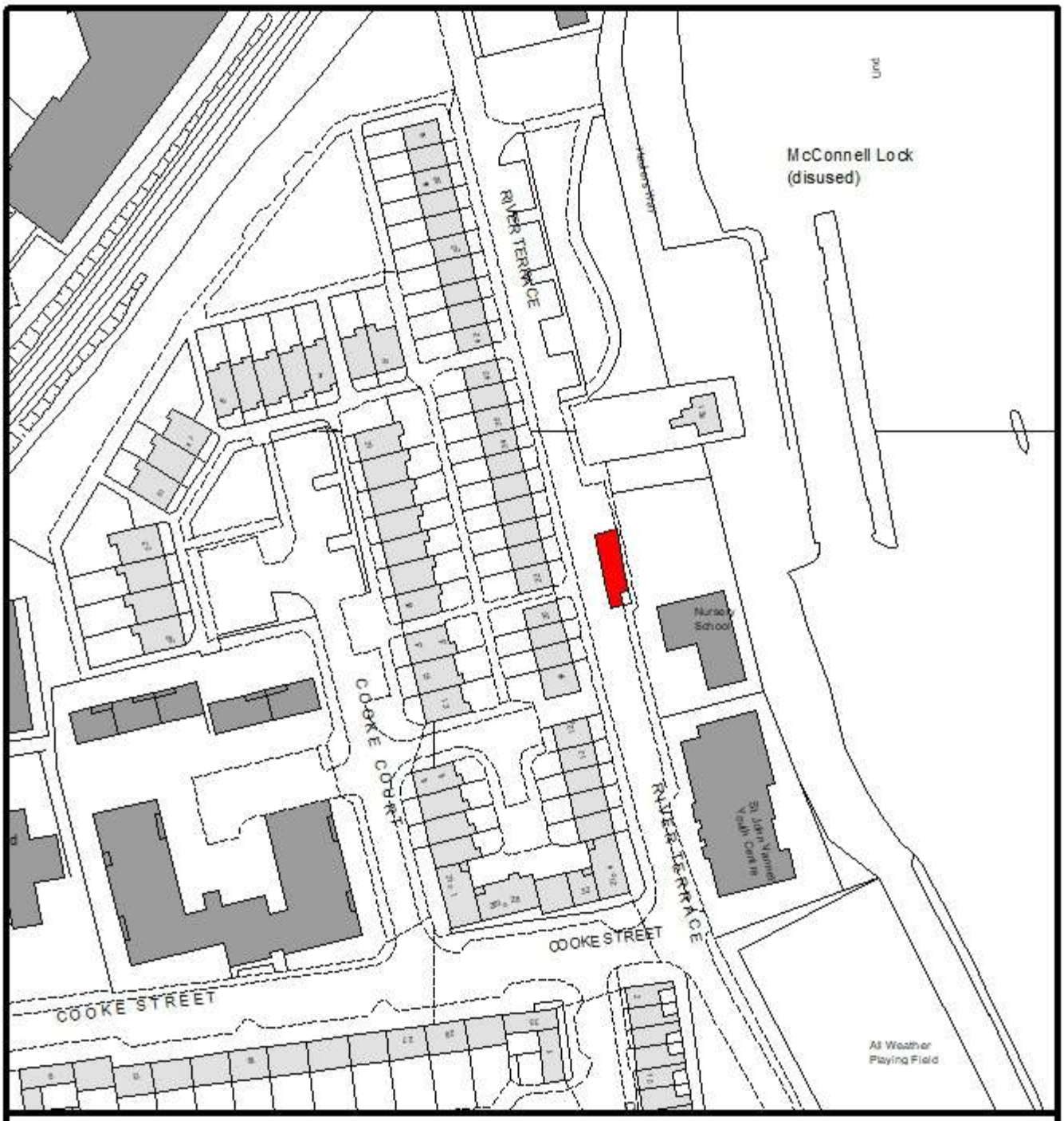
The site is described as the area covers a grassed rectangular area directly opposite 20-24 River Terrace, with an approximate measurement of 15m long by 5 m wide; there is a small 2.5m by 2m cutout (also grass) on the northern boundary reflecting the non-NIHE ownership of land at this specific location. The footpath to the eastern boundary is to be retained and is not part of the proposed sale.

DATED THIS –3rd of December 2024

_____

Grainia Long

Chief Executive
Northern Ireland Housing Executive
2 Adelaide Street
Belfast BT2 8PB



BELFAST, RIVER TERRACE
Extinguishment of Public Right-of-Way
Order No. 1, 2024
Map Dated 18th November 2024

NORTHERN IRELAND HOUSING EXECUTIVE,
THE HOUSING CENTRE,
2 ADELAIDE STREET, BELFAST, BT2 8PB

OSNI Reference: I.G. 147-1NE2/4/SNW1/3

Scale: 1:1,250

Your Reference:

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PLANNING COMMITTEE – 18 MARCH 2025

APPEALS NOTIFIED

COUNCIL: BELFAST

ITEM NO	1	PAC REF	2024/A0118
PLANNING REF:	LA04/2023/2297/F		
APPLICANT:	Cornerstone UK		
LOCATION:	On footpath adjacent to Wandsworth Drive, c27m east of No 186 Belmont Road, Belfast, BT4 2ND		
PROPOSAL:	17.5m Telecommunications column with 6 No antennae, 3 No RRUs, 2 No radio dishes and 1 No equipment cabinet and associated ancillary works		
PROCEDURE:			

APPEAL DECISIONS NOTIFIED

ITEM NO	1	PAC REF:	2022/A0218
PLANNING REF:	LA04/2022/1284/F		
RESULT OF APPEAL:	ALLOWED		
APPLICANT:	Mandeville Developments NI Ltd		
LOCATION:	Lands bounded by Library Street (to south); Stephen Street (to west); Little Donegall Street (to north); and Union Street (to east), Belfast		
PROPOSAL:	Erection of PBMSA development comprising 795 units with additional use of accommodation by further or higher education institutions outside term time, communal facilities, internal amenity courtyard, cycle stores, active ground floor uses including cafe and retail and associated bin stores and plant and public realm improvements to surrounding footpaths		

ITEM NO	2	PAC REF:	2023/A0090
PLANNING REF:	LA04/2023/3933/A		
RESULT OF APPEAL:	DISMISSED		
APPLICANT:	Clear Channel NI		
LOCATION:	Vacant lands adj to 3 Upper Dunmurry Lane, Dunmurry, Belfast, BT17 0AA		
PROPOSAL:	Replacement of 2 existing standard 48 sheet advertisement hoardings with one digital screen		

APPEAL DECISIONS NOTIFIED (CONTINUED)

ITEM NO	3	PAC REF:	2024/A0068
PLANNING REF:	LA04/2024/1076/F		
RESULT OF APPEAL:	DISMISSED		
APPLICANT:	Mr Conor Rooney		
LOCATION:	8A Balmoral Park, Upper Lisburn Road, Belfast, BT10 0QD		
PROPOSAL:	Refurbishment of existing building with single storey extension to front forming a new dwelling (partially retrospective)		

Decisions issued in February 2025 - No. 172

Application number	Delegated / Committee	Location	Proposal	Decision
LA04/2021/0221/F	D	West Belfast Sports & Social Club 370 Falls Road Belfast BT12 6DG	Proposed Retrospective Planning Application to retain a raised terrace for use for outside consumption of food (Amended Description)	Permission Granted
LA04/2021/1794/F	D	Lands adjacent to Blackie River Community Group 43 Beechmount Pass Belfast BT12 7NU	Proposed new Creche/Classroom building.	Permission Refused
LA04/2021/2756/F	D	61 Alexandra Park Avenue Belfast BT15 4ES.	Alteration & refurbishment, with change of use, of existing commercial premises to 6 No. 1-bed apartments with 2 No. integral garages.	Permission Granted
LA04/2022/0370/DCA	D	3 Harberton Drive Belfast BT9 6PE.	Demolition of 2no. minor areas of masonry walls to allow for extension, conversion of ground floor store to ensuite and associated internal refurbishment works	Consent Granted
LA04/2022/1880/F	D	463 Ormeau Road Belfast BT7 3GR	Retrospective change of use from retail unit to hot food carry out and erection of extractor flue	Permission Granted
LA04/2022/0357/F	D	3 Harberton Drive Belfast BT9 6PE	First floor dressing room extension, conversion of ground floor store to ensuite and associated internal refurbishment works.	Permission Granted

11/03/2025 11:07:14

LA04/2022/1384/F	C	Lands at 12 Inverary Avenue Sydenham Belfast BT4 1RN	Residential development of 10 no. apartments within a single building, including demolition of existing structures, car parking and relocation of existing access, and all other associated siteworks.	Permission Granted
LA04/2022/1894/F	D	Apartment 6-01 The Obel 62 Donegall Quay Belfast BT1 3NG.	Retrospective change of use from residential to short term holiday let.	Permission Refused
LA04/2023/2443/A	D	45 - 47 UNIVERSITY ROAD MALONE LOWER BELFAST ANTRIM BT7 1ND	2 No. Jumbrellas with advertising on the fabric top. 2 no. painted signs on front elevation with external lighting fixture. (Amended Descripition) (Retrospective)	Consent Refused
LA04/2023/2402/PAD	D	2-12 PARKGATE AVENUE BALLYHACKAMORE BELFAST DOWN BT4 1JA	Proposed three storey development of 8 apartments and 340 square metres or retail accommodation on the ground floor.	PAD Concluded
LA04/2023/2744/F	D	107-113 RAVENHILL ROAD BALLYMACARRET BELFAST DOWN BT6 8DR	Change of use from existing retail / commercial use to provide 14no. apartments and all associated site works.	Application Withdrawn
LA04/2023/2729/F	D	29 Stockmans Park, Belfast, BT11 9AX	Proposed New Driveway Access at Rear Garden Area of Existing Property (Amended site location plan showing visibility splays)	Permission Granted
LA04/2023/2800/F	D	45 - 47 university road University Road, Belfast, BT7 1ND	2 Large umbrellas (Jumbrellas) fixed to a concrete base (Amended Site Description.) (Retrospective)	Permission Refused

LA04/2023/3066/F	D	151-167 ANTRIM ROAD TOWN PARKS BELFAST ANTRIM BT15 2GW	Alterations to previous planning approval (Ref: Z/2013/1402/F) for demolition of existing public house, betting office and snooker hall, construction of betting office, public house and 26no. apartments	Permission Granted
LA04/2023/3129/LBC	D	45-47 University road University Road, Belfast, BT7 1ND	2no. advertisement panels and lighting fixings attached to the front façade and proposed 2no. large Umbrellas (Jumbrellas) and 2 associated advertisements. (Amended Site Description & Retrospective)	Consent Refused
LA04/2023/3286/A	D	34 Clifton Street, Belfast, BT13 1AA	Retention of Digital Back Lit Sign	Consent Granted
LA04/2023/3809/F	D	209 Connsbrook Avenue, Belfast, BT4 1JZ	2 storey side/rear extension.	Application Withdrawn
LA04/2023/3982/CLEUD		Apartment 42 The Bass Buildings, 38 Alfred Street, Belfast, BT2 8EP	Existing use: The property has been used for more than 5 years for short term holiday let accommodation.	Permitted Development
LA04/2023/4128/O	D	Site adjacent to 14 Edenvale Crescent, Belfast, BT4 2BH	New End Terrace House	Permission Granted
LA04/2023/4135/F	D	4 Melrose Avenue, Belfast, BT5 5JD	Change of use from residential dwelling (C1) to 4 bed House in Multiple Occupancy (Sui Generis) with removal of existing rear single storey extension with new ground floor window to rear elevation to accommodate new kitchen area with associated works. (Amended Proposal Description)	Permission Granted
LA04/2023/4203/F	D	42 Circular Road, Belfast, BT4 2GA	Demolition of existing house and erection of replacement dwelling. Associated site works.	Permission Granted

LA04/2023/4232/F	D	44-46 Cregagh Road, Castlereagh, Belfast, BT6 9EQ	Retention of covered yard as storage area t and associated works. to rear of commercial units	Permission Granted
LA04/2023/4234/F	D	44 Cregagh Road, Castlereagh, Belfast, BT6 9EQ	Change of Use to Retail Outlet (retrospective)	Permission Granted
LA04/2023/4395/F	D	29 St Aubyn Street, Belfast, BT15 3QF	Change of use from existing residential dwelling to house of multiple occupancy (HMO)	Permission Granted
LA04/2023/4506/F	D	Pembroke Loop Road, 4 Springbank Road, Springbank Industrial Estate, Belfast, BT17 0QL	Erection of new manufacturing warehouse and associated site works.	Permission Granted
LA04/2023/4609/DC		11-17 Donegall Street, Belfast, BT1 2FF	Discharge of Condition 11 of Planning Approval LA04/2016/2620/F. Revised Glazing sample	Condition Not Discharged
LA04/2024/0036/F	D	Flat 1a, 438 Antrim Road, Belfast, BT15 5GB	Retention of change of use from residential apartment to short term let accommodation	Permission Refused
LA04/2024/0082/F		Apartment 48 The Bass Buildings, 38 Alfred Street, Belfast, BT2 8EP	Retrospective change of use from residential apartment to short term let accommodation	Application Withdrawn
LA04/2024/0146/F	D	25 Edenvale Crescent, Belfast, BT4 2BH	Two storey side and rear extension and conversion of dwelling to 2 Self Contained Apartments with associated landscaping and new vehicular accesses for provision of 2 car parking spaces.	Permission Granted
LA04/2024/0205/F	D	19 Gartree Place, Belfast, BT11 8LR	Rear extension to dwelling and level access patio area.	Application Withdrawn

LA04/2024/0351/F	D	3 Derryvolgie Avenue, Belfast, BT9 6FL	Amalgamation of two apartments to create one dwelling, erection of a two-storey rear extension, erection of a single-storey side and rear extension, installation of 2 no. front dormers, and associated landscaping works. (Amended Description)	Permission Granted
LA04/2024/0451/NMC		52 Mountainview Gardens, Belfast, BT14 7GW	Non-material change to Planning Approval LA04/2023/4057/F. Change the external finish on the proposed extension from red brick to white render	Non Material Change Refused
LA04/2024/0481/DCA	D	3 Derryvolgie Avenue, Belfast, BT9 6FL	Demolition of two storey rear extension, external rear stairs and skylight to main roof.	Consent Granted
LA04/2024/0524/F	D	5 Keadyville Avenue, Belfast, BT15 3QE	Change of use from 4 bedroom residential dwelling (C1) to 5 bedroom HMO (Sui Generis) + single storey rear extension.	Permission Granted
LA04/2024/0619/F	D	100 University Street, Belfast, BT7 1HE	Proposed change of use from office space to 11 bedroom guest accomodation (Use Class C2). (Change of Applicant and Agent)	Permission Granted
LA04/2024/0735/F	D	Ground Floor, 61-67 Donegall Street, Belfast, BT1 2QH	Change of use of ground floor (B1) offices to (Sui Generis) restaurant use. External bin storage area to rear car park. 3 no. air conditioning units and an extraction flue to terminate 1.0m above eaves. (Amended Plans & Description).	Permission Granted
LA04/2024/0711/F	D	286 Woodstock Road, Belfast, BT6 9DN	Change of use from single dwelling house to 2no. apartments. (1-bedroom apartment at ground floor and 2-bedroom apartment on first & second floor).	Permission Granted

LA04/2024/0731/A	D	Grace Family Centre 77-95 Alliance Avenue, Belfast, BT14 7PJ	One shop sign	Consent Granted
LA04/2024/0808/F	D	Lands at Diageo Bonding Centre 3 Marshalls Road Castlereagh Belfast BT5 6SL	Extension measuring 130sqm to facilitate loading for side loader trucks; compactor building measuring 105sqm; parts store measuring 84sqm	Permission Granted
LA04/2024/0815/F	D	36-38 Donegall Place Town Parks Belfast BT1 5BB	Change of use from retail unit (class A1) to bank (class A2); alterations to shopfront and proposed ATM	Permission Granted
LA04/2024/0816/LBC	D	36-38 Donegall Place, Belfast, BT1 5BB	Internal alterations, shopfront alterations and new ATM	Consent Granted
LA04/2024/0894/F	D	15 Malone Place, Belfast, BT12 5FD	Change of use from residential dwelling to short term let (Retrospective)	Permission Granted
LA04/2024/0901/LBC	D	9A Ascot Gardens, Belfast, BT5 6LX	Replacement of damaged existing roof structure and associated replacement of existing windows.	Application Withdrawn
LA04/2024/0920/DC	D	1-7 Grays Lane and 776,776,776a,778,778a,780,780aShore Road, Belfast, BT15 4HW	Discharge of condition 13 LA04/2020/0027/F	Condition Discharged
LA04/2024/0966/F	C	28 Dunvegan Street, Belfast, BT6 8GE	Retrospective: Change of use from 3-bedroom residential dwelling (C1) to short-term let (Sui Generis). Amended Plans & Description.	Permission Refused

LA04/2024/0982/F	D	4 Mount Pleasant, Belfast, BT9 5DS	Removal of asbestos slates to rear return and replacement with solar tiles. Provision of electric car charger to front garden perimeter stub wall, and minor alterations to the building including internal reconfiguration of the bathroom.	Permission Granted
LA04/2024/0983/LBC	D	4 Mount Pleasant, Belfast, BT9 5DS	Removal of asbestos slates to rear return and replacement with solar tiles. Provision of electric car charger to front garden perimeter stub wall, and minor alterations to the building including internal reconfiguration of the bathroom.	Consent Granted
LA04/2024/1073/F		1-3 Lombard Street (2 High Street), Belfast, BT1 1RB (amended address)	Change of use of the second, third, fourth, fifth and sixth floors from office use to 26no. short term let apartments with associated building works.	Permission Granted
LA04/2024/1106/F	D	38 Fitzroy Avenue, Belfast, BT7 1HW	Change of use from 2-bed flat on Ground floor / 3-bed flat HMO (House in Multiple Occupation) on 1st/2nd floor to 1-bed flat on Ground floor / 4-bed HMO on 1st/2nd floor.	Permission Granted
LA04/2024/1130/F	D	94 Duncairn Gardens, Belfast, BT15 2GJ	Change of use from 2no. residential apartments (C1) to 6-bedroom HMO (Sui Generis). Second floor rear extension. Front bay window extension. Dormer window at front and rear. External bike storage. External alterations and site works.	Permission Granted

LA04/2024/1233/DCA	D	1-3 Lombard Street (2 High Street), Belfast, BT1 1RB	Removal of internal walls and doors on 2nd - 6th floors. Creation of smoke shaft as indicated on drawings. Creation of new opening in external wall at 6th floor for new external door and screen	Consent Granted
LA04/2024/1264/CLOPUD	D	6-8 Greenwood Avenue, Belfast, BT4 3JJ	Physiotherapy clinic to a veterinary practice	Permitted Development
LA04/2024/1312/A	D	Located on footpath infront of Whitehall Tobacco Works, 1 Linfield Road, Sandy Row, Belfast, BT12 5AH	1x 2m high Totem	Consent Granted
LA04/2024/1339/DC	D	Lands north east of 43 Stockmans Way and south west of 49 Stockmans Way, Belfast, BT9 7ET	Discharge of condition 11 LA04/2021/0629/F - Construction Environmental Management Plan (CEMP).	Condition Not Discharged
LA04/2024/1392/LBC	D	Crumlin Road Gaol - A Wing 53-55 Crumlin Road, Belfast, BT14 6ST	Proposed advertisements to be displayed at entrance and on front elevation of listed building	Consent Granted
LA04/2024/1395/F	D	28 Bristol Avenue, Belfast, BT15 4AJ	Demolition of existing garage and partial demolition to ground floor walls of existing rear return to accommodate a new single-storey extension to the side of the property.	Permission Granted
LA04/2024/1396/CLEUD	D	Flat 2, 12 Camden Street, Belfast, BT9 6AU	Existing Use : House in Multiple Occupation (HMO)	Permitted Development
LA04/2024/1413/A	D	Crumlin Road Gaol - A Wing 53-55 Crumlin Road, Belfast, BT14 6ST	2 shop signs	Consent Granted
LA04/2024/1401/PRELIM	D	308-312 Shankill Road Belfast	Development site	PAD Concluded
LA04/2024/1440/F	D	138-140 Ravenhill Road, Belfast, BT6 8ED	Change of Use of first floor from Offices to Short-Term Let with use of flat roof to rear as an open terrace.	Permission Granted

LA04/2024/1432/F	D	16 Glen Crescent, Belfast, BT11 8FB	New dwelling and associated site works	Permission Granted
LA04/2024/1494/DC	D	30-34 Bradbury Place, Belfast, BT7 1RS	Discharge of condition 8 LA04/2017/2753/F - Noise Verification Report	Condition Discharged
LA04/2024/1519/F	D	30 Dorchester Park, Belfast, BT9 6RJ	Proposed erection of replacement dwelling and attached garage with demolition of existing dwelling and dectached garage	Permission Granted
LA04/2024/1555/DC	D	The Foundry 10-16 Hill Street, Belfast, BT1 2LA	Discharge of Condition 5 LA04/2023/2685/F - Noise Verification Report	Condition Discharged
LA04/2024/1557/F	D	28-32 Eglantine Avenue, Belfast	Demolition of detached garage to rear of No's 30-32 Eglantine Avenue; demolition of single storey rear return and change of use of No.28 Eglantine Avenue from residential (2No flats) to 9-bed guest house, including erection of new single storey rear return and provision of additional off-street parking	Permission Granted
LA04/2024/1559/DCA	D	28-32 Eglantine Avenue, Belfast	Demolition of detached garage to rear of No's 30-32 Eglantine Avenue; demolition of single storey rear return and change of use of No.28 Eglantine Avenue from residential (2No flats) to 9-bed guest house, including erection of new single storey flat roof rear return and provision of additional off-street parking	Consent Granted
LA04/2024/1578/F	D	4 Waterloo Park, Belfast, BT15 5HU.	Rear dormer and x2 rooflights to front.	Permission Granted
LA04/2024/1569/A	D	75 Glenmachan Street, Belfast, BT12 6JB	1 Digital Advertising Sign	Application Withdrawn

LA04/2024/1580/F	D	13 Ormiston Square, Belfast, BT4 2RU	Part retrospective erection of timber garden storage shed in side garden, including new boundary fence and alterations to ground levels.	Permission Granted
LA04/2024/1585/LBC	D	Parliament Buildings, Northern Ireland Assembly - government building.	Specialist cleaning of external stonework.	Consent Granted
LA04/2024/1581/CLOPUD	D	63 Martinez Avenue, Belfast, BT5 5LY	Removal of timber frame garage and erection of replacement garage	Application Required
LA04/2024/1632/F	D	79 Ravenhill Park, Belfast, BT6 0DG	Demolition of existing rear return, first floor dormer, and garage to facilitate 2 storey and single storey rear extension, fenestration changes and associated site works.(Amended Plans & Amended Proposal Description)	Permission Granted
LA04/2024/1633/A	D	366 Lisburn Road, Malone Lower, Belfast, BT9 6GL	1 Digital Sign	Consent Refused
LA04/2024/1627/F	D	57 Donegall Road, Belfast, BT12 5JL	Change of use from residential to short let accommodation (Retrospective)	Permission Granted
LA04/2024/1647/F	D	606a Ballysillan Road, Belfast, BT14 6RP	Retrospective erection of Timber Fence to rear of the garden.	Permission Granted
LA04/2024/1660/F	D	40 Woodcot Avenue, Belfast, BT5 5JA	Change of use from 2 bed dwelling to 3 bed HMO	Permission Granted
LA04/2024/1664/F	D	22 Wolseley Street, Belfast, BT7 1LG	Change of use from 3no. HMO Flats (total 14no. bedrooms) to Guesthouse (Use Class C2) including external and internal alterations.	Permission Granted
LA04/2024/1671/F	D	159-161 Donegall Pass, Belfast, BT7 1DT	Change of use of existing vacant church building formerly used as a restaurant to mini supermarket / convenience store (Use Class A1).	Permission Granted

LA04/2024/1681/CLOPUD	D	6 Red Hall Lane, Belfast, BT4 2FA	Single storey bay window	Application Required
LA04/2024/1739/F	D	32 Edgcumbe Gardens, Belfast, BT4 2EH	Flat roofed rear and side extension with associated fenestration changes on North elevation. Creation of garage to front of dwelling. Creation of rear patio area.	Permission Granted
LA04/2024/1710/DC	D	49-51 Malone Road Belfast	Discharge of condition 3 LA04/2023/3400/F - Submission of materials specifications and images	Condition Discharged
LA04/2024/1720/F	D	150-156 Duncairn Gardens, Belfast, BT15 2GN	Kitchen extension to rear of church and new boundary wall to front.	Permission Granted
LA04/2024/1771/CLEUD	D	Flat 2, 29 Eglantine Avenue, Belfast, BT9 6DW	Change of use to House in Multiple Occupation (HMO).	Permitted Development
LA04/2024/1778/F	D	85 Garnock Hill, Belfast, BT10 0AW	Proposed single storey extension to rear of dwelling.	Permission Granted
LA04/2024/1839/F	D	9 Casaeldona Crescent, Belfast, BT6 9RE	Conversion of integral garage into playroom and construction of new single storey lean-to garage on gable	Permission Granted
LA04/2024/1823/NMC	D	64 Andersonstown Road, Andersonstown, Belfast, BT11 9AN	Proposed relocation of bicycle store within the site and associated update to drawing reference stipulated in Condition 4 attached to the planning permission LA04/2020/2077/F	Non Material Change Refused
LA04/2024/1834/F	D	3 Posnett Court, Belfast, BT7 1FQ	Single storey extension to the side of the property with level access to front	Permission Granted
LA04/2024/1849/F	D	3 Ravensdene Park Gardens, Belfast, BT6 0DD	2 storey extension to rear with single storey extension, replacement of existing extension roof and additional window to gable wall	Permission Granted

LA04/2024/1844/F	D	14 Malone Park Lane, Belfast, BT9 6NQ	Retrospective application for development not built in accordance with planning permission LA04/2022/1937/F. Retention of carport to rear, hardstanding front and rear, landscaping and external alterations, relocation of access with new access gate and dropped kerb and demolition of side chimney.	Permission Granted
LA04/2024/1845/F	D	1 Rathmore Street, Belfast, BT6 8BW	Single storey extension to rear with internal alterations.	Permission Granted
LA04/2024/1855/F	D	55 Adelaide Park, Belfast, BT9 6FZ	Single storey rear extension including internal alterations to existing garage. Amendment to previous approval (LA04/2024/0546/F)	Permission Granted
LA04/2024/1850/F	D	27 Kingsland Park, Belfast, BT5 7FB	Single storey rear extension with fenestration changes to rear and side elevations. Creation of a veranda to the rear	Permission Granted
LA04/2024/1854/A	D	168 Cavehill Road, Belfast, BT15 5EX	2 Shop sign, 1 Projecting sign, 1 Digital, 3 Other - LED Light Pocket Property Displays	Consent Granted
LA04/2024/1864/F	D	553 Donegall Road, Belfast, BT12 6DX	Rear single storey extension and rear dormer with addition of front elevation roof skylight	Permission Granted
LA04/2024/1860/F	D	87 Donegall Park Avenue, Belfast, BT15 4FQ	Proposed single storey extension and first floor extension to rear of property with fenestration changes to rear.	Permission Granted
LA04/2024/1863/DC	D	6 Bloomfield Avenue, Apt 1-16, Belfast, BT5 5AD	Discharge of Condition 9- Verification Report. LA04/2022/0651/F	Condition Discharged

LA04/2024/1871/LBC	D	159-161 Donegall Pass, Belfast, BT7 1DT	Proposed internal alterations to facilitate change of use of existing vacant church building formerly used as a restaurant to mini supermarket / convenience store	Consent Granted
LA04/2024/1870/F	D	185 Templemore Avenue, Belfast, BT5 4FR	Change of use from 4 bed dwelling (C1) to 5 bed HMO (Sui Generis)	Permission Granted
LA04/2024/1874/F	D	16 Grasmere Gardens, Belfast, BT15 5EG	Removal of the existing lean to utility and former coal store to rear and replacement with a two storey and single storey extension. (AMENDED PLANS)	Permission Granted
LA04/2024/1875/F	D	8 Marylebone Park, Belfast, BT9 5HF.	Single storey rear and side extension. Existing refurbishment and associated landscaping.	Permission Granted
LA04/2024/1889/NMC	D	53 Knock Presbyterian Church Kings Road, Belfast, BT5 6JH	alter the overall length of the existing Church Offices roof. The west side hip-end would be deconstructed and moved east by 3.1m. The entire roof will be re-slated to ensure continuity of material, a natural slate will be used to match the existing. LA04/2021/1590/F	Application Withdrawn
LA04/2024/1892/A	D	1 Corn Market, Belfast, BT1 4DA	1 illuminated fascia shop sign	Consent Granted
LA04/2024/1894/F	D	235 Belmont Road, Belfast, BT4 2AH	Single storey extension to rear of dwelling with extension to 2.4m rear boundary wall	Permission Granted
LA04/2024/1902/F	D	43 Lismoyne Park, Belfast, BT15 5HE	Demolition of existing garage and construction of a two storey side / rear extension. Alterations to front garden to form parking area.	Permission Granted

LA04/2024/1895/F	D	65 Rosepark, Belfast, BT5 7RH	Single storey rear extension with fenestration changes to rear and side elevations. Widening of driveway entrance.	Permission Granted
LA04/2024/1911/F	D	Deanby Centre (Former Our Lady's Girls' Primary School) 32 Deanby Gardens, Belfast, BT14 6NN	Creation of an external lift to service 2 floors of building	Permission Granted
LA04/2024/1912/F	D	70 Sunnyhill Park, Dunmurry, Belfast, BT17 0PZ	Single storey extension to the rear of property, car hard-standing and level access to rear. New access to be provided via rear boundary from Areema Drive	Permission Granted
LA04/2024/1916/F	D	60 Fitzroy Avenue, Belfast, BT7 1HX	Change of use to short term holiday letting accommodation (retrospective)	Permission Refused
LA04/2024/1925/F	D	191 Ballyhill Road, Belfast, BT14 8SF	Creation of garage, raised patio area and veranda. Rear and side extension replacing existing carport	Permission Granted
LA04/2024/1919/CLEUD	D	27 Ulsterville Gardens, Belfast, BT9 7BA	Existing House of multiple occupation (HMO)	Permitted Development
LA04/2024/1945/F	D	9 Dunlambert Drive Belfast BT15 3NE	Demolition of existing outbuilding to provide single storey rear/side extension	Permission Granted
LA04/2024/1932/F	D	80 Marlborough Park North, Belfast, BT9 6HJ	Partial demolition to gable wall for single storey side extension	Permission Granted
LA04/2024/1934/F	D	Odyssey Pavilion, Pavilion Queens Quay, Belfast, BT3 9QQ	Removal of existing silver coloured composite cladding panelling and replacement of same areas with new cladding to match existing in size and appearance.	Permission Granted

LA04/2024/1936/F	D	Odyssey Pavilion, Pavilion Queens Quay, Belfast, BT3 9QQ	Removal of existing silver coloured composite cladding panelling and replacement of same areas with new cladding to match existing in size and appearance.	Permission Granted
LA04/2024/1938/F	D	31 Rochester Street, Belfast, BT6 8EU	Change of use from dwelling to 3 bedroom HMO	Permission Granted
LA04/2024/1958/DC	D	Lands adjacent to 78 Cloona Park, Belfast	Discharge Condition No. 8 of Planning Approval LA04/2022/1203/F - Archaeological Programme of Works	Condition Discharged
LA04/2024/1959/A	D	2 Castlereagh Road, Belfast, BT5 5FP	Proposed 1.6m x 3.2m (Portrait) LED Digital Advertising Screen fixed to gable wall.	Application Withdrawn
LA04/2024/1966/F	D	65 Shandon Park, Belfast, BT5 6NX	(AMENDED DESCRIPTION) Retrospective application for a rear single-storey extension.	Permission Granted
LA04/2024/1971/DCA	D	80 Marlborough Park North, Belfast, BT9 6HJ	Partial demolition of gable wall to facilitate proposed single storey side extension	Consent Granted
LA04/2024/1997/A	D	Unit 37 Upper Ground Floor, Victoria Square, Belfast, BT1 4JW	2 No. internally illuminated 'Krispy Kreme' signs and 1 No. vinyl graphic	Consent Granted
LA04/2024/2007/F	D	12 Loughview Heights, Old Park, Belfast, BT14 8QR	Creation of a siingle storey sun room to the rear elevation of property. Creation of raised rear patio area.	Permission Granted
LA04/2024/2035/F	D	16 Deramore Park South, Belfast, BT9 5JY	Proposed garden room, sauna and tree playhouse in garden.	Permission Granted
LA04/2024/2031/F	D	1B Ballarat Street, Belfast, BT6 8FW	Demolition of existing building and construction 6 residential apartments	
LA04/2024/2036/F	D	5 Hillside Gardens, Belfast, BT9 5EP	Roof space conversion with a rear dormer. Front porch, ground floor side and rear extension with addition of patio and demolition of existing single storey garage.	Permission Granted

LA04/2024/2029/DC	D	52-58 Dorchester House Great Victoria Street, Belfast, BT2 7BB	Discharge of condition 7 LA04/2023/3821/F - Ventilation Strategy	Condition Discharged
LA04/2024/2120/F	D	1-3 McClintock Street, Belfast, BT2 7GL	Retrospective Change of Use from retail to student accommodation 'break out' and foyer/reception areas	Permission Granted
LA04/2024/2057/NMC	D	Lands adjacent to and north and east of 87 Hopewell Crescent and south of Hopewell Avenue.	Retrospective change from render to brick between two ground floor windows.	Non Material Change Granted
LA04/2024/2056/NMC	D	Lands adjacent to and north and east of 87 Hopewell Crescent and south of Hopewell Avenue.	Lowered eaves and ridge. Removal of two windows. Lowered floor level for one apartment entrance.	Non Material Change Granted
LA04/2024/2055/F	D	193 Ravenhill Road, Belfast, BT6 0BQ	Single-storey rear extension	Permission Granted
LA04/2024/2071/A	D	130 Holywood Road, Belfast, BT4 1NY	1 No. sign	Consent Granted
LA04/2024/2074/F	D	120 Orchardville Crescent, Belfast, BT10 0JT	Two storey rear and side extension	Permission Granted
LA04/2024/2092/CLEUD	D	6-8 Greenwood Avenue, Belfast, BT4 3JJ	Application to determine the lawful use as a physiotherapists (with associated works including reception, studio, treatment rooms and offices).	Permitted Development
LA04/2024/2080/LBC	D	22 Joy Street, Belfast, BT2 8LE	Gas installation to the rear of the property	Consent Granted
LA04/2024/2086/DC	D	30, 32 & 34 Corrib Avenue, Belfast, BT11 9JB (OFF THE SHAWS ROAD)	Discharge condition 3 of planning approval LA04/2020/1126/F	Condition Not Discharged
LA04/2024/2084/CLEUD	D	4 Strandview Street, Belfast, BT9 5FF	Change of use to House in Multiple Occupation (HMO)	Permitted Development

LA04/2024/2108/A	D	Lidl 100-116 Stewartstown Road, Belfast, BT11 9JQ	3 Internally lit Shop logo sign, 1 Internally lit Totem Pole, 1 Internally lit Freestanding Sign, 3 LED Illuminated Poster Boards	Consent Granted
LA04/2024/2119/F	D	5 Wellington Place, Belfast, BT1 6GA	Proposed Change of Use from financial services (Class A2) to sit in coffee shop (sui generis).	Permission Granted
LA04/2024/2122/DC	D	Translink Short Strand Bus Depot, Mountpottinger Road, Belfast, BT5 4BH	Discharge of Condition No.3 - Submission of a detailed remediation strategy (GT24-1026v03 Short Strand Bus Depot Belfast - Remediation Strategy)- LA04/2023/4184/F	Condition Discharged
LA04/2024/2121/DC	D	Spirit AeroSystems, Airport Road West, Belfast, BT3 9ED	Discharge Condition 2 of LA04/2019/2850/F- Gas Protection Mitigation Report and Verification Strategy	Condition Discharged
LA04/2024/2129/LBC	D	Parliament Buildings, Ballymiscaw, Stormont, Belfast, BT4 3XX	Removal of mechanical & electrical equipment and solar array; removal of fixed stainless steel rail and damaged Portland Stone parapets. Rebedding of existing Portland Stone hoppers. Replacement of roof and stone parapets. Lead capping for parapets, new free standing protection rail and reinstatement of mechanical & electrical equipment and solar array.	Consent Granted
LA04/2024/2135/A	D	Linenhall Exchange, 26 Linenhall Street, Belfast, BT2 8GB	2 internally lumminated projecting signs and 7 window decals (9 signs total)	Consent Granted
LA04/2024/2139/CLEUD	D	Flat 2, 1 Wolseley Street, Belfast, BT7 1LG	Change of use to HMO (House in multiple occupancy).	Permitted Development

LA04/2024/2157/DC	D	730-760 SHORE ROAD, BELFAST, BT15 4HL ST MARY'S PARISH, GREENCASTLE	Discharge of condition 21 Z/2013/0095/F BOUNDARY DETAILS SITE LAYOUT AND BOUNDARY DETAILS	Condition Discharged
LA04/2025/0010/F	D	9 Brians Well Grove, Dunmurry, Belfast, BT17 0YQ	Rear dormer	Permission Granted
LA04/2025/0024/F	D	97 Ardenlee Avenue, Belfast, BT6 0AD	Demolition of existing single storey utility/ wc extension to the rear. Addition of single storey and two storey extension to the rear. Addition of dormer to the attic to the rear. Internal reconfiguration.	Permission Granted
LA04/2024/2159/F	D	56 Palmerston Road, Sydenham, Belfast, BT4 1QB	Alterations and single storey rear extension	Permission Granted
LA04/2025/0028/F	D	3 North Road, Belfast, BT5 5NE	Single storey rear extension and internal alterations	Permission Granted
LA04/2025/0033/DC	D	23 University Street, Belfast, BT7 1FY	Discharge Condition 5 of LA04/2019/1751/F- Service management Plan for Flat 2, 23 University Street, Belfast, BT7 1FY.	Condition Discharged
LA04/2025/0037/DC	D	Former police station at 21 Queen Street, Belfastt, BT1 6EA	Discharge Condition 6 of LA04/2020/0568/F- Archeological Program of works	Condition Discharged
LA04/2025/0053/DC	D	St Matthew's R C Church Bryson Street, Belfast, BT5 4ES	Discharge Condition 3 of LA04/2024/1618/LBC- Details of external railings	Condition Discharged
LA04/2025/0071/F	D	5 Glengoland Avenue, Belfast, BT17 0HY	Demolition of existing garage and new single storey rear and side extension	Permission Granted
LA04/2025/0065/A	D	38-52 & 53 Lisburn Road, Malone Lower, Belfast, BT9 6AA	2 No. Hoarding signs	Consent Granted

LA04/2025/0099/LBC	D	18-19 Clarence Chambers, Ground Floor Donegall Square East, Belfast, BT1 5HE	Minor internal reconfiguration works at ground floor level (to facilitate existing premises Margot).	Consent Granted
LA04/2025/0105/WPT	D	13 Firmount, Antrim Road, Belfast	Works to trees in conservation area	Works to TPO Granted
LA04/2025/0106/WPT	D	4 Mount Carmel, Belfast, BT15 4DQ	Works to trees in a conservation area	Works to TPO Granted
LA04/2025/0130/DC	D	14 Dublin Road, Belfast	Discharge Condition 13 of LA04/2023/4366/F - Ground Investigation Factual and Interpretative Report (Piling Risk Assessment - Appendix 4)	Condition Discharged
LA04/2025/0115/WPT	D	8,Alexandra Gardens, Apt G, BT15 3LJ	Works to trees in a Conservation Area	Works to Trees in CA Agreed
LA04/2025/0131/DC	D	Pavilion Block 7 Former Belvoir Park Hospital, Hospital Rd, Belfast, BT8	Discharge of condition 8 LA04/2024/1043/F-Historic Fabric Interventions, alteration or removal inc Photographic report	Condition Discharged
LA04/2025/0134/WPT	D	30 Bladon Park, Belfast, BT9 5LG	Works to trees in a Conservation Area	Works to Trees in CA Agreed
LA04/2025/0135/WPT	D	35 Kensington Road, Belfast, BT5 6NJ	Works to TPO protected trees	Works to TPO Granted
LA04/2025/0143/NMC	D	46 Ladas Drive, Belfast, BT6 9FT	Non Material change to planning approval LA04/2024/1107/F - Change of external finish from render to facing brick to match existing and the addition of a window to the rear elevation	Non Material Change Granted
LA04/2025/0150/WPT	D	1 Malone Court, Belfast, BT9 6PA	As per attached Tree survey and Report	Works to Trees in CA Agreed
LA04/2025/0147/WPT	D	21 Chichester Gardens, Belfast, BT15 5FS	Works to trees in a Conservation Area	Works to TPO Granted
LA04/2025/0148/WPT	D	10 Maple Hill, The Manor, Belfast, BT10 0PZ	Proposed TPO Fell Tree	Works to TPO Granted

LA04/2025/0158/A	D	28 Belmont Road, Belfast, BT4 2AN	2 shop signs	Consent Granted
LA04/2025/0155/WPT	D	707A Antrim Road, Belfast, BT15 4EH	Works to trees protected	Works to Trees in CA Agreed
LA04/2025/0166/CLEUD	D	Flat 2, 1 Stranmillis Park, Belfast, BT9 5AU	House in multiple occupation (HMO)	Permitted Development
LA04/2025/0180/WPT	D	58 Osborne Park, Belfast, BT9 6JP	Works to trees in a Conservation Area	Works to Trees in CA Agreed
LA04/2025/0195/PRELIM		All Saints Church University Street, Belfast, BT7 1FZ	Proposed partial demolition and redevelopment of All Saints Church to provide 49 no. apartments with associated parking on lands adjoining Canterbury Street, Westminster Street and University Street, Belfast	PAD Concluded
LA04/2025/0246/CLOPUD	D	Lands at 87-109 Joy Street, Belfast, BT2 8ED	Surface level public car park	Permitted Development
LA04/2025/0255/WPT	D	36 Maryville Park, Belfast, BT9 6LP	Works to trees in a Conservation Area	Works to TPO Granted
LA04/2025/0269/CLEUD	D	64 South Parade, Belfast, BT7 2GQ	Change of use to House in Mulitple Occupation (Existing HMO)	Permitted Development
LA04/2025/0294/WPT	D	100 Balmoral Avenue, Belfast, BT9 6NZ.	I need to fell an 8 mt high fir tree that has started to lean dangerously towards my house after recent storms	Works to TPO Granted
				Total Decsions

Live Major Applications not previously considered by Committee @ 11.03.25

Number	Application No.	Category	Location	Proposal	Date Valid	Target Date	Status
1	LA04/2022/0809/F	Major	Lands to the south and west of Woodland Grange to the north of Blacks Gate and to the east of Moor Park Mews Belfast.	Amendments to approved schemes ref. Z/2008/0993/F (erection of 53 No. dwellings) & ref. Z/2013/0120/F (erection of 46 No. dwellings); to reduce overall density from 99 No. dwellings to 94 No. dwellings and associated and ancillary works.	21-Apr-22	17-Nov-22	UNDER CONSIDERATION
2	LA04/2023/2633/F	Major	St Teresa's GAC, 2 Glen Road Heights, Belfast BT11 8ER	Proposed extension to existing clubhouse to provide indoor sports hall, changing rooms, reception, and fitness suite. Proposed relocation of grass pitch and new 4G training pitch with integrated ball walls. Proposed annex building with club store and matchday shop. Site works including increased parking, fencing, catch nets, floodlighting, dugouts, paths, and other associated amenities.	14-Mar-23	10-Oct-23	UNDER CONSIDERATION
3	LA04/2023/3799/F	Major	Vacant lands (partial site of the former Wolfhill Flax Spinning Mill) located to the south, of Wolfhill Manor, north of Wolfhill Grove and west of Mill Avenue, Ligoniel Road, Belfast, BT14 8NR	New single storey 10-class based primary school, separate nursery school accommodation and school meals accommodation to facilitate the relocation of St. Vincent De Paul Primary School and Nursery from existing site on Ligoniel Road, Belfast. Proposal includes new pedestrian and vehicular accesses onto Mill Avenue, car parking, covered cycle storage area and hard play areas. Hard and soft landscaping including wildlife walkway, fencing, retaining walls, underground drainage system to include the reinstatement of underground storm sewer and headwall into adjacent DFI River wayleave. Includes temporary contractors compound and all associated site works.	09-Oct-23	06-May-24	UNDER CONSIDERATION
4	LA04/2023/4181/F	Major	Lands comprising the existing Sydenham Wastewater Pumping Station west of Park Avenue, Connswater River and King George V Playing Fields, to the south of the Sydenham By-Pass, east of The Oval football stadium, north and east of Parkgate Gardens and north of Parkgate Crescent, Parkgate Parade and Mersey Street, Belfast	Demolition of existing Wastewater Pumping Station (WwPS) with reinstatement of site as a landscaped area. Construction of a replacement WwPS including associated control building and hardstanding, the raising of site levels, in-channel works, provision of new rising main, other ancillary buildings, the creation of an access road on lands within the King George V Playing Fields to serve the facility, landscaping and other ancillary works. Provision of a temporary working area on lands within the King George V Playing Fields, the creation of a temporary access road from Mersey Street to facilitate construction traffic on lands to the rear of 1-35 Parkgate Gardens, the creation of a temporary footway adjacent to 88 Park Avenue and other ancillary development and landscaping restoration works.	14-Nov-23	11-Jun-24	UNDER CONSIDERATION
5	LA04/2024/0015/F	Major	Lands at Cabin Hill, Upper Newtownards Road, Belfast BT4	Erection of 53 residential units (including 43 dwellings and 10 apartments) including creation of access, internal roads, landscaping and associated works (amended description and plans).	22-Dec-23	19-Jul-24	UNDER CONSIDERATION
6	LA04/2024/0211/F	Major	Existing Football Stadium The Oval Parkgate Drive Belfast BT4 1EW.	Redevelopment of the existing stadium by way of demolition of both existing stands and construction of two new spectator stands with reconfiguration of existing standing terracing at goal ends, new turnstiles and associated siteworks including new floodlighting, additional car parking and improved circulation routes to provide an overall capacity for 6000 spectators on site.	15-Mar-24	11-Oct-24	UNDER CONSIDERATION

7	LA04/2024/0285/F	Major	Ardoyne Youth Club, Old Beltex Mill, Flax Street, Belfast, BT14 7EJ	Demolition of existing building and erection of a new purpose-built youth facility including retention of existing chimney. (Renewal of planning permission reference LA04/2018/1998/F)	20-Feb-24	17-Sep-24	UNDER CONSIDERATION
8	LA04/2024/0429/F	Major	Lands bound by North Street, Royal Avenue, Rosemary Street and building south of Lower Garfield Street located approximately 400m west of Laganside bus station 300m northeast of City Hall and 1km northwest of Central Train Station.	Renewal of planning permission LA04/2017/2126/F (Phase 1B Tribeca) for redevelopment including the construction of a new six storey building on the existing surface level car park, part change of use to create a mixed use development comprising retail units, restaurants and cafes, residential units, offices, church and related community floor space, new streets and public realm works. Demolition of 53 Royal Avenue and 27-31 Rosemary Street and restoration of Central Halls (37-39 Rosemary Street), Masonic Hall (15 Rosemary Street), 43/43a Rosemary Street and retention of 30-34 North Street.	08-Mar-24	04-Oct-24	UNDER CONSIDERATION
9	LA04/2024/0569/O	Major	STORMONT HOTEL 587 UPPER NEWTOWNARDS ROAD BALLYCLOGHAN BELFAST BT4 3LP	Outline planning permission with all matters reserved for independent living and assisted living retirement apartments (Use Class C3), associated internal access roads, communal open space, revised access from Castleview Road, associated car parking, servicing, amenity space and landscaping.	04-Apr-24	31-Oct-24	UNDER CONSIDERATION
10	LA04/2024/0570/F	Major	Stormont Hotel, 587 Upper Newtownards Road BT4 3LP and adjacent properties at Castleview Road (nos. 2, 4, 6, 16, 18, 20, 22, 24, 26, 28 & 30), Summerhill Parade (nos. 18, 20 & 22), and Summerhill Park (nos. 37 & 39).	Change of use of from hotel, conference centre and offices (sui generis) to a 97-bed care home (Use Class C3(b)) and 1,559sqm diagnostic medical facility (Use Class D1(a)), associated access, car parking, landscaping and open space.	04-Apr-24	31-Oct-24	UNDER CONSIDERATION
11	LA04/2024/0675/F	Major	The Arches Centre 11-13 Bloomfield Avenue, Belfast, BT5 5AA	Change of Use of first and second floor to 39 No. apartments; extension to second floor for 6 No. apartments and erection of new third floor for 19 No. apartments (all social housing dwellings, 64 No. in total), and ancillary/associated works. Solar panels on roof (amended plans and description).	13-May-24	09-Dec-24	UNDER CONSIDERATION
12	LA04/2024/0910/F	Major	70 whitewell Road, Newtownabbey, BT36 7ES Site at Hazelwood Integrated College	Redevelopment of Hazelwood Integrated College to include demolition of existing building and development of new school campus, new sports pitch, outdoor play areas, car parking, hard and soft landscaping and retention and refurbishment of the Listed Building (Graymount House) and other associated site works including a temporary mobile village during the construction process.	23-May-24	19-Dec-24	UNDER CONSIDERATION

13	LA04/2024/1385/F	Major	Olympic House, Titanic Quarter, 5 Queens Road, Belfast, BT3 9DH	Amendment to planning permission Z/2013/0931/F to permit occupation for Class B1(a) office and/or Class B1(c) research and development. (amended description)	09-Aug-24	07-Mar-25	UNDER CONSIDERATION
14	LA04/2024/1592/F	Major	Marlborough House, (no. 28-32 Victoria Street), and no. 8 Marlborough Street, Belfast BT1 3GG	Residential development comprising the demolition of no. 8 Marlborough Street, partial demolition of existing Marlborough House, and the refurbishment of existing Listed Building (Princes Court) (3 storeys), for the erection of 103 no. apartments (mix of 1-bed, 2-bed and 3 bed units) (7 storeys), with provision of private amenity, and internal and external communal amenity spaces; and associated site and infrastructure works.	20-Sep-24	18-Apr-25	UNDER CONSIDERATION
15	LA04/2024/1761/RM	Major	Land forming Plot 9 of the Kings Hall development as approved by LA04/2020/0845/O.	Application for approval of reserved matters application for a medical facility in accordance with outline planning permission LA04/2020/0845/O, seeking approval of layout, scale, appearance and landscaping details	15-Oct-24	13-May-25	UNDER CONSIDERATION
16	LA04/2024/1836/F	Major	Lands between Ballygomartin Road and Upper Whiterock Road and to the west (rear) of Moyard Parade and New Barnsley Crescent, Belfast Co. Antrim BT13 3QZ	Proposed development of new walking trails linking Black Mountain Shared Space Project building (approved under LA04/2022/0853/F) on the Ballygomartin Road with the Upper Whiterock Road and Moyard Parade. Proposal to include gated accesses, stockproof fencing, seated areas, information signage, landscaping and associated site works.	25-Nov-24	23-Jun-25	UNDER CONSIDERATION
17	LA04/2024/2044/F	Major	Lands at 39 Corporation Street, Belfast, BT1 3BA	Erection of 895 room Purpose Built Managed Student Accommodation (PBMSA) across 9-20 storey building blocks with communal facilities, internal and external communal amenity space including landscaped courtyard and roof terraces and ancillary accommodation. With additional use outside term time (no more than 50% of the rooms) as short-term let accommodation and (no more than 50% of the rooms) accommodation for use by further or higher education institutions	26-Nov-24	24-Jun-25	UNDER CONSIDERATION
18	LA04/2024/2077/F	Major	Adelaide Business Centre 2-6 Apollo Road, Belfast, BT12 6HP	Proposed change of use from office space to Bowling Alley, Restaurant, Indoor Golf, Children's Soft Play, VR Zone & Amusements, Smoking Area, Car Parking and Associated Site Works.	29-Jan-25	27-Aug-25	UNDER CONSIDERATION
19	LA04/2024/2131/F	Major	38-52 Lisburn Road, Malone Lower, Belfast, BT9 6AA	Section 54 planning application to revise the wording of the planning condition numbers 13 and 15 (Relating access gradient and visibility splays) of planning approval LA04/2023/3778/F.	31-Jan-25	16-May-25	UNDER CONSIDERATION

20	LA04/2024/2134/F	Major	Site of the former Dunmurry Cricket Club, Ashley Park, Dunmurry, Belfast BT17 0QQ, located north of 1-10 Ashley Park and south of 1-20 Areema Grove and Areema Drive, Dunmurry.	Mixed use scheme for new community recreational facilities, including basketball court, parkland and residential development comprising 40no social/affordable housing units with landscaping and associated works.	21-Dec-24	19-Jul-25	UNDER CONSIDERATION
21	LA04/2024/2145/F	Major	Lands at North Foreshore / Giant's Park Dargan Road, Belfast, BT3 9LZ	Creation of a new Adventure Park comprising a community / visitor hub building including café, creche, flexible exhibition / community space, ancillary office space and maintenance yard. Development includes community gardens, bmx track, crazy golf, dog park, walking/running/cycle paths, outdoor amphitheatre, bio diversity zones,and recreational facilities. Associated landscaping and infrastructure (drainage, lighting, car / coach parking, WC block etc).	15-Jan-25	13-Aug-25	UNDER CONSIDERATION
22	LA04/2025/0012/F	Major	Lands at the Waterworks Park, located off the Cavehill Road; and lands at Alexandra Park, located between Castleton Gardens and Deacon Street; extending along Castleton Gardens and Camberwell Terrace to the road junction approximately 30 metres to the north west of 347 Antrim Road, Belfast, BT15 2HF	Refurbishment and safety work to the Waterworks upper and lower reservoirs, and Alexandra Park Lake reservoir, to be complemented with wider environmental, landscape and connectivity improvements. The reservoir works comprise of a new overflow structure with reinforcement and protection of the return embankment parallel to the by-wash channel at Waterworks Upper reservoir. Repairs to the upstream face of Waterworks Lower reservoir with the addition of wetland planting to reduce the overall capacity of the reservoir. Removal of an existing parapet wall and embankment reinforcement at the Alexandra Park Lake reservoir. Improvements at Waterworks Park comprise the demolition of the existing Waterworks Bothy and replacement with a new building to include public toilets, Changing facilities, multi-purpose community room and kitchenette. Extension to existing Cavehill Road gatehouse building. Entrance improvements, new events space including multipurpose decking; resurfacing of footways; new pedestrian lighting along key routes; a dog park; replacement platforms and viewing area. New 3-on-3 basketball court; replacement surface to existing small sided 3G pitch; and upgrades to existing Queen Mary's playground. Improvements at Alexandra Park include the resurfacing of footways; new pedestrian lighting along key routes; new reinforced grass event space; new lake viewing area; new public toilets and changing places; entrance improvements. 2no existing bridges replaced; new pedestrian entrance; reimagined peace wall; new multi-sport synthetic surface with cover; and upgrades to existing play parks. Streetscape improvements along Camberwell Terrace and Castleton Gardens include resurfacing of footways with new kerbs; resurfaced carriageways and new tactile paving at pedestrian crossings; and all associated works.	20-Dec-24	18-Jul-25	UNDER CONSIDERATION

Planning Applications Discussed at Committee Between 01 Apr 2019 and 11 Mar 2025

Decision Description	Totals
	28
Consent Granted	
Consent Refused	
Permission Granted	1
Permission Refused	
Total	**29**

Application No.	Location	Proposal	Category	Date Valid	Delegated Committe	Committee Date	Weeks between Valid date and Comm date	Weeks Since Committee	Weeks between Comm Date and Issued Date 2	Decision	Issue date	Todays Date	Reason decision not issued
LA04/2021/547/F	Lands at 124-126 Lisburn Road Belfast BT9 6AH	Demolition of the existing buildings and redevelopment of site for 2 no. commercial units on ground floor; 11 no. 1 & 2 bed apartments; landscaped communal courtyard; and all associated site works.	LOC	30-Mar-21	C	15/02/2022	46	160	No Issue Date	Permission Granted		11/03/2025	Awaiting Section 76 Agreement
LA04/2022/2059/F	Lands south of 56 Highcairn Drive Belfast BT13 3RU Site located at junction between Highcairn Drive and Dunboyne Park Belfast.	Proposed Social Housing Development Comprising of 12 no. 3p/2b semi-detached dwelling houses with incurtilage parking and associated site works. (amended description and site location plan)	LOC	04-Nov-22	C	29/06/2023	33	88	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement
LA04/2022/1924/F	160-164 Kingsway Dunmurry BT17 9RZ.	Mixed-use proposal comprising 13 apartments (with 13 car parking spaces) and coffee shop.	LOC	19-Oct-22	C	29/06/2023	36	88	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement
LA04/2023/2324/F	MOUNTAIN VIEW CENTRE NORGLEN GARDENS BALLYMURPHY BELFAST ANTRIM BT11 8EL	Proposed redevelopment comprising demolition of an extant building and development of two apartment blocks (12 units - category 1 over 55s tenure) and change of use/alterations of existing retail unit to apartments (8 units private tenure), communal amenity, parking, site access alterations, landscaping and ancillary site works	LOC	13-Dec-22	C	17/10/2023	44	73	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement

LA04/2020/1858/F	Hillview Retail Park Crumlin Road Belfast.	Proposed residential development of 18 no. social housing units, comprising two terraces. Development includes associated car parking, gardens, landscaping, site access and all other site works. (amended plans uploaded to the Planning Portal on the 5th April 2023 that revise the proposed access and road layout, including the introduction of a traffic island).	LOC	08-Jan-21	C	14/11/2023	148	69	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement
LA04/2021/2016/F	21-29 Corporation Street & 18-24 Tomb Street Belfast.	Demolition of existing multi-storey car park and the erection of 298no. build for rent apartments (19 storey) including ground floor commercial unit (A1/A2), car/cycle parking provision along with associated development. (Further information received).	MAJ	26-Aug-21	C	16/01/2024	124	60	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement
LA04/2022/1219/F	177-183 Victoria Street 66-72 May Street and 4-8 Gloucester Street Belfast	Demolition of existing building and erection of 11 storey building (May Street/Victoria Street) and 4 storey building (Gloucester Street) comprising 77 apartments with communal areas, ground floor retail services (A2) unit, cycle and car parking, and vehicular access via Gloucester Street	MAJ	21-Jun-22	C	16/01/2024	82	60	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement
LA04/2022/0097/F	22-30 Hopefield Avenue Belfast BT15 5AP	Proposed three and a half storey residential development comprising of 18no. units (3no. wheelchair apartments and 15no. Category 1 - Social Housing) and associated access, bin storage, boundary treatments, bike stands, car parking and site and landscaping works (Amended Drawings)	LOC	04-Apr-22	C	13/02/2024	97	56	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement

LA04/2017/1991/F	Land adjacent to Concourse Buildings Queens Road Belfast BT3 9DT.	Construction of a new 5 storey office development for science and I.T. based business and associated car parking and public realm works.	MAJ	20-Sep-17	C	19/03/2024	338	51	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement
LA04/2020/2105/F	1-5 Gaffikin Street Belfast BT12 5FH	Residential development comprising 55no. apartments comprising 12 no social, and 43 no private apartments and associated site works.	MAJ	21-Oct-20	C	19/03/2024	177	51	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement
LA04/2022/0612/F	Lands at the junction of Shankill Road, Lanark Way, and bound by Caledon Street, Belfast.	Residential scheme of 53 no. dwellings comprising 34 no. semi-detached and 4 no. detached) and 15 no. apartments (7 no. 2-bed and 8 no. 1-bed), amenity space, bin and bicycle storage, landscaping, access, car parking and all associated site works.(revised description & amended plans).	MAJ	15-Apr-22	C	18/06/2024	113	38	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement
LA04/2024/0483/F	34-44 Bedford Street and 6 Clarence Street, Belfast	Proposed change of use from Office (B1) and restaurant (Sui Generis) to Hotel comprising of 88 no. bedrooms, two storey rooftop extension, restaurant and bar offerings, gym facilities, including new dormer windows on roof, internal and external refurbishment and alterations, and all associated site works.	MAJ	19-Mar-24	C	15/10/2024	30	21	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement
LA04/2024/0480/DCA	34-44 Bedford Street and 6 Clarence Street, Belfast	Part demolition of existing buildings (stripping back of roof, shopfront and other external alterations to facilitate change of use and extension of buildings to hotel use.	LOC	29-Mar-24	C	15/10/2024	28	21	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement
LA04/2024/0393/F	ECIT Building Queen's Road, Queen's Island, Belfast, BT3 9DT	Proposed 5 storey extension to the East of the ECIT Building (Institute of Electronics, Communications and Information Technology), and 3 storey extension to the West, to provide additional research and development space with associated landscaping and site works	MAJ	21-Mar-24	C	12/11/2024	33	17	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement

LA04/2024/0369/F	Lands at Former Monarch Laundry site, and Broadway Hall Site, No's 451 - 457 Donegall Road, Belfast, BT12 6HD.	Proposed Specialist Nursing and Residential Care Facility comprising approximately 158 no. beds, day/dining rooms, treatment rooms, staff rooms, office/store rooms, including car parking provision, cycle parking, refuse storage, landscaping, and associated site and access works.	MAJ	08-Feb-24	C	12/11/2024	39	17	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement
LA04/2024/0122/F	Former Belfast Metropolitan College Campus, Whiterock Road, Belfast, BT12 7PG	Proposed mixed use development comprising of 62No. social housing units (mix of dwellings and apartments) and a new children's centre, car parking, landscaping, open space and all associated site and access works.	MAJ	19-Jan-24	C	10/12/2024	46	13	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement
LA04/2024/1138/F	Lands including and to the rear of 24-54 Castle Street, 2-6 Queen Street, 1-7 & 21 Fountain Street, Belfast.	Demolition of existing buildings and construction of Purpose Built Multi Storey Managed Student Accommodation (821no. rooms) with additional Short Term use outside of term time. Proposed heights of between 6-9 storeys and associated shared/ancillary spaces with ground floor retail/retail service units, resident's gym/cinema and ancillary development/uses. (Amended Description)	MAJ	16-Oct-24	C	10/12/2024	7	13	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement
LA04/2024/1141/DCA	Lands including and to the rear of 24-54 Castle Street, 2-6 Queen Street, 1-7 & 21 Fountain Street, Belfast	Demolition of existing buildings and construction of Purpose Built Multi Storey Managed Student Accommodation (821no. rooms) with heights of between 6-9 storeys and associated shared/ancillary spaces with ground floor retail/retail service units, resident's gym/cinema and ancillary development/uses	LOC	28-Jun-24	C	10/12/2024	23	13	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement
LA04/2024/1744/LBC	Belfast City Hall, 2 Donegall Square North, Belfast, BT1 5GS	Installation of metal gates to the Titanic Memorial Garden at the ground of Belfast City Hall	LOC	16-Oct-24	C	10/12/2024	7	13	No Issue Date	Decision To Be Issued		11/03/2025	Deferred for Site Visit

LA04/2024/0626/F	1 Havelock House Havelock Place, Ormeau, Belfast, BT7 1EB .	Erection of 104no. social rented residential units (comprising a mix of General Social Housing and Category 1 over 55's accommodation) across two detached blocks [ranging between 3 and 5 storeys], landscaping, communal and private amenity space, ancillary cycle and car parking provision, and other associated site works	MAJ	17-Apr-24	C	10/12/2024	33	13	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement
LA04/2023/2557/F	Lands East of Meadowhill, North of Glencolin Court, North and East of Glencolin Rise, East of Glencolin Grove, North and West of Glen Road Rise, and North of Glen Road Grove. Belfast.	260 no. dwellings, children's play area and other ancillary and associated works.	MAJ	24-Feb-23	C	10/12/2024	93	13	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement
LA04/2024/0714/F	Units 2A and 2B at 38 Boucher Road, Belfast, BT12 6HR.	Proposed development to create a private medical facility (a hospital within Class C3) comprising of the change of use of part of retail warehouse and the extension of the building to create a private medical facility with a significant element of overnight residential care together with all associated ancillary development.	MAJ	14-Feb-25	C	21/01/2025	-3	7	No Issue Date	Permission Granted		11/03/2025	Awaiting issuing
LA04/2024/0754/F	Lands immediately north and south of existing film studios, north of Dargan Road (within wider Belfast City Council lands known at North Foreshore/Giants Park), Belfast.	Retrospective application for the construction of a landscaped earth mound, new fencing, the reconfiguration of internal access arrangements to provide a new turning head, and associated site works. (Amended description and plans)	LOC	26-Apr-24	C	21/01/2025	38	7	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Issuing

LA04/2024/1458/F	Divis and The Black Mountain National Trust Site, Divis Road, Hannahstown, Belfast, BT17 0NG.	Alterations to the site include refurbishing and repurposing of 3no existing vernacular buildings to provide visitor facilities and replacing 1 shed, a small garage and an agricultural structure with a new amenity building. Enhancements to the existing pond network, introduction of signage interpretation and a suite of site-appropriate furniture. Wider site improvement works are proposed including path enhancements and new routes, installation of site furniture and interpretation signage.	MAJ	20-Sep-24	C	11/02/2025	20	4	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Consultees
LA04/2024/1837/F	Lands north of 14 Mill Race and 15 Belfield Heights and south of 2-15 St Gerards Manor Ballymurphy Belfast Co. Antrim	Variation of condition No. 20 of planning permission LA04/2022/0129/F to amend trigger point for implementation of approved foul and surface water drainage programme, from prior to commencement to prior to occupation.	MAJ	17-Nov-24	C	11/02/2025	12	4	4	Permission Granted	11 Mar 2025	11/03/2025	
LA04/2024/1623/F	49 Woodcot Avenue, Belfast, BT5 5JB	Change of use from 4 bed dwelling (C1) to 4 bed House of Multiple Occupancy (Sui Generis)	LOC	26-Sep-24	C	11/02/2025	19	4	No Issue Date	Decision To Be Issued		11/03/2025	Deferred for Site Visit
LA04/2024/1551/F	Cathedral Gardens (Buoy Park), Donegall Street, Belfast, BT1 2GT	Public Realm Environmental Improvement scheme	LOC	26-Sep-24	C	11/02/2025	19	4	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Consultees
LA04/2020/2325/F	Lands at Former Maple Leaf Club 41-43 Park Avenue Belfast.	Proposed erection 21no. dwellings (social/affordable housing units comprising 17no. townhouses and 4no. semi-detached), car parking, landscaping and all associated site and access works (Amended drawings, additional information)	LOC	06-Nov-20	C	11/02/2025	222	4	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement

LA04/2019/0081/F	Lands at former Maple Leaf Club 41-43 Park Avenue Belfast.	Erection of 12No. apartments (social/affordable housing units comprising 3No. one bed & 9No. two bed) with provision of community pocket park, car parking, landscaping and all associated site and access works (Amended site location plan / site layout)	LOC	04-Oct-24	C	11/02/2025	18	4	No Issue Date	Decision To Be Issued		11/03/2025	Awaiting Section 76 Agreement

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Belfast City Council

PLANNING COMMITTEE

Subject:	Listing of various structures
Date:	Tuesday, 18st Mar 2025
Reporting Officer:	Dermot O'Kane, Ext 2293
Contact Officer:	Mark Whittaker, Ext 2321

Is this report restricted?	**Yes**		**No**	X
Is the decision eligible for Call-in?	**Yes**	X	**No**	

1.0	**Purpose of Report or Summary of main Issues**
1.1	Correspondence has been received from the Historic Environment Division (HED) regarding the proposed listing of - 119 University Street, Belfast, BT7 1HP - 121 University Street, Belfast, BT7 1HP - 21 Wellington Park, Belfast, BT9 6DJ
1.2	Article 80 (3) of the Planning Act (NI) 2011 requires the HED to consult with the Council before placing any building on the statutory list of buildings of special architectural or historic interest.
1.3	The structures being considered are considered by HED to fall within the definition of the word 'building'; "*Listed building" is defined in section 80(7) (lists of buildings of special architectural or historic interest) of the Planning Act (Northern Ireland) 2011: "(7) In this Act "listed building" means a building which is for the time being included in a list compiled under this section.* *"Building" is defined in section 250(1) (interpretation) of the Planning Act (Northern Ireland) 2011. The term "building"* ***includes any structure or erection****, and any part of a building, as so defined, but does not include plant or machinery comprised in a building;* *Under section 80 Lists of buildings of special architectural or historic interest* *80 — (1) The Department—* *(a)shall compile lists of* ***buildings (which means structure/erection)*** *of special architectural or historic interest; and* *(b)may amend any list so compiled.*

2.0	**Recommendations**
2.1	Committee is requested to: Note the contents of Appendix 1 and support the proposed listing of - 119 University Street, Belfast, BT7 1HP - 121 University Street, Belfast, BT7 1HP - 21 Wellington Park, Belfast, BT9 6DJ as detailed in paragraphs 3.5 of this report.
3.0	**Main report**
3.1	The Second Survey of all of Northern Ireland's building stock, is currently underway, to update and improve on the first List of buildings of special architectural or historic interest which began in 1974.
3.2	In considering whether to include a building/structure as Listed, the Historic Environment Division (HED) takes into account the architectural and historic interest of a structure and is also given the power to consider: ● any respect in which its exterior contributes to the architectural or historic interest of any group of buildings of which it forms part; and ● the desirability of preserving, on the ground of its architectural or historic interest, any feature of the building which consists of a manmade object or structure fixed to the building or which forms a part of the land and which is comprised within the curtilage of the building.
3.3	Should the Department for Communities decide to list a property/structure, this places certain responsibility on the owner, for example, a listed building has to be maintained in a way appropriate to its character and cannot be altered or demolished without prior approval.
3.4	The summaries set out in Appendix 1 for the proposed listings are taken from the evaluation in the consultation report and details the main features alongside the recommended class of listing. The appendix also sets out the summary of the four categories (A to B2) for Listed Buildings in Northern Ireland under the ongoing work as part of the Second Survey.
3.5	The Department based on the completion of detailed surveys, is currently considering the listing the following structures and has requested the Council's comments in relation to: - 119 University Street, Belfast, BT7 1HP - 121 University Street, Belfast, BT7 1HP - 21 Wellington Park, Belfast, BT9 6DJ
3.6	<u>Financial & Resource Implications</u> None.
3.7	<u>Equality or Good Relations Implications</u> None

4.0	**Appendices – Documents Attached**

	APPENDIX 1: Structure Evaluations

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APPENDIX 1: Structure Evaluations

Background

The Second Survey of all of Northern Ireland's building stock, is currently underway, to update and improve on the first List of buildings of special architectural or historic interest which began in 1974. This second survey in Belfast was due to be completed in 2017 but is ongoing.

The structures being considered are considered by HED to fall within the definition of the word 'building'.

"Listed building" is defined in section 80(7) (lists of buildings of special architectural or historic interest) of the Planning Act (Northern Ireland) 2011: "(7) In this Act "listed building" means a ***building*** *which is for the time being included in a list compiled under this section.*
"Building" is defined in section 250(1) (interpretation) of the Planning Act (Northern Ireland) 2011. The term "building" ***includes any structure or erection****, and any part of a building, as so defined, but does not include plant or machinery comprised in a building;*

Under section 80 Lists of buildings of special architectural or historic interest
80—(1) The Department—

(a)shall compile lists of ***buildings (which means structure/erection)*** *of special architectural or historic interest; and*

(b)may amend any list so compiled.

In considering whether to include a building as Listed, the Department (NIEA) takes into account the architectural and historic interest of a structure and is also given the power to consider:-

- any respect in which its exterior contributes to the architectural or historic interest of any group of buildings of which it forms part; and
- the desirability of preserving, on the ground of its architectural or historic interest, any feature of the building which consists of a manmade object or structure fixed to the building or which forms a part of the land and which is comprised within the curtilage of the building.

Should the Department for Communities decide to list, this places certain responsibility on the owner, for example, a listed building has to be maintained in a way appropriate to its character and cannot be altered or demolished without prior approval.

The summaries below are taken from the from the evaluation in the consultation report and details the main features alongside the recommended class of listing.

119 University Street, Belfast, BT7 1HP

HB26/27/056 A

Evaluation

119 University Street is one of a pair of substantial late Victorian, two-bay, three storey with attic, redbrick terraced houses with Dumfries red sandstone dressings externally and original highly decorative plasterwork internally, constructed between 1890 and 1893 to designs by noted Belfast architect William J Fennell, located on University Street at its junction with Sandhurst Road, near Queen's University in South Belfast. The architect, William John Fennell (d.1923) was a distinguished designer of church buildings, domestic dwellings and schools, some of his most well-known works in Belfast being the Water Commissioner's Office (1883), 68-70 Royal Avenue (1885), Cooke Centenary Church (1890-92) and the Mater Infirmorum Hospital (1894-1900). His domestic work includes a number of suburban villas in Belfast, largely in the Malone area, and several of which are substantial semi-detached pairs. Fennell had a significant architectural impact on this part of University Street, also subsequently designing All Saints Church (1897-8) (HB26/27/054), located to the immediate NW. No.119 University Street is the work a distinguished architect and a prominent builder and constitutes a significant presence on this corner site where its full-height canted bay, double-height bow and fretted bargeboards are shown off to advantage. Externally, the building is enhanced by the use of sandstone in cornices and dressings, decoratively carved over the front door and windows, the monogram and crest linking the house to William Gabbey.

Proposed NIEA listing – **B2**

Extent of proposed listing – Building

Image:

121 University Street, Belfast, BT7 1HP

HB26/27/056 B

Evaluation

121 University Street is one of a pair of substantial late Victorian, two-bay, three storey with attic, redbrick terraced houses with Dumfries red sandstone dressings externally and original highly decorative plasterwork internally, constructed between 1890 and 1893 to designs by noted Belfast architect William J Fennell, located on University Street, near Queen's University in South Belfast. The architect, William John Fennell (d.1923) was a distinguished designer of church buildings, domestic dwellings and schools, some of his most well-known works in Belfast being the Water Commissioner's Office (1883), 68-70 Royal Avenue (1885), Cooke Centenary Church (1890-92) and the Mater Second Survey Database District Council Consultation Report HB26/27/056 B Page 7 of 8 Printed on 7-Feb-25 Infirmorum Hospital (1894-1900). His domestic work includes a number of suburban villas in Belfast, largely in the Malone area, and several of which are substantial semi-detached pairs. Fennell had a significant architectural impact on this part of University Street, also subsequently designing All Saints Church (1897-8) (HB26/27/054), located to the immediate NW. This substantial Victorian semi-detached villa, with classical details, is the work of a distinguished architect and a prominent builder. The building is enhanced by the use of sandstone in dressings, decoratively carved over the front door and windows, the monogram and crest linking the house to its original owner and builder William Gabbey. The attention to decorative detail is maintained in the interior where high-quality original cornices and joinery have survived. The links to William Gabbey, who lived nearby and built some of the area's most prominent dwellings, also add to the building's local interest.

Proposed NIEA listing – **B2**

Extent of proposed listing – Building

Image:

21 Wellington Park, Belfast, BT9 6DJ

HB26/28/129 BHB2

Evaluation

This double-fronted Victorian villa in a domestic gothic revival style retains its original aspect and quality including double-height canted bays, decorative brickwork and historic windows, and much interior fabric and ornamental detailing survives. The plan form of the house is largely intact, a minor exception being the removal (c1965) of the single-storey return at the far rear, formerly containing a store and WC (largescale maps 1958-9, 1970). High ceilings to the main rooms of the front part of the house were a selling point when the house was built. The building is generally enhanced by its setting, within a tree lined avenue, terraced with substantial double-fronted villas of a similar period (replacement gate and piers were added to the front in 2011). The association of the house with Samuel Hogg, notable Shankill Road grocer and the Montgomery family who were involved in the local linen trade, adds to the building's local interest.

Proposed NIEA listing – **B1**

Extent of proposed listing – House and steps

Image:

Note:

Listed buildings in Northern Ireland are divided into four categories:

Grade A

Special buildings of national importance including both outstanding grand buildings and the fine, little altered examples of some important style or date.

Grade B+

Special buildings that might have merited A status but for relatively minor detracting features such as impurities of design, or lower quality additions or alterations. Also buildings that stand out above the general mass of grade B1 buildings because of exceptional interiors or some other features.

Grade B1 and B2

Special buildings of more local importance or good examples of some period of style. Some degree of alteration or imperfection may be acceptable.

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Belfast City Council

PLANNING COMMITTEE

Subject:	Proposed Planning Application Validation Checklist
Date:	18th March 2025
Reporting Officer(s):	Kate Bentley, Director of Planning and Building Control
Contact Officer(s):	Ed Baker, Planning Manager (Development Management)

Restricted Reports	
Is this report restricted?	**No**
If Yes, when will the report become unrestricted?	
After Committee Decision	
After Council Decision	
Some time in the future	
Never	

Call-in	
Is the decision eligible for Call-in?	**Yes**

1.0	**Purpose of Report or Summary of Main Issues**
1.1	The Council has completed consultation on its Draft Planning Application Validation Checklist. The checklist has been amended to take account of consultation responses, where appropriate, and is proposed for adoption by the Council.
1.2	This report provides a summary of the consultation responses and sets out the proposed changes to the checklist, with the proposed Planning Application Validation Checklist appended (**Appendix 3**). The proposed checklist is to be considered by the Planning Committee for notation and comment, the Strategic Policy and Resources Committee for agreement and Full Council for ratification and adoption.
2.0	**Recommendation**
2.1	The report is for notation and comment.

3.0	Main Report
	Background
3.1	The Council has completed consultation on its Draft Planning Application Validation Checklist. The Validation Checklist, once adopted, will set out additional statutory information requirements for applications for full planning permission, outline planning permission and approval of reserved matters over and above the current minimum statutory requirements (which remain unchanged).
3.2	The Committee considered the proposed consultation at its meeting on 15th October 2024. The report to that Committee sets out the reasons for the Validation Checklist and background to the consultation, and can be viewed here (item 26).
3.3	The purpose of the Validation Checklist is to ensure that all the information that the Council needs to fully consider an application is provided at the beginning of the process when it is submitted. The checklist will provide certainty and clarity to applicants as to the information that is required and improve the quality of applications on submission, resulting in quicker decisions against statutory KPIs and more efficient consultation responses.
3.4	The Department for Infrastructure (DfI) has recently published Development Management Practice Note 8: Planning Application Validation Checklists, which provides guidance to councils on their preparation and implementation of validation checklists. The proposed checklist is consistent with this guidance.
	Format of Public Consultation
3.5	The public consultation ran from 03 December 2024 to 10 February 2025 (10 weeks). It included the following: • Online survey on the Council's website (promoted directly to customers, in staff email banners and through the Council's various multimedia channels). • Engagement workshops with non-statutory consultees on 22nd January 2025 and statutory consultees on 23rd January 2025 (both online). • Customer workshop with planning agents, architects and applicants on 31st January 2025 (in person in City Hall). • One-to-one meetings with Shared Environmental Services (SES), DfI Rivers and NI Water on 10th February 2025 (online). • Discussion at the Planning Committee meeting on 11th February 2025.
3.6	A copy of the Draft Planning Application Checklist that was subject to the public consultation is provided at **Appendix 1**.
	Consultation Responses
3.7	There were 31 responses to the online survey and eight responses received outside the online survey. A consultation report is provided at **Appendix 2**, which includes: • background to the consultation • overview of the consultation process • summary of the respondents and key themes raised • detailed summary of each response, together with officer commentary and proposed changes to the final checklist.

	Summary of representations
3.8	The main themes arising from the consultation included: • Broad agreement that the checklist is relevant and necessary. • No consensus on how user friendly the checklist is – some felt that it was user friendly, others not, and most neither agreed nor disagreed. • Some criticism as to the complexity of the checklist and that the information requirements may be onerous. In contrast, views that the information is needed, provided that it is reasonable and proportionate. • Recognition that the indicative guide as to information requirements by type of planning application is overall very helpful. • Some views that it would be useful to have some best practice examples of some of the requirements • Desire for information requirements to be discussed with the Planning Service through a Pre-Application Discussion (PAD). Also, that information can be discussed and negotiated where appropriate as part of the validation process. • Queries as to whether the various statements and assessments can be provided as part of another document (such as a planning statement or Design and Access Statement) or whether standalone documents are required – officers advise the former. • General view that there should not be additional validation requirements for Householder applications (for example, neither a Biodiversity Checklist nor Climate Change Statement should be required). • Assertion that information should only be required by the Council where it is relevant, reasonable and proportionate • Specific suggestions on how parts of the checklist can be improved to make its implementation clearer and more reflective of planning policy.
	Planning Committee
3.9	The draft checklist was discussed by the Planning Committee at its 11th February 2025 meeting. The Planning Committee suggested that it would be beneficial for the Council to provide an example of a Climate Change Statement to help Householders prepare their applications. As the Committee will note from this report, it is recommended that additional validation requirements for Householder applications are removed. Nevertheless, the Planning Service intends to make available clearer guidance for householders on the planning process generally, including the circumstances when planning permission is required and not needed (permitted development), how to make a planning application and examples of plans and supporting documentation with applications.
3.10	The Chair of the Planning Committee asked that a glossary be included with plain language explanation of technical terms; this will be included in the final checklist.
	Proposed Validation Checklist
3.11	In response to the consultation, the following main changes are proposed in the final checklist.

	i. The final checklist makes it clear that information can be provided in different formats, either as a standalone document or part of another document such as a Design and Access Statement or Planning Statement. ii. The final checklist is explicit that information requirements will be assessed on a case-by-case basis and that information will be sought where it is relevant, reasonable and proportionate. Furthermore, that the checklist does not preclude the requirement for further information during the application process. iii. Establishment of service standards around timeliness of the validation process. iv. Removal of specific additional validation requirements for Householder applications. v. Inclusion of a non-technical glossary of terms and use of plain language throughout the checklist where possible. vi. Amendments to the indicative guide of requirements by type of planning application. vii. Various amendments to some of the specific information requirements. viii. Additional information requirement of a Waste Storage Plan.
3.12	The final checklist recommended for agreement and adoption by the Council is provided at **Appendix 3**. The proposed changes to the draft checklist are highlighted in yellow for ease of reference.
	<u>Next steps</u>
3.13	The Planning Application Validation Checklist will be reported to the Strategic Policy and Resources Committee on 21st March 2025 for agreement then Full Council on 1st April 2025 for ratification and adoption.
3.14	The Planning Application Validation Checklist will be implemented from its publication on the Council's website, expected to be early April 2025. This will be formally announced through the website, social media and directly to customers on the Planning Service's customer list.
4.0	**Financial & Resource Implications**
4.1	The Council's ability to specify information requirements for particular types of application will have a beneficial impact on efficiency and timely processing of planning applications.
5.0	**Equality or Good Relations Implications / Rural Needs Assessment**
5.1	The draft Validation Checklist has been subject to a Section 75 Equality Screening and Rural Needs Impact Assessment. The consultation on these has informed the proposed final Planning Application Validation Checklist.
6.0	**Appendices – Documents Attached**
	Appendix 1 – Copy of Draft Planning Application Validation Checklist (consultation) **Appendix 2** – Consultation Report **Appendix 3** – Proposed Planning Application Validation Checklist (final)

Belfast City Council

Draft Planning Application Validation Checklist

For Consultation

December 2024

www.belfastcity.gov.uk/planning

Guidelines

What is it?

On 1st October 2024, the Department for Infrastructure (DfI) published legislation[1] that permits Councils to publish a "Validation Checklist". The new legislation comes into operation on 1st April 2025, which gives councils time to prepare and consult on their proposed Validation Checklist.

A Validation Checklist informs applicants of the level and type of information required to be submitted (above the current minimum mandatory information which remains unchanged) for an application to be "valid" and processed by the Council. The purpose is to provide certainty and clarity to applicants and improve the quality of applications on submission, resulting in quicker decisions and more efficient consultee responses.

The Validation Checklist is aimed at applicants and planning agents. However, it will also be of interest to other stakeholders including consultees, communities and businesses in providing greater certainty as to the information required with applications at the start of the process.

The draft Validation Checklist is based on the Council's "Application Checklist", which was first published in 2018 and has become established for planning applications in Belfast.

DfI is intending to publish a Development Management Practice Note on the preparation and implementation of Validation Checklists.

How will it be applied?

The Validation Checklist applies to applications for full permission, outline 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. The checklist will be applied on a case-by-case basis and the submitted information should be proportionate and sufficient to enable the appropriate consideration of the proposal.

We will review the planning application on submission to make sure it includes the current minimum mandatory information set by legislation and any additional information specified by the Validation Checklist. If information is missing, we will contact the applicant (or their agent) and request it. We will only require information in the Validation Checklist where it is reasonable (and proportionate) and we think it will be relevant, necessary and material to the consideration of the application.

To help customers, we have provided an indicative guide as to the typical information requirements by type of application. We are proposing that Householder applications (e.g. for domestic extensions, garages and outbuildings) only need to be accompanied by a Biodiversity Checklist (with potential for a Biodiversity Survey) and a short and succinct Climate Change Statement. Applications for other types of proposal will likely require additional information.

We recommend that each information type is provided as a separate document. However, it can alternatively be provided as part of another document such as a Planning Statement

[1] Planning (General Development Procedure) (Amendment) Order (Northern Ireland) 2024

or Design and Access Statement. Where provided as part of another document, the applicant should clearly state in a covering letter where the information can be found.

We intend to publish a “checklist” alongside the final Validation Checklist that applicants can use as a prompt and to confirm/record which information they have provided with their application for administrative purposes.

Information that should be provided with an application in accordance with the Validation Checklist can be discussed with the Planning Service as part of a Pre-Application Discussion.

Is there a right of appeal?

Yes, if agreement is not reached between the Council and applicant (or their agent) on the need for the information, the Council will issue a “Notice” formally confirming the invalidity of the application to the applicant. 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.

It is expected that further information on the appeals process will become available on the Planning Appeals Commission’s website.

Indicative Guide - Information Requirements by Type of Application

The following is an indicative guide as to the information typically required for certain types of planning application.

Additional information may be required on a case-by-case basis according to the nature, scale and location of the proposal.

Hotel
- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement
- Odour Impact Assessment
- Waste Management Plan

Householder
- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement

Houses in Multiple Occupancy (HMO)
- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement
- Parking Survey
- Residential Quality Statement
- Waste Management Plan

Major development
- Biodiversity Checklist with potential Biodiversity Survey
- Climate Change Statement
- Outline Construction Environmental Management Plan
- Contextual Design Information
- Economic Statement
- Employability and Skills Profile (except for applications for environmental improvements and Multi-Use Game Areas)
- Health Impact Assessment
- Masterplanning Statement
- Open Space Statement
- Phasing Plan
- Planning Agreement (Heads of Terms Form)
- Planning Statement
- Transport Assessment Form (with potential for Transport Assessment)

Purpose Built Managed Student Accommodation
- Adaptable and Accessible Accommodation Statement (including a Wheelchair Accessibility Statement)
- Biodiversity Checklist with potential Biodiversity Survey
- Climate Change Statement
- PBMSA Statement
- Residential Quality Statement
- Transport Assessment Form (with potential for Transport Assessment)

- Waste Management Plan

Residential Development – 1 to 4 Residential Units
- Adaptable and Accessible Accommodation Statement
- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement
- Residential Quality Statement

Residential Development – 5 to 9 Residential Units (or greater than 0.1ha)
- Adaptable and Accessible Accommodation Statement
- Affordable Housing Proposal Form
- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement
- Housing Mix Statement
- Planning Agreement (Heads of Terms Form)
- Residential Quality Statement

Residential Development – 10 to 49 Residential Units
- Adaptable and Accessible Accommodation Statement (including a Wheelchair Accessibility Statement)
- Affordable Housing Proposal Form
- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement
- Drainage Assessment
- Housing Mix Statement
- Planning Agreement (Heads of Terms Form)
- Residential Quality Statement
- Transport Assessment Form

Residential Development – 50 or more Residential Units (Major development)
- Adaptable and Accessible Accommodation Statement (including a Wheelchair Accessibility Statement)
- Affordable Housing Proposal Form
- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement
- Drainage Assessment
- Economic Statement
- Health Impact Assessment
- Housing Mix Statement
- Masterplanning Statement
- Planning Agreement (Heads of Terms Form)
- Planning Statement
- Residential Quality Statement
- Transport Assessment Form (with potential for Transport Assessment)

Short-term Let Accommodation For example, short-term holiday lets, self-catering apartments, apart-hotels and serviced apartments.

- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement
- Short-term Let Accommodation Statement

Specialist residential accommodation For example, sheltered housing, extra care housing, nursing homes and residential care homes.

- Biodiversity Checklist with potential Biodiversity Survey
- Climate Change Statement
- Specialist Housing Statement

Telecommunications Infrastructure For example, masts, antennae and base stations.

- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement
- Tele-communications Supporting Statement

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

- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement
- Offices: Office Impact Assessment
- Open Space Statement
- Retail or other main town centre uses: Retail Impact Assessment
- Retail or other main town centre uses: Sequential Test
- Transport Assessment Form (with potential for Transport Assessment)

Validation checklist

1. Adaptable and Accessible Accommodation Statement
2. Affordable Housing Proposal Form
3. Air Quality Impact Assessment (AQIA)
4. Archaeological Impact Assessment
5. Archaeological Site Evaluation
6. Biodiversity Checklist
7. Biodiversity Survey
8. Climate Change Statement
9. Community Cohesion and Good Relations Statement
10. (Outline) Construction Environmental Management Plan (CEMP)
11. Contaminated Land Assessment
12. Contextual Design Information
13. Daylight, Sunlight and Overshadowing Assessment
14. Demolition Justification Statement
15. Drainage Assessment
16. Economic Statement
17. Employability and Skills Profile
18. Event Management Plan
19. Environmental Statement (EIA)
20. Flood Risk Assessment
21. Health Impact Assessment (HIA)
22. Heritage Impact Assessment
23. Housing Mix Statement
24. Landscape/Townscape and Visual Impact Assessment (LVIA)
25. Landscape/Townscape and Visual Appraisal (LVA)
26. Lighting Impact Assessment
27. Marketing Statement
28. Masterplanning Statement
29. Noise Impact Assessment (NIA)
30. Odour Impact Assessment
31. Office Impact Assessment
32. Open Space Statement
33. Parking Survey
34. PBMSA Statement
35. Phasing Plan
36. Planning Agreement (Heads of Terms Form)

37. Planning Statement Planning Policy Belfast LDP Plan Strategy – various policies
38. Residential Quality Statement
39. Retail Impact Assessment (and Assessment of Need)
40. Sequential Test (main town centre uses)
41. Short-term Let Accommodation Statement
42. Specialist Housing Statement
43. Tall Buildings Design Statement
44. Tele-communications Supporting Statement
45. Transport Assessment
46. Transport Assessment Form
47. Travel Plan
48. Tree Report
49. Viability Assessment
50. Waste Management Plan
51. Wind Energy Statement

1. Adaptable and Accessible Accommodation Statement

Planning Policy
Policy HOU7 of the Belfast LDP Plan Strategy

SPPS Para. 6.297

SPG
Residential Design (Including Adaptable and Accessible Accommodation) Supplementary Planning Guidance

What is it?
Policy HOU7 of the Plan Strategy requires that all new homes should be designed in a flexible way to ensure that housing is adaptable throughout all stages of life, maximising the ability for occupants to remain in their homes and live independent lives for as long as possible.

An **Adaptable and Accessible Accommodation Statement** sets out how the planning application addresses the requirements of Policy HOU7.

When is it required?
An **Adaptable and Accessible Accommodation Statement** should be provided with all applications for permanent accommodation including:

- new homes including dwellings, apartments, maisonettes and other forms of permanent accommodation;
- Purpose Built Managed Student Accommodation;
- Houses in Multiple Occupation (HMOs).

In addition, for applications for 10 residential units or more, the **Adaptable and Accessible Accommodation Statement** should include a supplementary **"Wheelchair Accessibility Statement"**.

What should be included?
An **Adaptable and Accessible Accommodation Statement** should include:

1. A written statement that sets out how each of the policy criteria a. to f. inclusive in Policy HOU7 are addressed. Where a criterion is not satisfied, the statement should provide justification as to why this is the case.

2. Annotated scale drawings (or clear cross reference to such drawings provided with the application) that demonstrate how each of the satisfied criteria are addressed.

For applications for **10 residential units** or more, the **Adaptable and Accessible Accommodation Statement** should include a supplemental **"Wheelchair Accessibility Statement"**, including:

1. a written statement that sets out how each of criteria g. to o. inclusive are addressed for at least 10% of the homes. Where a criterion is not satisfied, the statement should provide justification as to why this is the case.

2. Annotated scale drawings (or clear cross reference to such drawings provided with the application) that demonstrate how each of the satisfied criteria are addressed.

Guidance
Further guidance is contained in the Residential Design (Including Adaptable and Accessible Accommodation) Supplementary Planning Guidance.

2. Affordable Housing Proposal Form **Planning Policy** Policy HOU5 of the Belfast LDP Plan Strategy SPPS Para. 6.143 **SPG** Affordable Housing and Housing Mix Supplementary Planning Guidance	**What is it?** Policy HOU5 of the Plan Strategy requires residential sites of a certain size or number of units to provide a minimum of 20% of the units as affordable housing. Affordable housing includes social rented housing; intermediate housing for sale; and intermediate housing for rent. An **Affordable Housing Proposal Form** provides information on how Policy HOU5 is addressed by the application. **When is it required?** An **Affordable Housing Proposal Form** should be provided with applications for sites greater than 0.1 hectares and/or containing 5 or more residential units. It is required for proposals for general housing including dwelling houses, apartments and maisonettes, mixed-use developments, conversions, sub-divisions and changes of use. For the avoidance of doubt, an **Affordable Housing Proposal Form** is not required for specialist housing including Purpose Built Managed Student Accommodation and residential institutions such as care homes, nursing homes and supported housing schemes. **What should be included?** Applicants should complete and submit the **Affordable Housing Proposal Form** at "Appendix 1" of the Affordable Housing and Housing Mix Supplementary Planning Guidance. A copy of the Affordable Housing Form can be obtained by emailing planning@belfastcity.gov.uk Where Policy HOU5 of the Plan Strategy applies, and less than 20% affordable housing is proposed, a written statement should be provided that sets out why the minimum level of affordable housing is not proposed. For example, this could be based on grounds of either a) sustainability; and/or b) viability. Where the justification is on viability grounds, a **Viability Assessment** should be provided (see section 49). **Guidance** Further guidance is provided by the Council's Affordable Housing and Housing Mix Supplementary Planning Guidance.
3. Air Quality Impact Assessment (AQIA) **Planning Policy** Policy ENV1 of the Belfast LDP Plan Strategy SPPS Para. 4.11- 4.12, Annex A **Guidance** Belfast Air Quality Action Plan 2021-2026	**What is it?** Policy ENV1 of the Plan Strategy states that planning permission will be granted for development that will maintain and, where possible, enhance environmental quality, and protects communities from materially harmful development. Development must not result in an unacceptable adverse impact on the environment, including air quality. **Air Quality Impact Assessment (AQIA)** is a process for determining the significance of the impact of proposed development on ambient air quality or determining the significance of the impact of local ambient air quality on proposed development. These impacts may need to be quantified and evaluated in the context of existing air quality, air quality objectives or limits. **When is it required?** An **AQIA** should be provided where the proposal: • is to be located in an existing area of poor air quality such as in the case of an application for 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, generators, CHP plant or biomass, where there is a risk of impact at relevant receptors; or

	• gives rise to potentially unacceptable air pollution impacts (such as dust) at nearby sensitive locations during demolition or construction processes. **What should be included?** An **AQIA** 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. Where necessary, the **AQIA** should also have regard to the requirements of the IAQM Guidance on the Assessment of Dust from Demolition and Construction. 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. Where the **AQIA** predicts that new development may give rise to, or experience a significant adverse air quality impact, the assessment should set out the measures to avoid, reduce and, where appropriate, offset the impact to ensure that relevant receptors are not exposed to pollution levels in excess of ambient air quality objectives or limits. **Guidance** In determining whether new development requires an AQIA, the Council refers 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). Information about current and historic ambient pollution levels, Air Quality Management Areas (AQMAs) and the Council's various air quality reports can be found at: www.airqualityni.co.uk The Belfast City Council Air Quality Action Plan 2021 to 2026 can be found at: Air Quality Action Plan.
4. Archaeological Impact Assessment **Planning Policy** Policy BH5 of the Belfast LDP Plan Strategy SPPS Pars. 6.8-11	**What is it?** Policy BH5 of the Plan Strategy seeks to conserve and protect and where possible enhance archaeological assets. Where the impact of a development proposal on important archaeological remains is unclear, or the relative importance of such remains is uncertain, the council will normally require developers to provide further information in the form of an archaeological assessment or an archaeological evaluation. An **Archaeological Impact Assessment** identifies the potential impacts of the proposal upon archaeological assets, and upon potential new archaeological sites and features. It assesses the significance of assets, the magnitude of impact of development, and recommends mitigation. It is largely a desk-based exercise, incorporating the results of a site walkover survey and other specialist surveys as required. **When is it required?** An **Archaeological Impact Assessment** should be provided for proposals within an Area of Archaeological Interest or Potential where it involves the breaking of ground (i.e. an Archaeological Impact Assessment is not required for proposals that only involve the change of use of land or property). **What should be included?** 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. Guidance on what should be included in an Archaeological Impact Assessment is provided by the Department for Communities'

	"Development and Archaeology: Guidance on Archaeological Works in the Planning Process". **Guidance** Applicants should take into account archaeological considerations and 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.
5. Archaeological Site Evaluation **Planning Policy** Policy BH5 of the Belfast LDP Plan Strategy SPPS Pars. 6.8-11.	**What is it?** Policy BH5 of the Plan Strategy seeks to conserve and protect and where possible enhance archaeological assets. Where the impact of a development proposal on important archaeological remains is unclear, or the relative importance of such remains is uncertain, the council will normally require developers to provide further information in the form of an archaeological assessment or an archaeological evaluation. An **Archaeological Site Evaluation** usually involves a targeted archaeological excavation, of limited scope, carried out by a licensed archaeologist. It is quite distinct from a full archaeological excavation. It aims to clarify the nature and extent of below-ground archaeological remains within a proposed development site. Evaluations may also be carried out to inform an Archaeological Impact Assessment (AIA) for a site, particularly where areas of heightened archaeological potential have been identified. Evaluations can clarify the potential archaeological risks and constraints of a development site early in the planning process, including identifying areas where development may not be acceptable to planning policy. Evaluations may also influence the design and layout of a development to avoid or minimise archaeological impacts. **When is it required?** An **Archaeological Site Evaluation** should be provided with applications where it is essential to clarify if a proposal or aspects of it are acceptable having regard to Policy BH5 and if there is uncertainty as to whether the proposal would be acceptable in principle (i.e. such information cannot be provided after a planning decision through planning conditions). **What should be included?** An Archaeological Site Evaluation should be prepared by a qualified archaeologist. Guidance on what should be included in an Archaeological Impact Assessment is provided by the Department for Communities "Development and Archaeology: Guidance on Archaeological Works in the Planning Process". **Guidance** Applicants should take into account archaeological considerations and 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.
6. Biodiversity Checklist **Planning Policy** Policy NH1 of the Belfast LDP Plan Strategy	**What is it?** Policy NH1 of the Plan Strategy states that in assessing proposals, the Council will seek to ensure the protection of the district's natural heritage and biodiversity. The **Biodiversity Checklist** is a 'step by step' tool which is used by applicants to help identify if a development proposal is likely to adversely

SPPS Par. 6.168-198	affect any biodiversity and natural heritage interests and whether further ecological assessments / surveys are required. **When is it required?** The **Biodiversity Checklist** should be provided with all applications where another biodiversity or ecological survey has not already been completed. **What should be included?** Applicants should complete and submit the **Biodiversity Checklist** available on DAERA's website. **Guidance** The Council has a statutory duty under the Wildlife and Natural Environment Act (Northern Ireland) 2011 to have regard to conserving biodiversity as part of policy or decision making and in drawing up development plans. DAERA provides standing advice on the development of land that may affect natural heritage interests.
7. Biodiversity Survey **Planning Policy** Policy NH1 of the Belfast LDP Plan Strategy SPPS Par. 6.168-198	**What is it?** Policy NH1 of the Plan Strategy states that in assessing proposals, the Council will seek to ensure the protection of the district's natural heritage and biodiversity. The council will require developers to undertake appropriate site surveys and assessments for consideration prior to planning applications being determined. 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. **When is it required?** A **Biodiversity Survey** is required where: • the need for a survey is identified as part of the completion of the **Biodiversity Checklist** (see section 6 above); or • the proposal would impact or have the potential to impact on natural heritage, including designated sites and priority habitats; or protected and priority species. **Guidance** The Council has a statutory duty under the Wildlife and Natural Environment Act (Northern Ireland) 2011 to have regard to conserving biodiversity as part of policy or decision making and in drawing up development plans. The DAERA provides standing advice on the development of land that may affect natural heritage interests. Further planning advice and guidance is provided on DAERA's website.
8. Climate Change Statement **Planning Policy** Policies ENV2, ENV3, ENV5 and TRE1 of the Belfast LDP Plan Strategy SPPS Para. 3.13 and 6.137 **SPG**	**What is it?** Policies ENV2, ENV3 and ENV5 of the Plan Strategy require proposals to mitigate and adapt to climate change, and include, where appropriate, Sustainable Urban Drainage Systems (SuDS). Policy TRE1 seeks to ensure a net gain in tree numbers as a result of built development, in the interests of natural heritage, amenity, environmental quality and resilience. All proposals for new built development should seek to provide for additional tree planting appropriate to the nature, scale and location of the development.

Sustainable Drainage Systems (SuDS) Supplementary Planning Guidance Trees and Development Supplementary Planning Guidance	A **Climate Change Statement** sets out how the requirements of Policies ENV2, ENV3, ENV5 and TRE1 are addressed. **When is it required?** A **Climate Change Statement** should be submitted with all applications for new development (including new build, extensions, conversion of buildings and changes of use). **What should be included?** A **Climate Change Statement** should address Policies ENV2, ENV3, ENV5 and TRE1 of the Plan Strategy and be proportionate to the proposal and its context. Householder proposals (e.g. domestic extensions, garages and outbuildings) only require a short and succinct written statement about how climate change policy requirements have been addressed. Annotated scale drawings should be provided (or clear cross reference to such drawings provided with the application) that demonstrate how each of the requirements are met. <u>Major applications</u> For applications for Major development, the **Climate Change Statement** should include the following. Where a requirement or criterion is not met, the statement must provide justification as to why this is the case. *Policy ENV2:* 1. How the proposal incorporates measures to mitigate environmental change and reduce Green House Gases (GHG) by promoting sustainable patterns of development; 2. How the proposal maximises opportunities to incorporate sustainable design features where feasible (such as grey water recycling, green roofs, maximising use of recycled materials, orientating buildings to optimise solar gain, energy efficiency); and 3. How the proposal, where appropriate, 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 set out in the EU energy performance and buildings directive, where all new buildings are required to be ‘nearly zero carbon’ by 2020. *Policy ENV3:* 4. A written statement that sets out how each of the policy criteria a. to i. inclusive in Policy ENV3 are addressed. Where a criterion is not satisfied, the statement should provide justification as to why this is the case. *Policy ENV5:* 5. How the proposal addresses the need to include SuDS measures to manage surface water effectively on site, to reduce surface water runoff and to ensure flooding is not increased elsewhere. The following potential measures should be addressed: • Green roofs (intensive and/or extensive systems); • Swales; • Filter strips and filter drains; • Permeable or porous paving; • Detention basins;

	• Open areas, ponds and wetlands; and • Trees and landscaping. *Policy TRE1:* 6. Proposals for a net gain in tree numbers (proposals for built development only). **Guidance** Further guidance is provided by the Sustainable Urban Drainage Systems and Trees and Development Supplementary Planning Guidance.
9. Community Cohesion and Good Relations Statement **Planning Policy** Policy CGR1 of the Belfast LDP Plan Strategy SPPS Para. 4.17	**What is it?** Policy CGR1 of the Plan Strategy relate to the consideration of community cohesion and good relations in respect of proposals at interface locations, in close proximity to peace infrastructure and are judged to impact on contested space. A **Community Cohesion and Good Relations Statement** sets out how the requirements of Policy CGR1 are addressed. **When is it required?** A **Community Cohesion and Good Relations Statement** should be provided with all applications for development at interface locations, in close proximity to peace infrastructure, or which would impact upon contested space. However, this does not include minor planning applications such as householder proposals. **What must be included?** A **Community Cohesion and Good Relations Statement** should set out how each of the policy criteria a. to e. inclusive in Policy CRG1 are addressed. Where a criterion is not satisfied, the statement should provide justification as to why this is the case.
10. (Outline) Construction Environmental Management Plan (CEMP) **Planning Policy** Policies ENV1 and NH1 of the Belfast LDP Plan Strategy SPPS Para. 4.11-4.12, Annex A	**What is it?** Policy ENV1 of the Plan Strategy states that planning permission will be granted for development that will maintain and, where possible, enhance environmental quality, and protects communities from materially harmful development. Development must not result in an unacceptable adverse impact on the environment, including consideration of ground contamination, air quality, water quality, noise and light pollution. Policy NH1 of the Plan Strategy seeks to ensure the protection of the district's natural heritage and biodiversity. An **Outline Construction Environmental Management Plan** provides a framework from which a final Construction Environmental Management Plan (CEMP) will be developed to avoid, minimise or mitigate any construction effects on the environment. **When is it required?** An **Outline Construction Environmental Management Plan** should be provided with applications for: • EIA development (see section 19); or • Major development in sensitive coastal and harbour areas; and within or in close proximity to, or hydrologically linked to, protected designated sites such as Special Protection Areas (SPA), RAMSAR sites and Areas of Special Scientific Interest (ASSI). **What should be included?** An **Outline Construction Environmental Management Plan** should include:

	• details of all proposed site works, 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 including noise, vibration, dust, ambient air quality and contamination of both land and the water environment; • 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. **Guidance** Further guidance is available on DAERA's website.
11. Contaminated Land Assessment **Planning Policy** Policy ENV1 of the Belfast LDP Plan Strategy	**What is it?** Policy ENV1 of the Plan Strategy states that planning permission will be granted for development that will maintain and, where possible, enhance environmental quality, and protect communities from materially harmful development. Development must not result in an unacceptable adverse impact on the environment, including from ground contamination. Land contamination can harm: • human health; • drinking water supplies, groundwater and surface water; • soils; • ecosystems including wildlife, animals and wetlands; • property. In accordance with the Land Contamination Risk Management (LCRM) guidance published by the UK Environment Agency, the **Contaminated Land Assessment** process is used to: • identify and assess if there is an unacceptable risk; • assess what remediation options are suitable to manage the risk; • plan and carry out remediation; • verify that remediation has worked. **When is it required?** A **Contaminated Land Assessment** should be submitted with applications for proposals on, or close to, land which has a current or previous use that has the potential for harmful contamination. **What should be included?** A **Contaminated Land Assessment** should be produced by a competent person in accordance with the staged risk based approach presented in the LCRM guidance. There are 3 stages and each stage is broken down into tiers or steps. Stage 1: Risk assessment The LCRM presents a tiered approach to risk assessment. The 3 tiers are: 1. Preliminary risk assessment. 2. Generic quantitative risk assessment. 3. Detailed quantitative risk assessment. Stage 2: Options appraisal There are 3 steps to follow.

	1. Identify feasible remediation options. 2. Do a detailed evaluation of options. 3. Select the final remediation option. Stage 3: Remediation and verification There are 4 steps to follow. 1. Develop a remediation strategy. 2. Remediate. 3. Produce a verification report. 4. Do long term monitoring and maintenance, if required. Where a **Contaminated Land Assessment** is required, a preliminary risk assessment should be provided. The stages outlined above should then be followed; the risk assessment process may be exited at various stages if the assessment confirms that there are no unacceptable risks and that no further action is needed. All of the relevant reports (identified as being required through the process), up to and including the remediation strategy, should be submitted. **Guidance** A few examples of potentially contaminated land include: • previously developed land (brownfield sites); • former industrial land (for example engineering or chemical works, textile works and foundries); • petrol filling stations and garages (and other land uses associated with fuel storage); • waste facilities; and • areas that have been subject to in-filling and/or reclamation. Further information may be obtained by referring to DoE Industry Profiles. It should be noted that references to the Part 2A contaminated land regime within the LCRM do not apply in Northern Ireland. All Contaminated Land Assessments should be undertaken in accordance with relevant British Standards and industry best practice (as outlined within the LCRM guidance). 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 OSNI Spatial NI - Map Viewer. Other important sources of information in regard to land contamination assessments include historical maps (such as those provided within the PRONI Historical Maps viewer) and geological and hydrogeological information (such as that provided within the GSNI GeoIndex map viewer). It may also be useful to seek environmental information on specific sites from relevant authorities, including the Environmental Health Service in the Council.
12. Contextual Design Information **Planning Policy** Policies DES1, BH1, BH2 and BH3 of the Belfast LDP Plan Strategy SPPS Para. 4.23- 4.40 **SPG** Placemaking and Urban Design Supplementary Planning Guidance	**What is it?** Policy DES1 of the Plan Strategy relates to the principles of urban design and states that planning permission will be granted for new development that accords with design criteria relating to high quality, sustainable design that makes a positive contribution to placemaking. Policy BH1 relates to proposals affecting a Listed Building. Policy BH2 relates to new development within or affect the setting of a Conservation Area. Policy BH3 relates to new development within an Area of Townscape Character. **Contextual Design Information** is visual material, such as drawings or CGIs, which accurately reflects the proposal in its immediate and local context, usually the existing street scene into which the development is to

Residential Design Supplementary Planning Guidance Residential Extensions and Alterations Supplementary Planning Guidance	be placed. It is used to help assess the impact and suitability of the design of the proposal within its surrounding context. **When is it required?** **Contextual Design Information** will be required for the following (other than where they only involve a material change of use): • applications for Major development; • proposals that impact on built heritage including Listed Buildings, Scheduled Monuments, historic monuments/gardens, Conservation Areas and Areas of Townscape Character; or • proposals that may significantly impact on the street-scene or townscape. **What should it include?** The type of **Contextual Design Information** that is required will depend on the nature of the proposal, its location, scale and the potential impacts. Examples of **Contextual Design Information** include: • 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 such as use of VU.CITY: Belfast (an accurate 3D model of most of Belfast).
13. Daylight, Sunlight and Overshadowing Assessment **Planning Policy** Policies DES1 and RD1 of the Belfast LDP Plan Strategy SPPS Para. 4.23- 4.40 **SPG** Residential Design Supplementary Planning Guidance Placemaking and Urban Design Supplementary Planning Guidance	**What is it?** Policy DES1 of the Plan Strategy requires that proposals ensure no undue effect on the amenity of neighbouring properties or public spaces by minimising the impact of overshadowing and loss of daylight. Policy RD1 requires that proposals do not unduly affect the amenity of neighbouring residents, including loss of light and overshadowing. A **Daylight, Sunlight and Overshadowing Assessment** assesses the impact of the proposal on existing surrounding properties and open spaces in terms of daylight and sunlight. It may also assess the performance of the development for future occupants. **When is it required?** A **Daylight, Sunlight and Overshadowing Assessment** should be provided with all applications involving: • buildings exceeding four storeys in height where adjoining other developed land or public open spaces; or • where proposed buildings or extensions could lead to harmful overshadowing of adjacent or other proposed buildings or spaces within or outside the site; or • where the proposed development would itself be subject to significant shading from adjoining buildings or trees, or the proposed development itself. **What should it include?** A **Daylight, Sunlight and Overshadowing Assessment** should include: 1. an aerial plan that shows shadowing impacts on adjacent buildings and public open spaces within and outside the site in respect of both the existing situation and proposed situation following implementation of the proposal. The assessment should

	be provided at the Spring Equinox (20th or 21st March) and during the following times of day: • 8am; 10am; 12pm; 2pm; 4pm; and 6pm. For applications for Major development, the assessment should include an assessment consistent with the latest relevant Building Research Establishment (BRE) guidance. 2. an assessment of daylight and sunlight levels within the proposed development itself. For applications for Major development, the assessment should include an assessment consistent with the latest relevant Building Research Establishment (BRE) guidance.
14. Demolition Justification Statement **Planning Policy** Policies BH2, BH3 and ENV2 of the Belfast LDP Plan Strategy SPPS Para. 6.13, 6.15, 6.18s, 6.19 and 6.22	**What is it?** In the interests of mitigating climate change, Policy ENV2 of the Plan Strategy seeks to avoid demolition, where feasible, with consideration given to how existing buildings or main structures can be re-used. Policies BH2 and BH3 of the Plan Strategy state that there will be a presumption in favour of retaining non-listed buildings in Conservation Areas and Areas of Townscape Character respectively. A **Demolition Justification Statement** demonstrates why a building or structure that is normally protected by planning policy is not proposed to be retained and re-used. **When is it required?** A **Demolition Justification Statement** should be provided: • where the proposal involves demolition and replacement of a building or main structure, having regard to Policy ENV2 of the Plan Strategy. This information will also be sought where demolition has already taken place; or • for demolition of a building that makes a material contribution to a Conservation Area, having regard to Policy BH2 of the Plan Strategy; or • for demolition of a building that makes a material contribution to the distinctive character of an Area of Townscape Character, having regard to Policy BH3 of the Plan Strategy. **What should it include?** The level of detail included in the **Demolition Justification Statement** should be proportionate to the nature and function of the building and the issues involved. The **Demolition Justification Statement** should explain why it is not feasible to retain and re-use the existing building/s or main structure/s that are proposed to be demolished and replaced. Factors may include the suitability of the building for the proposed use; its structural condition and/or financial viability and need to be evidenced. In these regards, the application may also require a **Marketing Statement** (see section 27) and/or **Viability Assessment** (see section 49). The **Demolition Justification Statement** should also include measures to minimise any waste through the re-use of as much building and sites materials as possible. If acceptable, those measures may be a secured as a planning condition were planning permission to be granted.

15. Drainage Assessment **Planning Policy** Policies ENV4 and ENV5 of the Belfast LDP Plan Strategy SPPS Para. 6.104 and 6.113 **SPG** Planning and Flood Risk Supplementary Planning Guidance	**What is it?** Policy ENV4 of the Plan Strategy states that in all circumstances the Council will adopt a precautionary approach in assessing proposals in areas that may be liable to flood risk presently or in the future. Policy ENV5 of the Plan Strategy states that all built development should include, where appropriate, SuDS measures to manage surface water effectively on site, to reduce surface runoff and to ensure flooding is not increased elsewhere. A **Drainage Assessment** is a statement of the drainage issues relevant to a development proposal 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 may also be called a Drainage Impact Assessment). **When is it required?** In accordance with the Planning and Flood Risk Supplementary Planning Guidance, a **Drainage Assessment** should be provided for all development proposals that meet or exceed any of the following thresholds. • new residential development comprising of 10 or more residential units; or • a development site in excess of 1 hectare; or • change of use involving new buildings and/or hardstanding surface exceeding 1,000 sqm in area. A **Drainage Assessment** should also be provided for any development proposal, except for minor development, where: • 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. **What should be included?** Guidance on the information that should be contained in a **Drainage Assessment** is provided in Annex E of the Planning and Flood Risk Supplementary Planning Guidance.
16. Economic Statement **Planning Policy** Policies EC1, EC2, EC3, , EC5, EC6 and EC7 of the Belfast LDP Plan Strategy SPPS Para. 6.79-98 **Guidance** Chapter 9 of the Developer Contributions Framework	**What is it?** Policies EC1, EC2, EC3, EC5, EC6 and EC7 relate to proposals that have economic development impacts. Economic impacts of a proposal, such as investment, job creation and contribution to rates, are a material planning consideration relevant to the assessment of applications. **An Economic Statement** sets out the economic impacts of new development on the area, whether specific to the neighbourhood in which the proposal would be located, city-wide, regional or international. **When is it required?** An **Economic Statement** should be submitted with all applications for Major development. **What should be included?** An Economic Statement should include: • the level of economic investment; • GDV impact on the local and, where relevant, regional economy; • 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; • impact on rates;

	• any commitments to employability and skills and inclusive growth (also see section 17, **Employability and Skills Profile**); • 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. **Guidance** Further guidance is provided in Chapter 9 of the Council's Developer Contributions Framework.
17. Employability and Skills Profile **Planning Policy** Policies EC1, EC2, EC3, EC5, EC6 and EC7 of the Belfast LDP Plan Strategy SPPS Para. 6.79-98 **Guidance** Chapter 9 of the Developer Contributions Framework	**What is it?** Inclusive growth is a core aim of the Plan Strategy. Policies SP4, EC1, EC2, EC3, EC5, EC6 and EC7 relate to proposals that have economic development impacts. Policy EC4 seeks to protect zoned employment land. Chapter 9 of the Developer Contributions Framework sets out the circumstances in which developers will be required to make contributions to employability and skills. An **Employability and Skills Profile** provides a breakdown of proposed uses and an estimate of potential jobs to be created/displaced as a result of the development. This information enables the Council to undertake a "skills assessment", which will inform whether employability and skills interventions are needed as a result of the development. **When is it required?** An **Employability and Skills Profile** should be provided with all applications for: • Major development (except for applications for environmental improvements and Multi-Use Game Areas); • proposals resulting in the loss of economic development uses. **Guidance** An **Employability and Skills Profile** should include: Construction • details of the "construction phase" including: estimated construction costs; period for construction including estimate start date and completion date; and any relevant phasing information (including demolition); • the number and type of Full Time Employment (FTE) jobs that will be created during the construction stage of the development including job occupations; • The approximate number and type of jobs that will be created during the occupation stage of the development based on purpose/use of development, including displacement calculations; and • For public sector construction, confirmation that Social Value applies. A Construction Employability and Skills Plan is not necessary in such cases. Operation • Details of the "operational phase" including: breakdown of floor space by use/number of bedrooms as applicable; • the number and type of Full Time Employment (FTE) jobs that will be created during the operational/occupation stage of the development based on purpose/use of development including displacement calculations; • for mixed use developments the expected breakdown of uses as related to the employment sectors, the approximate number and

	type of jobs that will be created during the occupation stage of the development based on purpose/use of development; and • the developer should base the provided figures on recognised employment densities and provide information on any assumption they have adopted. **Guidance** The submitted information should be sufficient for the Council to carry out a "skills assessment" to establish whether employability and skills interventions are required. Where interventions are required, the applicant will be required to provide an Employability and Skills Plan. This will normally be secured through a Section 76 Planning Agreement (see section 36 **Planning Agreements (Heads of Terms Form**). Further guidance is provided by the Council's Developer Contributions Framework.
18. Event Management Plan **Planning Policy** Policies TRAN 3 and TRAN 6 of the Belfast LDP Plan Strategy SPPS Para. 4.11, 6.90 and 6.208. 6.213, Annex A	**What is it?** Policy TRAN 3 of the Plan Strategy requires a transport assessment to evaluate the transport implications of a development proposal, which is likely to have significant travel generating uses. Policy TRAN 6 of the Plan Strategy relates to proposals involving direct access, or the intensification of the use of an existing access, onto a public road. An **Event Management Plan** sets out how the proposal seeks to minimise the transportation impacts of events that would be held as a result of the proposal. **When is it required?** An **Event Management Plan** should be provided with applications for proposals for commercial, recreational, cultural and community proposals which involve the hosting of events that generate significant large numbers of attendees and could result in significant travel disruption. **What should be included?** An **Event Management Plan** 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. 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. Evidence should be provided of the engagement and input of those bodies into the **Event Management Plan**. The **Events Management Plan** should consider measures to encourage sustainable travel, such as public transport, the use of coaches and off-site park and ride and shuttle bus facilities.
19. Environmental Statement (EIA) **Legislation** The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2017	**What is it?** The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2017 ("the Regulations") specifies the circumstances in which a proposal is "EIA" development and requires an Environmental Statement to be submitted alongside the planning application. An **Environmental Statement** sets out the likely significant effects of the proposal – whether positive or negative – and can relate to environmental, social or economic impacts. **When is it required?** An **Environmental Statement** should be submitted where:

	• the development proposal falls under Schedule 1 of the Regulations; or • the development proposal falls under Schedule 2 of the Regulations and the Council has given a screening opinion that the proposal is "EIA" development and that an **Environmental Statement** is required; or • the applicant intends to submit an **Environmental Statement** alongside the planning application. **What should be included?** Applicants should seek a "Scoping Opinion" from the Council as to the recommended content of the **Environmental Statement** before it is prepared. **Guidance** If the development proposal falls under Schedule 2 of the Regulations, the applicant is strongly advised to submit a formal request to the City Council for a "screening opinion" as to whether the proposal is EIA prior to submitting the application. Where an **Environmental Statement** is deemed to be required, the applicant is advised to seek a scoping opinion from the Council on its content.
20. Flood Risk Assessment **Planning Policy** Policy ENV4 of the Belfast LDP Plan Strategy SPPS Para. 6.99-132 **SPG** Planning and Flood Risk Supplementary Planning Guidance	**What is it?** Policy ENV4 of the Plan Strategy requires that planning applications in flood risk areas are accompanied by an assessment of the flood risk in the form of a Flood Risk Assessment. 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. **When is it required?** A **Flood Risk Assessment** should be provided with applications where the following circumstances apply: • when the proposed development is within fluvial / coastal flood plain / reservoir flood inundation area; or • where a more accurate definition of the flood plain and its extents is needed. **What should be included?** Guidance on the information that should be contained in a **Flood Risk Assessment** is provided in Annex E of the Planning and Flood Risk Supplementary Planning Guidance. **Guidance** Flood Maps can be viewed on the Department for Infrastructure website.
21. Health Impact Assessment (HIA) **Planning Policy** Policy HC1 of the Belfast LDP Plan Strategy SPPS Para. 3.2, 4.3-4.10	**What is it?** Policy HC1 of the Plan Strategy seeks to ensure that all new developments maximise opportunities to promote healthy and active lifestyles. A **Health Impact Assessment** (HIA) helps to ensure that health and wellbeing are properly considered in development proposals. In looking at how a proposal might affect people's health, an HIA can identify ways to amend the proposal to reduce possible harmful effects and increase possible beneficial effects. HIAs can be done at any stage in the

	development process but are best done at the earliest stage possible in project design to allow scope for mitigations and other improvements. **When is it required?** A **Health Impact Assessment** should be provided with applications for Major residential, commercial and industrial development. A **Health Impact Assessment** may also be required for other forms of development with potential to have a significant adverse effect on public health and wellbeing. **What should be included?** The **Health Impact Assessment** should follow the methodology provided in the Council's Promoting Healthy Communities Technical Advice Note 1and associated Appendix 1: Health Impact Assessment Screening Guide.
22. Heritage Impact Assessment **Planning Policy** Policies BH1 and BH2 of the Belfast LDP Plan Strategy SPPS Para. 6.12, 6.13, 6.18 and 6.19	**What is it?** Policy BH1 relates to development affecting the setting of a Listed Building. Planning 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. Policy BH2 relates to proposals for development within or affecting the setting of a Conservation Area. Planning legislation requires that special regard must be hard to the desirability of preserving the character or appearance of a Conservation Area where opportunity does not arise to enhance it; and to enhance the character or appearance of the Conservation Area where an opportunity to do so does arise. A **Heritage Impact Assessment** assesses the impact of new development on built heritage, including the setting of a Listed Building or Scheduled Monument; or the character or appearance of a Conservation Area and its setting. **When is it required?** A **Heritage Impact Assessment** is required with planning applications for proposals that would: • likely significantly impact on the character and appearance of a Conservation Area or its setting; or • likely significantly impact on the setting of a Listed Building or Scheduled Monument. **What should be included?** A **Heritage Impact Assessment** should identify the impacted heritage assets; define and analyse its setting; and assess the change. **Guidance** A **Heritage Impact Assessment** can form part of a Design and Access Statement. Historic environment advice and guidance in the planning process is provided on the Department for Communities' website.
23. Housing Mix Statement **Planning Policy** Policy HOU6 of the Belfast LDP Plan Strategy	**What is it?** Policy HOU6 of the Plan Strategy requires housing proposals of a certain scale to provide a suitable mix of house types and sizes. The aim is to promote choice and assist in meeting community needs. There should be particular emphasis on provision for smaller homes across all tenures to meet future household requirements. A **Housing Mix Statement** provides details of the proposed mix of house types and sizes.

SPPS Para. 4.14. 4.16. 6.137

SPG
Affordable Housing and Housing Mix SPG

When is it required?
A **Housing Mix Statement** should be provided with applications for new residential development on sites greater than 0.1 ha and/or containing 5 or more residential units. It is required for proposals for general housing including dwelling houses, apartments and maisonettes, mixed-use developments, conversions, sub-divisions and changes of use.

For the avoidance of doubt, a **Housing Mix Statement** is not required for specialist housing including Purpose Built Managed Student Accommodation and residential institutions such as care homes, nursing homes and supported housing schemes.

What should be included?
The **Housing Mix Statement** should include the following:

1. A "housing mix schedule", providing information on the number, type and size of each residential unit.

House type	Size (sqm)	Number of units
E.g. three-bedroom four person detached dwelling		
Etc.		

2. A written statement that demonstrates how the proposed housing mix has been informed by the following:

    a. analysis of prevailing housing need in the area;
    b. the location and size of the site;
    c. specific characteristics of the development; and
    d. the creation of balanced and sustainable communities.

Where a criterion is not satisfied, the statement should provide justification as to why this is the case.

Guidance
Further guidance is provided by the Council's Affordable Housing and Housing Mix Supplementary Planning Guidance.

24. Landscape/Townscape and Visual Impact Assessment (LVIA)

Planning Policy ss
Policies LC1, LC1A, LC1B, LC1C, LDCD, LC2, LC3 and LC4 of the Belfast LDP Plan Strategy

SPPS Para. 4.39 and 6.76

SPG
Placemaking and Urban Design Supplementary Planning Guidance

Tall Buildings Supplementary Planning Guidance

What is it?
Policy LC1 of the Plan Strategy states that new development should seek to protect and, where appropriate, restore or improve the quality and amenity of the landscape. The Council will adopt the precautionary approach in assessing development proposals in any designated landscape, giving careful consideration to a range of criteria.

Policies LC1A (Areas of Outstanding Natural Beauty), LC1B, (Areas of High Scenic Value), LC1C (Local Landscape Policy Areas) and LC1D (Landscape wedges), LC2 (Lagan valley regional park) and LC3 (Belfast Hills), LC4 (coastal areas) set out further specific landscape policy requirements.

A **Landscape/Townscape and Visual Impact Assessment (LVIA)** is the process of evaluating the effects of a proposal on views and on the landscape itself ("townscape" is defined as the landscape within the built-up area).

When is it required?
A Landscape and Visual Impact Assessment should be provided for all "EIA development" where the proposal would likely have significant environmental effects on the landscape/townscape (also see section 19, **Environmental Statement**).

What should be included?

	A **Landscape/Townscape and Visual Impact Assessment** should follow the methodology set out in the Guidelines on Landscape and Visual Impact Assessment published by the Landscape Institute and Institute of Environmental Management and Assessment.
25. Landscape/Townscape and Visual Appraisal (LVA) **Planning Policy** Policies LC1, LC1A, LC1B, LC1C, LDCD, LC2, LC3 and LC4 of the Belfast LDP Plan Strategy SPPS Para. 4.39 and 6.76 **SPG** Placemaking and Urban Design Supplementary Planning Guidance	**What is it?** Policy LC1 of the Plan Strategy states that new development should seek to protect and, where appropriate, restore or improve the quality and amenity of the landscape. The Council will adopt the precautionary approach in assessing development proposals in any designated landscape, giving careful consideration to a range of criteria. Policies LC1A (Areas of Outstanding Natural Beauty), LC1B, (Areas of High Scenic Value), LC1C (Local Landscape Policy Areas) and LC1D (Landscape wedges), LC2 (Lagan valley regional park) and LC3 (Belfast Hills), LC4 (coastal areas) set out further specific landscape policy requirements. A **Landscape/Townscape and Visual Appraisal (LVA)** is the process of evaluating the effects of a proposal on views and on the landscape itself ("townscape" is defined as the landscape within the built-up area). **When is it required?** **A Landscape and Visual Appraisal** should be provided with applications for the following where the proposal is not EIA Development: • 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; or • proposals in the urban area which are likely to have a significant visual impact on the townscape; or • proposals for wind turbines where their overall height would exceed 15 metres and where Environmental Impact Assessment is required. **What should be included?** A **Landscape/Townscape and Visual Appraisal** should follow the methodology set out in the Guidelines on Landscape and Visual Impact Assessment published by the Landscape Institute and Institute of Environmental Management and Assessment. A LVA typically follows the format of an LVIA but, by definition, does not consider significance, with no requirement to give a judgement on the significance of effects. Further guidance is contained in the Placemaking and Urban Design Supplementary Planning Guidance.
26. Lighting Impact Assessment **Planning Policy** Policies ENV1, OS5 and OS7 of the Belfast LDP Plan Strategy SPPS Para. 4.11 and 6.213	**What is it?** Policy ENV1 of the Plan Strategy states that planning permission will be granted for development that will maintain and, where possible, enhance environmental quality, and protects communities from materially harmful development. Development must not result in an unacceptable adverse impact on the environment, including light pollution. Policy OS5 of the Plan Strategy relates to proposals for intensive sports facilities. There should be no unacceptable impact on amenities of people living nearby including light pollution likely to be generated. Policy OS7 of the Plan Strategy relates to proposals for floodlighting. The council will only support the development of floodlighting associated with sports and outdoor recreational facilities where all the criteria in the policy are met.

	A **Lighting Impact Assessment** explains how proposals that include largescale external lighting, such as floodlighting, will impact on the visual amenity of the area, and living conditions of local people. **When is it required?** A **Lighting Impact Assessment** should be provided with applications for: • proposals involving largescale artificial lighting (such as floodlighting of sports pitches); or • proposals for sensitive receptors close to a largescale existing artificial light source. **What should be included?** A Lighting Impact Assessment should include: 1. technical specification of the external lighting, including a layout plan with beam orientation and a schedule of the equipment in the design; 2. details of any directional hoods or other forms of mitigation; 3. proposed hours of illumination; 4. a light overspill diagram with a vertical lux contour plot and calculated vertical lux levels at appropriate façade heights at sensitive premises, taking account of topography; 5. identification of the appropriate environmental zone as outlined in the relevant Institute of Lighting Professionals guidance document: and 6. the design and layout details of the proposal should demonstrate that any existing light sources will have no negative impact on habitable rooms. **Guidance** Detailed guidance on lighting impact can be found on the Institute of Lighting Professionals (ILP) website. This includes the ILP Guidance on Undertaking Environmental Lighting Impact Assessments and Guidance Note for the reduction of obtrusive light. Guidance is also provided by Sport England – Outdoor Sports Lighting Briefing Note.
27. Marketing Statement **Planning Policy** Policies BH2, EC4 and TLC2 of the Belfast LDP Plan Strategy **SPG** Loss of Zoned Employment Land Supplementary Planning Guidance	**What is it?** Policies BH2 and BH3 of the Plan Strategy seek to safeguard buildings that makes a material contribution to the character and appearance of a Conservation Area or Area of Townscape Character from demolition. Policy EC4 of the Plan Strategy states that only in exceptional circumstances will the loss of zoned employment land be considered acceptable. Policy TLC2 of the Plan Strategy states that only in exceptional circumstances will the loss of existing tourism and leisure and cultural facilities and assets be considered acceptable. A **Marketing Statement** informs whether the existing use of a building or land is viable or likely to be viable in the context of market testing. The Council expects land premises to be actively marketed for at least 18 months before the application is made. **When is it required?** A **Marketing Statement** should be provided where the applicant seeks to demonstrate through market testing 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. For example, a **Marketing Statement** may be used to support applications which involve: • demolition of a building which makes a material contribution to the character and appearance of a Conservation Area or Area of Townscape Character, having regard to Policies BH2 and BH3 of the Plan Strategy; or • loss of zoned employment land, having regard to Policy EC4 of the Plan Strategy; or • loss of existing tourism, leisure and cultural provision and assets, having regard to Policy TLC2 of the Plan Strategy **What should be included?** The **Marketing Statement** should include the information specified at paragraphs 3.3.7 and 3.3.8 of the Loss of Zoned Employment Land Supplementary Planning Guidance. :
28. Masterplanning Statement **Planning Policy** Policy DES2 of the Belfast LDP Plan Strategy SPPS Para. 3.3, 4.2, 4.11, 4.12, 4.23-4.36 **SPG** Masterplanning Approach for Major Development Supplementary Planning Guidance	**What is it?** Policy DES2 of the Plan Strategy requires a masterplanning approach for Major development. A **Masterplanning Statement** sets out how proposals for Major development accord with the masterplanning principles set out in Policy DES2 of the Plan Strategy. **When is it required?** A **Masterplanning Statement** should be provided with all applications for Major development. **What should be included?** A **Masterplanning Statement** should set out how the proposal addresses criteria a. to h. inclusive of Policy DES2. Where a criterion is not satisfied, the statement should provide justification as to why this is the case. **Guidance** Further guidance is contained in the Council's Masterplanning Approach for Major Development Supplementary Planning Guidance.
29. Noise Impact Assessment (NIA) **Planning Policy** Policy ENV1 of the Belfast LDP Plan Strategy SPPS Para. 4.11-4.12, Annex A **SPG** Evening and Night-time Economy Supplementary Planning Guidance Sensitive Uses Supplementary Planning Guidance **Guidance** Belfast City Council Environmental Protection Advice Note 1 (EPAN 1)	**What is it?** Policy ENV1 of the Plan Strategy states that planning permission will be granted for development that will maintain and, where possible, enhance environmental quality, and protects communities from materially harmful development. Development must not result in an unacceptable adverse impact on the environment, including noise. A **Noise 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. **When is it required?** A **Noise Impact Assessment** should be provided with applications where: • noise and/or vibration arising from the proposed development has potential to adversely impact on nearby residential property or other noise sensitive premises such as 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). **What should be included?** The **Noise Impact Assessment** should include the information and follow the guidance contained in the Belfast City Council Environmental Protection Advice Note 1 (EPAN 1). **Guidance** Further guidance is contained in the Council's Sensitive Uses Supplementary Planning Guidance and Evening and Night-time Economy Supplementary Planning Guidance.
30. Odour Impact Assessment **Planning Policy** Policy ENV1 of the Belfast LDP Plan Strategy SPPS Para. 4.11 and 6.90 **SPG** Sensitive Uses Supplementary Planning Guidance Evening and Night-time Economy Supplementary Planning Guidance	**What is it?** Policy ENV1 of the Plan Strategy states that planning permission will be granted for development that will maintain and, where possible, enhance environmental quality, and protects communities from materially harmful development. Development must not result in an unacceptable adverse impact on the environment, including air quality. An **Odour Impact Assessment** assesses the impact of odour generating uses on sensitive receptors; or the impact of existing nearby odour generating uses on proposals whose use/s are sensitive by nature. Where necessary and appropriate, the assessment should include measures to mitigate odour impacts. This shall include details of proposed odour abatement system controls and demonstrate that the proposed controls are fit for purpose. **When is it required?** An **Odour Impact Assessment** should be provided with applications for: • proposals for use/s which generate odour and have the potential to impact on the amenity of nearby sensitive receptors. Examples of odour generating uses include commercial kitchens, industrial processes, breweries/distilleries, waste transfer stations, sewage treatment/pumping stations; • proposals for sensitive uses which have the potential to be impacted by existing odour generating uses in the locality. Examples of sensitive uses include new housing proposals, offices, hotels and tourist accommodation. **What should be included?** An **Odour Impact Assessment** should be carried out by competent person/s and in line with current best practice and guidance. Applicants are referred to guidance provided by the Institute of Air Quality Management (IAQM): Guidance on the Assessment of Odour for Planning. Details of an odour abatement system should include: 1. scale floor plans and elevations showing the positioning and design of ventilation, flue/s and extraction equipment including termination points; 2. manufacturers details of the equipment proposed including odour abatement techniques; and 3. assessment of certain processes may require odour dispersion modelling to predict impact at sensitive receptors. **Guidance** Further guidance is contained in the Council's Sensitive Uses Supplementary Planning Guidance and Evening and Night-time Economy Supplementary Planning Guidance. Useful guidance is provided by DEFRA – Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems (2005)

	(This guidance was officially withdrawn in 2017 but remains a useful reference point). A **Noise and Vibration Impact Assessment** may also be required (see section 30).
31. Office Impact Assessment **Planning Policy** Policies SD2, EC6 and RET2 of the Belfast LDP Plan Strategy SPPS Para. 6.85 and 6.95 **SPG** Retail and Main Town Centre Uses Supplementary Planning Guidance	**What is it?** Policy EC6 of the Plan Strategy relates to proposals for office development. Proposals for Use Class B1(a) general offices outside specified areas must comply with the sequential approach with those in excess of 1,000 sqm gross floor space accompanied with an impact assessment and an assessment of need as set out in Policy RET2. Policy RET2 of the Plan Strategy relates to proposals for main town centre uses, including businesses (and offices). Proposals must demonstrate that there is not a sequentially preferable site in, or on the edge of, centres having regard to criteria of suitability, availability and viability; and submit a retail impact assessment of need for proposals that have a floor space of 1,000 sqm gross and above. An **Office Impact Assessment** sets out how the requirements of Policies EC6 and RET2 are addressed in respect of larger scale office proposals. **When is it required?** An **Office Impact Assessment** is required with planning applications for Use Class B1(a) general offices of 1,000 sqm gross floor space or greater outside the specified areas described in Policy EC6 of the Plan Strategy. **What should be included?** An **Office Impact Assessment** should: • demonstrate that there is not a sequentially preferable site in, or on the edge of, centres having regard to criteria of suitability, availability and viability; and • include a retail impact assessment that demonstrates the impact of the proposal either by itself, or in combination with other committed development proposals, on the vitality and viability of centres within Belfast and its catchment. Applicants should refer to the by step approach set out in paragraph 3.3 and paragraph 3.5 of the Retail and Main Town Centre Uses Supplementary Planning Guidance. **Guidance** Further guidance is contained in the Retail and Main Town Centre Uses Supplementary Planning Guidance.

32. Open Space Statement **Planning Policy** Policy OS3 of the Belfast LDP Plan Strategy SPPS Paras 4.4, 4.8, 6.199, 6.200, 6.201 and 6.211 **SPG** Residential Development Supplementary Planning Guidance	**What is it?** Policy OS3 of the Plan Strategy requires all new development to include appropriate provision for open space, including hard and soft landscaped areas and outdoor amenity areas, to serve the needs of the development. Where the provision of public open space is proposed or required under Policy OS3, the precise amount, location, type and design of such provision will be negotiated with applicants taking account of the specific characteristics of the development, the site and its context and having regard to the following: a. a normal expectation will be at least 10% of the total site area; and b. complementary and ancillary equipment and facilities, including for active or passive enjoyment of residents or occupiers, should be incorporated into the design of the development. An **Open Space Statement** sets out how the requirements of Policy OS3 have been addressed. **When is it required?** An **Open Space Statement** should be provided with all applications for Major development for non-residential uses such as employment, retail, leisure, tourism, cultural and community uses. Note: the requirement for open space for residential housing proposals are dealt with through a separate Residential Quality Statement (see section 38). **What should be included?** An **Open Space Statement** should address the requirements in Policy OS3 of the Plan Strategy, including the following. 1. how the policy requirement for at least 10% of the site area to be provided as public open space has been met – this should include a written description and annotated and scale plan showing the location of the open space; 2. how the policy requirement for complementary and ancillary equipment and facilities, including for active or passive enjoyment of residents or occupiers, are incorporated into the design of the development; 3. where the requirements of Policy OS3 are not fully met, the reasoning must be explained.
33. Parking Survey **Planning Policy** Policy TRAN8 and TRAN9 of the Belfast LDP Plan Strategy SPPS Para. 6.296, 6.297 and 6.304 **Guidance** Parking Standards (DfI) Creating Places (DfI)	**What is it?** Policy TRAN 8 of the Plan Strategy requires development proposals to provide adequate provision for car parking and appropriate servicing arrangement. Parking standards are set out in the Department's Parking Standards guidance, currently under review. A reduced level of car parking provision may be acceptable in a number of circumstances, including where the development would benefit from spare capacity available in nearby public car parks or adjacent on street car parking. A **Parking Survey** assesses the number and location of parked vehicles and available space 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 proposed development.

	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. **What should be included?** A **Parking Survey** should include the following: 1. A survey of parked vehicles and available parking spaces within 200 metres radius (400 metres diameter) of the application site; 2. Parked vehicles and available spaces are to be shown on a plan; 3. Timed and dated photographs; 4. Areas of parking restriction (e.g. single yellow lines, double yellow lines, disabled parking spaces, waiting bays and other restrictions) must not be included and must be indicated on the plan; 5. Spaces within 15 metres of a junction should also not be included; 6. The survey should be undertaken over at least three days during the working week (i.e. Monday to Friday) and at least one day during the weekend; 7. Residential Parking Survey (in support of residential proposals) – the survey should take place between 7pm and 7am; and 8. Commercial Parking Survey (in support of commercial proposals) – the survey should take place between 7am and 7pm. **Guidance** Parking standards are set out in the Department's Parking Standards guidance, currently under review.
34. PBMSA Statement **Planning Policy** Policy HOU12 of the Belfast LDP Plan Strategy **SPG** PBMSA Supplementary Planning Guidance	**What is it?** Policy HOU12 of the Plan Strategy states that planning permission will be granted for large-scale Purpose Built Managed Student Accommodation (PBMSA) where certain criteria are met. A **PBMSA Statement** sets out how the requirements of Policy HOU12 are addressed. **When is it required?** A **PBMSA Statement** should be submitted with all applications for Purpose Built Managed Student Accommodation. **What must be included?** The **PBMSA Statement** should set out how the proposal addresses criteria a. to e. inclusive of Policy HOU12 of the Plan Strategy. Where a criterion is not satisfied, the statement should provide justification as to why this is the case. In respect of criterion e., a "statement of student housing need" should be submitted, which addresses the following points: 1. the specific need that is being addressed, with reference to relevant Corporate Plans published by the city's further and higher education institutions; 2. why this need is currently unmet by existing student accommodation stock, implemented and un-implemented planning permissions for PBMSA; 3. the type of existing accommodation the potential student occupiers are likely to be drawn from; 4. any recorded increase in student numbers; 5. university support, if available;

	6. current waiting lists for student accommodation; 7. bedspace to student population ratio/percentage comparison to other university cities; and 8. bank funding available to deliver proposals. **Guidance** Further guidance is contained in the Council's Draft Purpose Built Managed Student Accommodation Supplementary Planning Guidance.
35. Phasing Plan **Planning Policy** Policies DES1 and DES2 of the Belfast LDP Plan Strategy SPPS Par. 6.301 **SPG** Masterplanning Approach For Major Development Supplementary Planning Guidance	**What is it?** Policy DES1 of the Plan Strategy relates to the principles of urban design. Policy DES2 of the Plan Strategy requires proposals for Major development to comply with specified masterplanning principles. 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. **When is it required?** A **Phasing Plan** should be provided with applications for • Major development; or • proposals intended to be implemented in phases. **What should be included?** A **Phasing Plan** should include the following: 1. A plan demarcating the various proposed phases of the development; 2. Supporting narrative that describes the sequencing of the phases and why the proposal is proposed to be implemented in that order; 3. The sequencing of delivery of any infrastructure necessary to support the proposal; 4. If necessary, financial viability information to support the case for phasing of the development (also see section 49, **Viability Assessment**). **Guidance** Further guidance is provided by the Masterplanning Approach For Major Development Supplementary Planning Guidance.
36. Planning Agreement (Heads of Terms Form) **Planning Policy** Policies DES1, HOU5, HOU12, RD1, CRG1, HC1, CI1, CC1, TRAN8, ENV5 and OS3 of the Belfast LDP Plan Strategy SPPS Para. 5.66, 5.67, 5,69 and 5.77 **Guidance** Developer Contributions Framework	**What is it?** The Plan Strategy includes a range of planning policies that identify the potential requirement for a Planning Agreement to secure developer contributions, infrastructure or other forms of planning obligation to make the proposed development acceptable. A **Heads of Terms Form** sets out the applicant's intention to enter into a **Planning Agreement** as part of the planning application process, and describes the planning obligations that it is expected to contain. The **Heads of Terms Form** also provides important administrative information to assist the preparation of the **Planning Agreement** including details of ownership of the site and the solicitor acting on behalf of the applicant. **When is it required?** **A Heads of Terms Form** should be provided with all applications where it is expected that a Planning Agreement will be a prerequisite to the granting of planning permission, having regard to the planning policies in the Plan Strategy.

	What should be included? Applicants should complete the **Heads of Terms Form** template, which can be obtained by emailing planning@belfastcity.gov.uk **Guidance** The Council will draft the **Planning Agreement** based on a review of the Heads of Terms Form by the Planning Service. The Council's Developer Contribution Framework sets out circumstances when a **Planning Agreement** will be required to secure developer contributions. Further guidance on planning agreements is provided by Development Management Practice Note 21: Section 76 Planning Agreements
37. Planning Statement Planning Policy Belfast LDP Plan Strategy – various policies **Planning Policy** Belfast LDP Plan Strategy – various policies	**What is it?** A **Planning Statement** is a written document that explains the rationale for the proposal and provides an assessment in the context of the relevant local and regional planning policies. **When is it required?** A **Planning Statement** should be provided with applications for: • Major development; • proposals that would result in the loss of existing open space, having regard to Policy OS1 of the Plan Strategy; • proposals that would result in the loss of employment land; having regard to Policy EC4 of the Plan Strategy; • proposals that would result in the loss of community infrastructure, having regard to Policy CI1 of the Plan Strategy; • proposals that require the exceptions test to be applied as described in the Planning and Flood Risk Supplementary Planning Guidance, having regard to Policy ENV4 of the Plan Strategy; and • proposals that would result in the demolition or part demolition of either: - a Listed Building (Policy BH1); or - an un-listed building within a Conservation Area that makes a material contribution to the character or appearance of that Conservation Area (Policy BH2); or - an un-listed building within an Area of Townscape Character (including draft) that makes a material contribution to the character or appearance of that Area of Townscape Character (Policy BH3). **What should be included?** The **Planning Statement** should set out how a development proposal takes account of relevant planning policies and other material considerations. It should include: 1. a description of the site and its surrounding context; 2. a description of the proposal and why it is needed; 3. relevant planning history; 4. summary of the relevant regional and local planning policies, including the Local Development Plan, and how those planning policies have been applied; 5. other relevant material considerations; 6. assessment of how the proposal addresses the key planning issues;

7. explanation if the proposal is contrary to any of the relevant planning policies (e.g. loss of open space);
8. suggested draft planning conditions in the event that planning permission is granted.

38. Residential Quality Statement

Planning Policy
Policies RD1 and OS3 of the Belfast LDP Plan Strategy

SPPS Para. 4.4, 4.8, 4.9, 6.199, 6.200, 6.201 and 6.211

SPG
Residential Design Supplementary Planning Guidance

Guidance
Creating Places

What is it?
Policy RD1 of the Plan Strategy requires new residential development to provide appropriate open space; to create a quality and sustainable residential environment in accordance with the space standards set out in Appendix C; and to ensure that living rooms, kitchens and bedrooms have access to natural light.

Policy OS3 of the Plan Strategy requires all new development to include appropriate provision for open space. Specific requirements are set out for residential development including the provision of integral public open space and an equipped children's play area for certain scale residential proposals.

Creating Places (Departmental guidance) provides guidance on garden and amenity standards. For dwellinghouses, the average space garden size should be around 70 sqm or greater. For any individual house, however, an area less than around 40 sqm will generally be unacceptable. In the case of apartment or flat developments, or 1 and 2 bedroomed houses on small urban infill sites, private communal open space will be acceptable in the form of landscaped areas, courtyards or roof gardens. These should range from a minimum of 10 sqm per unit to around 30 sqm per unit. The appropriate level of provision should be determined by having regard to the particular context of the development and the overall design concept.

A **Residential Quality Statement** sets out how proposals for new residential development addresses policy requirements and guidance around open space, amenity space, space standards and natural light.

When is it required?
A **Residential Quality Statement** should be provided with applications for the following forms of residential accommodation, including new build, conversion, sub-division and material changes of use:

- new residential housing (including dwelling houses, apartments, flats and maisonettes);
- Houses in Multiple Occupation (HMOs); and
- Purpose Built Managed Student Accommodation (PBMSA) accommodation.

What should be included?
A **Residential Quality Statement** should:

1. For proposals of 25 or more units, set out the proposals for integral public open space and an equipped children's play area within the development as per the requirements of Policy OS3. Where the requirements are not met, the statement shall provide justification as to why this is the case.
2. Detail the proposed amenity space (external and internal) for each proposed residential unit, based on the following table:

Unit / Plot	External Amenity Space (sqm)	Internal Amenity Space (sqm)	Total Amenity Space (Sqm)
1			
2			
3			
Communal			
Total			
Average			

3. The size of each proposed residential unit (sqm) against the space standards in Appendix C of the Plan Strategy, based on the following table:

Unit type	Minimum space standard in Appendix C (sqm)	Proposed floor space (sqm).	No. of Units
e.g. 2 person / 1 bed	50	55	
e.g. 4 person / 3 bed (two storey)	80	95	
Etc.			

Guidance
Further guidance is provided by the Residential Design Supplementary Planning Guidance.

Applicants should also refer to the Department's Creating Places: Achieving Quality in Residential Environments.

39. Retail Impact Assessment (and Assessment of Need)

Planning Policy
Policies SD2, RET1, RET2, RET3 and RET4 of the Belfast LDP Plan Strategy

SPPS Para. 6.283 and 6.290

SPG
Retail and Main Town Centre Uses Supplementary Planning Guidance

What is it?
Policy RET1 of the Plan Strategy establishes a retail hierarchy to focus new retail development in existing centres in order of preference according to their type.

Policy RET2 requires proposals for main town centre uses outside of existing centres to be supported by a **Retail Impact Assessment (and Assessment of Need)** for proposals that have a floorspace of 1,000 sqm gross and above.

A **Retail Impact Assessment (and Assessment of Need)** considers the impacts of proposals for retail or other main town centre uses on the vitality and viability of Belfast City Centre, District centres and Local centres.

When is it required?
A **Retail Impact Assessment (and Assessment of Need)** should be provided with applications for retail or other main town centre uses (including cultural and community facilities, retail, leisure, entertainment and businesses) outside of existing centres that have a floor space of 1,000 sqm gross and above.

What should be included?
A **Retail Impact Assessment (and Assessment of Need)** should consider:

- the impact of the proposal on existing, committed and planned public and private investment in centres in the catchment area of the proposal; and
- the impact of the proposal on the vitality and viability of centres, including local consumer choice and trade

The **Retail Impact Assessment (and Assessment of Need)** should adopt the step by step methodology as referred to in paragraph 3.3 of the Retail and Main Town Centre Uses Supplementary Planning Guidance.

In addition, the following information should be provided:

- detail the nature of and reasons for the proposal;
- identify and justify a catchment area from which the proposal will draw trade and customers taking account of factors including the nature of retailing of the proposal and transport links. Where a designated centre is located outside but adjacent to the

	catchment, that centre should also be included in the assessment; • identify a catchment area based on drive time journeys from the application site, sub-divided into 5-minute isochrone intervals, and clearly identified on a supporting catchment area map; • include commentary on the vitality and viability of existing centres within the catchment; • use an appropriate base and design year. The design year should generally be not less than 4 years after the base year, and include justification for the chosen design year; • identify and use public published evidence sources for establishing existing and projected population, expenditure, and turnovers of existing retail developments for base and design years; • justify trade diversion figures from existing facilities and any perceived diversions from outside the catchment area of the proposal; • identify, consider, and justify the cumulative impacts of extant permissions and taking account of the proposal; • examine the 'no development' scenario; • impact of the proposal on existing, committed and planned public and private investment in centres in the catchment area of the proposal; • impact of the proposal on the vitality and viability of centres, including local consumer choice and trade; and • an electronic copy of all supporting figures and tables. **Guidance** Further guidance is contained in the Council's Retail and Main Town Centre Uses Supplementary Planning Guidance.
40. Sequential Test (main town centre uses) **Planning Policy** Policies SD2, RET1, RET2, RET3 and RET4 of the Belfast LDP Plan Strategy SPPS Par. 6.280 **SPG** Retail and Main Town Centre Uses Supplementary Planning Guidance	**What is it?** Policy RET1 of the Plan Strategy establishes a retail hierarchy to focus new retail development in existing centres in order of preference according to their type. Policy RET2 requires proposals for main town centre uses outside of existing centres to demonstrate that there is not a sequentially preferable site in, or on the edge of, centres having regard to criteria of suitability, availability and viability. 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. **When is it required?** The **Sequential Test** should be provided with applications for retail or other main town centre development (including cultural and community facilities, retail, leisure, entertainment and businesses) is proposed either in an edge of centre or an out of centre location. This advice is at officer level only and does not prejudice any future formal decision that the Council may wish to make. includes proposals for new build, extensions and changes of use. **What should be included?** A **Sequential Test** should follow the step by step approach set out in section 3.1 of the Retail and Main Town Centre Uses Supplementary Planning Guidance.

	The **Sequential Test** should: • be proportionate and appropriate for the proposal; • establish the appropriate catchment for the proposal based on the areas from which customers/visitors/users would be attracted Catchments should include, where appropriate, an assessment of centres outside of the Council boundary, where relevant; • identify a catchment area based on drive time journeys from the proposed site, sub-divided into 5-minute isochrone intervals, and clearly identified on a supporting catchment area map; • identify which designated centres should be assessed. Where a designated centre is located outside but adjacent to the catchment, that centre should also be included in the assessment; • identify the sequentially preferable sites which should be assessed; and • assess the suitability, availability and viability of those sites; and • include scope for flexibility in the format and scale of the proposed development. **Guidance** Further guidance is contained in the Council's Retail and Main Town Centre Uses Supplementary Planning Guidance.
41. Short-term Let Accommodation Statement **Planning Policy** Policies HOU3 HOU13 of the Belfast LDP Plan Strategy SPPS Para. 6.135, 6.136 and 6.137	**What is it?** Policy HOU3 of the Plan Strategy seeks to protect existing residential accommodation. Policy HOU13 of the Plan Strategy relates to proposals for short-term let accommodation and sets out criteria for assessing planning applications for such uses. A **Short-term Let Accommodation Statement** demonstrates how proposals for short-term let accommodation meet the requirements of Policy HOU13. **When is it required?** A **Short-term Let Accommodation Statement** should be provided with applications for short-term let accommodation – including short-term holiday lets; self-catering apartments; apart-hotels and serviced apartments. **What should be included?** The **Short-term Let Accommodation Statement** should address criteria a. to f. inclusive of Policy HOU13 of the Plan Strategy. Where a criterion is not fully met, this must be justified.
42. Specialist Housing Statement **Planning Policy** Policy HOU8 of the Belfast LDP Plan Strategy SPPS Para. 4.14. 4.16. 6.137	**What is it?** Policy HOU8 of the Plan Strategy sets out the circumstances where planning permission will be granted for specialist residential accommodation, including retirement villages and care facilities. A **Specialist Housing Statement** demonstrates how proposals for specialist residential accommodation meet the requirements of Policy HOU8. **When is it required?** A **Specialist Housing Statement** should be provided with applications for specialist residential accommodation – including both new build and extensions – such as sheltered housing, extra care housing, nursing homes and residential care homes.

	What should be included? The **Specialist Housing Statement** should address criteria a. and b. inclusive of Policy HOU8 of the Plan Strategy. Where a criterion is not fully met, this must be justified.
43. Tall Buildings Design Statement **Planning Policy** Policy DES3 of the Belfast LDP Plan Strategy SPPS Para. 3.3, 4.2, 4.11, 4.12, 4.23-4.36 **SPG** Tall Buildings Supplementary Planning Guidance	**What it is?** Policy DES3 of the Plan Strategy provides criteria for assessing proposals for tall buildings, defined as any building 35m above ordnance datum (AOD) or taller or those which are significantly higher than their surroundings. A **Tall Buildings Design Statement** sets out how proposals for tall buildings address the design criteria in Policy DES3. **When is it required?** A **Tall Buildings Design Statement** should be provided with applications for a tall building, defined as: • any building 35 metres above ordinance datum (AOD) or taller; or • any building which is significantly higher than their surroundings. **What should be included?** The **Tall Buildings Design Statement** should address criteria a. to h. inclusive of Policy DES3 of the Plan Strategy. Where a criterion is not met, this must be justified. **Guidance** Further guidance is contained in the Council's Tall Buildings Supplementary Planning Guidance.
44. Tele-communications Supporting Statement **Planning Policy** Policy ITU 1 of the Belfast LDP Plan Strategy SPPS Para. 6.235-250	**What is it?** Policy ITU 1 of the Plan Strategy sets out the requirements for proposals for telecommunications development. A **Telecommunications Supporting Statement** sets out the proposal addresses the requirements of Policy ITU 1, including technical justification for the proposals and demonstration as to how it has been sited and designed to minimise visual and environmental impact, including investigation of mast sharing. **When is it required?** A **Telecommunications Supporting Statement** should be provided with applications for telecommunications infrastructure comprising masts, antennae and base stations. **What should be included?** A **Telecommunications Supporting Statement** should address criteria a. to h. inclusive of Policy ITU 1 of the Plan Strategy. Where a criterion is not met, this must be justified.

45. Transport Assessment

Planning Policy
Policy TRAN3 of the Belfast LDP Plan Strategy

SPPS Para. 6.303

SPG
Transportation Supplementary Planning Guidance

Guidance
Chapter 10 of the Developer Contributions Framework

What is it?
Policy TRAN 3 of the Plan Strategy states that a transport assessment will be required to evaluate the transport implications of the development proposal, where it is likely to have significant travel generating uses.

A **Transport Assessment** is a comprehensive and systematic process that sets out various transport issues relating to a proposed development. It identifies what measures will be taken to deal with the anticipated transport impacts of the scheme in relation to all forms of travel. Where that mitigation relates to matters that can be addressed by management arrangements, the mitigation may inform the preparation of Travel Plans. Its purpose is to provide enough information for the Council and Department for Infrastructure (Roads) to understand how the proposal is likely to function in transport terms.

When is it required?
A **Transport Assessment** should be provided with applications for proposed development that would likely have significant transport implications.

Applicants should complete a Transport Assessment Form (TAF) to help establish if a detailed **Transport Assessment** is needed (also see section 46).

The following table provides a 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

What should be included?

The requirement for and scope of a **Transport Assessment** should be discussed with the Council's Planning Service and DfI Roads as part of a Pre-Application Discussion.

Detailed guidance is provided by the Department's Transport Assessment: Guidelines for Development Proposals in Northern Ireland (November 2006) (currently under review).

Further guidance is provided by the Transportation Supplementary Planning Guidance.

46. Transport Assessment Form

Planning Policy
Policies TRAN 1, TRAN 2, TRAN 4 and TRAN 6 of the Belfast LDP Plan Strategy

SPPS Par. 6.293-305

What is it?
Policy TRAN 1 of the Plan Strategy promotes active travel – walking and cycling. Policy TRAN 2 relates to creating an accessible environment. Policy TRAN 4 requires travel plans to be submitted for proposals for significant travel generating uses. Policy TRAN 6 relates to proposals involving access to public roads.

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. It helps the Council and DfI

SPG Transportation Supplementary Planning Guidance	Roads understand the transport impacts of the proposal and how those impacts may be mitigated. **When is it required?** A **Transport Assessment Form** (TAF) should be submitted with applications for the following proposals: • residential comprising 10 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. **What should be included?** Applicants should complete the **Transport Assessment Form** at Appendix A of the Department's Transport Assessment: Guidelines for Development Proposals in Northern Ireland (November 2006) (currently under review). **Guidance** Further guidance is provided by the Transportation Supplementary Planning Guidance. Further advice can be found on the Department of Infrastructure Roads website
47. Travel Plan **Planning Policy** Policy TRAN4 of the Belfast LDP Plan Strategy SPPS Par. 6.293-305 **SPG** Transportation Supplementary Planning Guidance **Guidance** Chapter 10 of the Developer Contributions Framework	**What is it?** Policy ENV4 of the Plan Strategy states that proposals for significant travel generating uses will require a travel plan. A **Travel Plan** sets out a package of complementary measures for the delivery of sustainable travel. The objective of a Travel Plan is to reduce single occupancy car travel. However, a Travel Plan should not be used to make a development acceptable. A Travel Plan is a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed. As such, critical elements of all successful Travel Plans include setting targets to improve sustainable travel, monitoring and review. **When is it required?** The requirement for a **Travel Plan** will be informed by the criteria set out in paragraph 3.4.3 of the Transportation Supplementary Planning Guidance. **What should be included?** Further guidance is provided by the Transportation Supplementary Planning Guidance.
48. Tree Report **Planning Policy** Policies TRE1 and LC1 of the Belfast LDP Plan Strategy SPPS Para. 6.192 **SPG** Trees and Development Supplementary Planning Guidance **Guidance** Creating Places	**What is it?** Policy TRE1 of the Plan Strategy seeks to protect existing trees from new development, particularly those that are of visual, biodiversity or amenity quality and significance, and there will be a presumption in favour of retaining and safeguarding trees that make a valuable contribution to the environment and amenity. The council will adopt the precautionary principle when considering the impacts of a proposed development on trees of visual, biodiversity or amenity quality and significance. . A **Tree Report** assesses the likely impact of new development on existing trees within or adjacent to the site. It assesses the health, condition and amenity value of the affected trees and proposes mitigation where appropriate. The **Tree Report** should also set out measures to protect the trees during construction.

	When is it required? A Tree Report should be provided with applications for proposals that have the potential to impact on existing trees on or adjacent to the site (including street trees). **What should be included?** The **Tree Report** should include the information set out at paragraph 3.3.1 of the Trees and Development Supplementary Planning Guidance. **Guidance** Further guidance is contained in the Council's Trees and Development Supplementary Planning Guidance.
49. Viability Assessment **Planning Policy** Policies HOU5, BH1, BH2 and BH3 of the Belfast LDP Plan Strategy SPPS Para. 6.13 **SPG** Development Viability Supplementary Planning Guidance	**What is it?** A scheme is viability where, after taking account of all costs, the proposal 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. The Plan Strategy recognises that certain planning policy requirements may raise the issue of viability, such as the requirement to provide affordable housing under Policy HOU5, demolition of a building under Policy BH2 or loss of tourism leisure and cultural facilities and assets under Policy TLC2. The financial viability of proposals may therefore in some circumstances be a material planning consideration. A **Viability Assessment** assesses whether a development proposal is viable. **When is it required?** A **Viability Assessment** should be provided with applications where the normal planning policy requirement cannot be achieved on grounds of viability, such as: • the provision of affordable housing in accordance with Policy HOU5 of the Plan Strategy • demolition of a building that makes a material contribution to the character and appearance of a Conservation Area, having regard to Policy BH2 of the Plan Strategy • loss of existing tourism or cultural facilities in the context of Policy TLC2 of the Plan Strategy **What should be included?** The **Viability Assessment** should be based on the factors set out at paragraph 6.2.2 of the Development Viability Supplementary Planning Guidance. It should include an "Executive Summary" based on the template at Appendix 2 of the Supplementary Planning Guidance (Please note that the Executive Summary will be published on the NI Planning Portal alongside the other main application documents). **Guidance** A **Viability Assessment** should be carried out by a suitably qualified professional such as a quantity surveyor. The Council may choose to commission an independent review of the **Viability Assessment** the cost of which will be met by the applicant. The **Viability Assessment** will often contain sensitive commercial information and will not be published on the NI Planning Portal. However,

	the Executive Summary provided as part of the Viability Assessment will be published. Further guidance is provided by the Council's Development Viability Supplementary Planning Guidance.
50. Waste Management Plan **Planning Policy** Policy DES1 of the Belfast LDP Plan Strategy SPPS Para. 3.3, 4.2, 4.11, 4.12, 4.23-4.36 **SPG** Waste Infrastructure Supplementary Planning Guidance	**What is it?** Policy DES1 sets out principles for urban design including protection of amenity and effective placemaking. A **Waste Management Plan** ensures that appropriate provision is made for accommodating the total waste generated from a development; facilitating the segregation of waste as necessary; and allowing convenient and safe access and egress for the storage and collection of waste. **When is it required?** A **Waste Management Plan** should be provided with applications for: • new commercial or mixed use developments of 500 sqm or greater; or • development that proposes use of communal waste storage (such as apartments, flats, sheltered housing. HMOs and Purpose Built Managed Student Accommodation). **What should be included?** The **Waste Management Plan** should include the information contained in Table 2 (paragraph 4.3.1) of the Waste Infrastructure Supplementary Planning Guidance. **Guidance** Further guidance on waste management is contained in the Waste Infrastructure Supplementary Planning Guidance.
51. Wind Energy Statement **Planning Policy** Policy ITU 4 of the Belfast LDP Plan Strategy SPPS Para. 6.227, 6.230, 6.233 **Guidance** Wind Energy Developments in Northern Ireland's Landscapes Supplementary Planning Guidance	**What is it?** Policy ITU 4 of the Plan Strategy sets out the circumstances when planning permission will be granted for wind energy development. A **Wind Energy Statement** demonstrates how the proposal complies with the requirements of Policy ITU 4. **When is it required?** A **Wind Energy Statement** should be provided with applications for commercial wind energy development. **What should be included?** The **Wind Energy Statement** should set out how each of the policy criteria a. to l. inclusive in Policy ITU 4 of the Plan Strategy are addressed. Where a criterion is not satisfied, the statement should provide justification as to why this is the case. **Guidance** Further guidance is contained in the Department for Infrastructure's Wind Energy Development in Northern Ireland's Landscapes Supplementary Planning Guidance.

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Belfast City Council

Planning Service

Draft Planning Application Validation Checklist

Consultation Report, March 2025

Introduction

Purpose of this report

1.1 This report details the engagement process undertaken in consulting on the Planning Service's Draft Planning Application Validation Checklist. It outlines the results of this consultation, including a summary of the key issues raised through representations on the draft checklist. It provides the Council's response to the detailed comments provided by respondents and outlines the recommended changes to the final checklist.

Background to the consultation

1.2 In October 2024, the Planning Committee and Strategic Policy and Resources Committee endorsed the Planning Service's consultation on its Draft Planning Application Validation Checklist.

1.3 The draft checklist was prepared in the context of the Planning (General Development Procedure) (Amendment) Order (Northern Ireland) 2024, that permits councils to prepare and publish a Planning Application Validation Checklist, which sets out mandatory additional information requirements for planning applications above the current minimum basic requirements (which remain unchanged).

1.4 The intention of a Planning Application Validation Checklist is to improve the quality of planning applications, resulting in quicker processing times and more efficient consultation process.

Overview of the consultation process

1.5 The public consultation ran from 03 December 2024 to 10 February 2025 (10 weeks). It included the following:

- Online survey on the Council's website using the Your say Belfast platform.
- Engagement workshops with non-statutory consultees on 22nd January 2025 and statutory consultees on 23rd January 2025 (both online).
- Customer workshop with planning agents, architects and applicants on 31st January 2025 (in person in City Hall).
- One-to-one meetings with Shared Environmental Services (SES), DfI Rivers and NI Water on 10th February 2025 (online).

1.6 The Planning Committee provided comments on the draft checklist at its meeting on 11th February 2025.

Consultation

1.7 The online survey was promoted via the Council's various social media channels.

1.8 Planning agents, architects and developers on the Planning Service's official customer list were made aware of the consultation via correspondence and invited to attend the Customer workshop on 31st January 2025.

1.9 The consultation was further promoted by email banners on staff emails.

1.10 The online survey was accompanied by a draft Section 75 Equality Screening and draft Rural Needs Impact Assessment. An editable Word version of the draft checklist was also made available for ease of review and comment.

Summary of responses received

2.1 A total of 39 representations were made in response to the consultation, including 31 responses to the online survey and 8 other responses. Feedback was also received and captured from the in-person Customer workshop on 31st January 2025.

Online survey

2.2 31 responses were received to the online survey from a variety of different stakeholders, including:

- Planning agents (35.5%)
- Private individuals (25.8%)
- Statutory consultees (22.6%)
- Non-statutory consultees (6.5%)
- Businesses (3.2%)
- Community groups (3.2%)

2.3 Some of the responses were anonymous. The respondents who agreed to share their details included:

- Erin Donaldson RTPI – Planning agent
- Community Places
- PSNI
- NI Water
- DAERA
- Northern Ireland Housing Executive (NIHE)
- Belfast City Council Waste Management Unit
- DfI Rivers
- Arc Design (NI)
- Turley
- Translink

Other responses

2.4 Other representations were received outside the online survey from:

- Royal Society of Ulster Architects (RSUA)
- Radius Housing (Housing Association)
- DAERA NIEA
- DAERA Fisheries
- DfC HED
- Health and Safety Executive NI (HSENI)
- Belfast City Council Environmental Health
- Belfast City Council Access

Overview of key issues raised

2.5 The main themes arising from the consultation included:

- Broad agreement that the checklist is relevant and necessary.
- However, no consensus on how user friendly the checklist is – some felt that it was user friendly, others not, and most neither agreed nor disagreed.
- Some criticism as to the complexity of the checklist and that the information requirements may be onerous. In contrast, views that the information is needed, provided that it is reasonable and proportionate.
- Recognition that the indicative guide as to information requirements by type of planning application is overall very helpful.
- It would be useful to have some best practice examples of some of the requirements
- Desire for information requirements to be discussed with the Planning Service through a Pre-Application Discussion (PAD). Also, that information can be discussed and negotiated where appropriate as part of the validation process.
- Queries as to whether the various statements and assessments can be provided as part of another document (such as a planning statement or Design and Access Statement) or whether standalone documents are required – officers advise the former.
- General view that there should not be additional validation requirements for Householder applications (for example, neither a Biodiversity Checklist nor Climate Change Statement should be required).
- That information should only be required by the Council where it is relevant, reasonable and proportionate
- Specific suggestions on how parts of the checklist can be improved to make its implementation clearer and more reflective of planning policy.

Appendix 1: Council responses to key issues raised raised through online survey

For ease of reference, proposed changes to the checklist in response to representations are highlighted in red text.

What is good about the checklist and what can we do to improve it?		
Comment	**Officer response**	**Changes to Checklist**
The process is cumbersome and time consuming for private practices. A bespoke checklist should be issued to applicants. This will help understanding of costs. Applicants are hesitant to commission reports unless they know they are essential.	The Planning Service does not have the resources to issue a bespoke checklist on each proposal. The checklist is intended to provide clear guidance to customers as to what information is required and when. The indicative guide sets out requirements per type of application. Information requirements can also be discussed with the Planning Service as part of a Pre-Application Discussion (PAD).	No change recommended.
The checklist is essential. However, it is overcomplicated and requires too much information. A Climate Change Statement and Health Impact Assessment should not be a requirement for most applications. A checklist that involves step by step questions which can generate a final validation list for a specific application would be really useful.	Climate change policies (Policies ENV2, ENV3 and ENV5) apply to all development proposals. Policy HC1 requires a Health Impact Assessment for Major residential, commercial and industrial developments. A step-by-step questionnaire to create a bespoke checklist has merit but would involve dedicated IT software and could be investigated at a later date.	No change recommended.

The pdf version cannot be edited and an editable version would be useful. Some occasional reports are not covered and so an option for "Other" type of report would be useful. Some topics are already covered in a Design and Access Statement or Planning Service, and the checklist should allow the applicant to direct the Council to this information.	An editable Word version of the checklist was subsequently made available on the online consultation hub. The Planning Service will permit information to be provided in different formats, such as part of a Design and Access Statement or Planning Statement, and it will not be stipulated that each has to be provided as a standalone document.	The final checklist will make it clear that information can be provided in different formats, either as standalone document or part of another document such as a Design and Access Statement or Planning Statement. Where provided as part of another document, the applicant will be advised to clearly signpost this.
The checklist makes no mention of Planning Policy Statement 7 (PPS 7) in relation to reducing crime and anti-social behaviour. Nor the importance of incorporate security measures in the design of buildings, and providing natural surveillance, particularly of pedestrian and cycle routes. PPS 7 states that developers should take account of specialist advice when developing their proposals.	PPS 7 no longer applies as it has been superseded by the Belfast LDP Plan Strategy. Safety and security are covered by policies in the Plan including Policies DES1 (Principles of urban design) and RD1 (New residential developments). These remain important material planning considerations and will continue to be considered as part of the assessment of planning applications. It is considered that there are no specific validation information requirements around these areas, however, it is recommended that this is kept under review.	No change recommended at this time.
It is unclear which information is required for certain types of application. A questionnaire that triggers the need for certain reports/surveys would be helpful	The indicative guide is intended to provide clear guidance as to typical information requirements by type of application. A step-by-step questionnaire to create a bespoke checklist has merit but would involve dedicated IT software and could be investigated at a later date.	No change recommended.
It should be a pre-condition of submitting a planning application that the developer achieves agreement with NI Water and other statutory consultees on if and how a site can be serviced.	The checklist is intended to ensure that the right information is provided with applications on submission; it cannot ensure the acceptability of proposals which is a	No change recommended.

	matter for the assessment of the application. The standard application form requires information about how development proposals are expected to deal with surface water and foul sewage disposal. No specific additional information requirements are identified for the checklist.	
There are far too many reports to accompany a planning application. The cost of these are affecting developers appraisals and is unsustainable. The information requirements in the checklist should be reduced.	The checklist reflects planning policy requirements and the information that is required for applications to be fully assessed. Without the information, it is unlikely that planning permission could be granted.	No change recommended.
In some cases, the checklist will drive applicants to frontload their applications with expensive reports, which may not be ultimately required. It would be better if the reports could be sought once its know that there will be a positive outcome to the application. The expense of submitting reports may result in less applications being made to the council.	The Council's Pre-Application Discussion provides opportunity for applicants to discuss their proposals in advance of making an application, providing indication as to whether a proposal is likely to be acceptable in principle.	No change recommended.
The checklist is too general and doesn't set out specific circumstances when reports are required.	It is considered that the checklist does provide clarity and certainty as to when certain information is required with applications. Furthermore, the indicative guide provides guidance as to information requirements by type of application.	No change recommended.
There are too many items on the checklist. The majority are not relevant. Some requirements may require specialist advice to determine when the information is needed (not possible to determine by admin staff or planners).	The checklist reflects planning policy requirements and the information that is required for applications to be fully assessed. Without the information, it is unlikely that planning permission could be granted. The checklist provides clear guidance as to the	No change recommended.

	circumstances when certain information is required.	
The checklist is useful to agents and applicants to determine which information is required with applications and to front-load the application process. It should improve the quality of applications and therefore reduce delays. The checklist should emphasise that the requirements are indicative and will be assessed on a case-by-case basis. It is also important that applicants are aware that further information can be requested during the application process once the application is valid. It would be more useful if tailored checklist forms could be produced by type of application as set out in the indicative guide. We welcome the intention to publish an accompanying "checklist" that applicants can use to cross reference their submission. Sign-posting could be given to the Duty Planner who could assist with checklist requirements. The link to the DAERA website is broken – links should be regularly checked to make sure they are working. The process for validation is likely to be lengthy for planners and it would be useful for the timescale for validation to be set. The requirement for a Pre-Development Enquiry with NI Water could be highlighted to make sure waste water capacity issues are dealt with at an early stage in the process. There is no reference to the requirement for a Design and Access Statement within the checklist. Clarity could be included in the checklist. The checklist should be reviewed to ensure its continued relevance.	The guidance accompanying the checklist makes it clear that information requirements for applications will be assessed on a case-by-case basis, and that information will only be sought where it is reasonable and proportionate. Furthermore, that the checklist does not preclude the requirement for further information during the application process. However, the final guidance will ensure that these areas are explicit. The Duty Planner guidance is clear that customers can avail of the service to discussion application information requirements. All hyperlinks on the final checklist will be checked and fixed where needed. The Council routinely monitors hyperlinks to ensure they are working. The Planning Service will set internal targets for validation processes. The draft checklist is focused on the proposed new "local" information requirements and not pre-existing validation requirements. However, the final checklist will include current validation requirements for completeness (as the Council's existing *Application Checklist* does). The legislation requires the Validation Checklist to be reviewed every 3 years.	The final checklist will be explicit that information requirements will be assessed on a case-by-case basis, and that information will only be sought where it is reasonable and proportionate. Furthermore, that the checklist does not preclude the requirement for further information during the application process. Broken hyperlinks to be fixed. Service standards will be set in relation to the validation process. The final checklist will also include current legislative requirements around validation.

The checklist is a good idea (from a waste management perspective) and is probably as user friend as it can get.	Comment noted.	No change recommended.
The checklist is not over friendly for application types such as HMOs proposals.	Refer to section summarising comments on the draft indicative guide for information requirements for HMO applications.	No change recommended.
A best practice example for each type of application would be useful. It should be clarified that the information requirements can be contained in a single document such as a Planning Statement. Confirmation should be provided of how detailed each document should be, for consistency in approach and proportionality.	The Planning Service may bring forward "example" information documents in the future, such as for Householder applications, however, these will not be available initially. The Council will permit information to be provided in different formats, such as part of a Design and Access Statement or Planning Statement, and it will not be stipulated that each has to be provided as a standalone document. The final checklist will be clear that the level of detail in information documents should be commensurate to the scale and complexity of the proposal.	The final checklist will be clear that the level of detail in information documents should be commensurate to the scale and complexity of the proposal.
The checklist gives clarity as to which information is required and when, and cross references planning policy.	Commented noted.	No change recommended.
Making it more robust should speed up the application process, placing the requirement on applicants to provide the necessary information upfront.	Commented noted.	No change recommended.
Step by step guidance should be provided as to whether a proposal is development that requires planning permission.	This comment does not relate to the checklist but a separate issue as to whether a proposal constitutes development that requires a planning application to be made. The Planning Service provides other forums for	No change recommended.

	providing advice to customers on whether planning permission is required including general enquires, Duty Planner service, Pre-Application Discussions and applications for a Certificate of Lawfulness.	

The checklist advises that Householder applications are accompanied by a Biodiversity Checklist and a short and succinct Climate Change Statement. **Is there any other information that should be included or removed from Householder applications?**		
Comment	**Officer response**	**Changes to Checklist**
This adds another level of complication to a process that is already not simple. There should not be specific information requirements for Householder applications.	The majority of feedback from the consultation supports the removal of specific additional validation requirements for Householder applications. Officers advise that these specific requirements are removed in view of the consultation responses and the potential for these requirements to result in excessive delays to the validation process. This is particularly important given that Householder proposals make up approximately 40% of all applications. The Planning Service will look to bring forward specific plain English guidance for Householders at a later stage. It is recommended that Householder information requirements are kept under review.	It is recommended that specific additional validation requirements for Householder applications are removed.
The majority of Householder applications should not require this additional information. An ecologist is required to complete the Biodiversity Checklist. A template Climate Change Statement for Householder applications should be provided.	See above.	See above.
The provision of a Climate Change Statement could be difficult if the applicant is not using a planning agent.	See above.	See above.
The requirement for a Biodiversity Checklist and Climate Change Statement are excessive and potentially unnecessary. The information may not	See above.	See above.

be material to the specific proposal. The requirements are a further financial burden and barrier to the process which should be inclusive and equitable. There is no clarity on how the checklist will be applied on a case by case basis, creating uncertainty for applicants.		
Information from statutory consultees on how a site can be serviced, specifically NI Water.	The checklist is intended to ensure that the right information is provided with applications on submission; it cannot ensure the acceptability of proposals which is a matter for the assessment of the application. The standard application form requires information about how development proposals are expected to deal with surface water and foul sewage disposal. No specific additional information requirements are identified for the checklist.	No change recommended.
Requirement for biodiversity checklist should be removed.	See above.	See above.
The inclusion of these reports will be very onerous for householder. Red tape should be decreased, not increased.	See above.	See above.
Biodiversity Checklists always lead to further information and most likely a bat survey. The fees for these reports will far outweigh the planning fee and architect's fee for a simple addition to a private dwelling.	See above.	See above.
A Climate Change Statement is irrelevant for most householder proposals.	See above.	See above.

Additional guidance could be provided in the form of examples of specific information requirements. Links could be provided to templates or good practice.	See above.	See above.
The maps section, it should not be required for HMO applications where there is no change to the footprint of the building.	See comments later table in respect of the indicative list of information requirements for HMOs.	No change recommended.
The Council will have evidence of whether a Biodiversity Checklist has been a requirement of Householder applications such as proposals for single storey extensions. It would seem disproportionate for Householder applications and would place an additional burden on householders and costs. Similarly queries the requirement for a Climate Change Statement. Many applications are submitted by homeowners who will not have the expertise to produce these documents.	See above. Data for the last 12 months shows that there were only 2 consultations to DAERA for Householder applications.	No change recommended.
Putting applicants for minor proposals at additional cost for these reports is unreasonable.	See above.	See above.

What do you find good about the indicative guide and how could we improve it?		
Comment	**Officer response**	**Changes to Checklist**
Whilst the indicative is useful, it could be substantially simplified for Householder applications.	As previously mentioned, it is recommended that additional information validation requirements for Householder applications are removed.	No change recommended.
It needs to be as clear and concise as possible. The language is too technical at the minute.	The indicative guide is already simple and uses plain language. However, a non-technical glossary of terms will be added to the final checklist as recommended by the chair of the Planning Committee.	It is recommended that a non-technical glossary of terms is included in the final checklist.
It should be accepted that the information can be provided in different forms, such as through a Design and Access Statement. Otherwise, there will be overlap and his will avoid duplication and confusion for the public and consultees.	The Planning Service will permit information to be provided in different formats, such as part of a Design and Access Statement or Planning Statement, and it will not be stipulated that each has to be provided as a standalone document.	The final checklist will make it clear that information can be provided in different formats, either as standalone document or part of another document such as a Design and Access Statement or Planning Statement. Where provided as part of another document, the applicant will be advised to clearly signpost this.
There is no guidance on the level of detail required in the succinct and concise Climate Change Statement. Plain English guidance would be welcomed for smaller scale proposals.	As previously mentioned, it is recommended that additional information validation requirements for Householder applications are removed.	No change recommended.
It offers a more specific route for what requirements there are, because each development type is so different.	The indicative guide is aimed at provided specific guidance as to information requirements by type of application.	No change recommended.

You are not requesting sufficient information upfront in terms of availability of services.	The checklist is intended to ensure that the right information is provided with applications on submission; it cannot ensure the acceptability of proposals which is a matter for the assessment of the application. The standard application form requires information about how development proposals are expected to deal with surface water and foul sewage disposal. No specific additional information requirements are identified for the checklist.	No change recommended.
Clearly laid out and contains step by step instructions.	Comment noted.	No change recommended.
Householder applications should only consist of existing and proposed drawings.	As previously mentioned, it is recommended that additional information validation requirements for Householder applications are removed.	No change recommended.
If the information is unnecessary and expensive it will put off applicants undertaking projects.	Information will only be required in accordance with the checklist where it is reasonable and proportionate.	No change recommended.
Applications forms are complex enough without additional guidance to navigate. The barriers to the public submitting applications are increasing rather than decreasing.	The checklist reflects planning policy requirements and the information that is required for applications to be fully assessed. Without the information, it is unlikely that planning permission could be granted.	No change recommended.
It is clear and succinct and will be useful to applicants and agents preparing applications. More instructive guidance should be provided on which information requirements are mandatory. Under the 1-4 Residential Unit category, it should	In terms of whether information is mandatory, the checklist will be applied on a case-by-case basis and information will only be sought for an individual application where it is reasonable and proportionate. The indicative guide should be amended to	It is recommended that the indicative guide is amended to clarify that an Affordable Housing Form may be required for schemes of 1-4 Residential units where the site area exceeds 0.1 ha.

be clarified that sites greater than 0.1 ha also trigger affordable housing requirements.	clarify that an Affordable Housing Form may be required for schemes of 1-4 Residential units where the site area exceeds 0.1 ha.	
It is a good idea but some of the application types may warrant a Waste Management Plan (e.g. specialist housing accommodation and some non-domestic proposals).	The indicative guide should be amended to clarify that a Waste Management Plan is likely to be required with applications for Specialist residential accommodation.	It is recommended that the indicative guide is amended to clarify that a Waste Management Plan is likely to be required with applications for Specialist residential accommodation.
Covers general items.	Comment noted.	No change recommended.
It is useful but clarification should be provided as to the level of detail required to ensure a proportionate approach according to the type and scale of the proposal. It should be clarified that subject to discussion with Belfast City Council, not all reports will be required.	The final checklist should be clear that the level of detail in information documents should be commensurate to the scale and complexity of the proposal. The checklist will be applied on a case-by-case basis. There will be negotiation with applicants where information is requested but they do not believe it is required.	It is recommended that the final checklist is that the level of detail in information documents should be commensurate to the scale and complexity of the proposal. It is also recommended that the final checklist is clear that there will be an initial process of negotiation where information is requested but applicants believe it is not required.
Advice is always welcome given how complex the process is, how many policies there are in the Local Development Plan and how many consultees.	Comment noted.	No change recommended.

Indicative guide – is there any other information that should be included or removed from planning applications for hotels?		
Comment	**Officer response**	**Changes to Checklist**
There may be other specific site requirements and the scale of information should be appropriate to the development.	The indicative guide acknowledges that there may be other information requirements depending on the location and specific characteristics of the proposal.	No change recommended.
You may need information on how the development can be serviced in terms of NI Water – water and waste water infrastructure and availability of essential services to accommodate the development.	The checklist is intended to ensure that the right information is provided with applications on submission; it cannot ensure the acceptability of proposals which is a matter for the assessment of the application. The standard application form requires information about how development proposals are expected to deal with surface water and foul sewage disposal. No specific additional information requirements are identified for the checklist.	No change recommended.
There should be no need for a Biodiversity Checklist or Climate Change Statement.	Completion of a Biodiversity Checklist is recommended by DAERA for all proposals and is required to inform compliance with Policy NH1. Climate change policies (Policies ENV2, ENV3 and ENV5) apply to all developments and this information is necessary to ascertain whether proposals meet the requirements of these policies.	No change recommended.
The checklist should include questions around whether proposals may affect any part of Northern Ireland's marine areas. Marine information may be required as outlined in the UK MPS and draft Marine Plan. For example, this could include a Water Quality Statement,	Consideration of impacts on the marine environment should be added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment, Heritage Impact Assessment, Noise Impact	It is recommended that reference to the consideration of impacts on the marine environment is added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment,

Heritage Statement, Seascape Assessment, Land and Sea Interactions etc.	Assessment, Landscape/Townscape Visual Assessment and Appraisal. It can then be kept under review as to whether a specific Marine Impact Assessment should be added to the checklist at a later date.	Heritage Impact Assessment, Noise Impact Assessment, Landscape/Townscape Visual Impact Assessment or Appraisal.
Biodiversity and Climate Change Statement.	Completion of a Biodiversity Checklist is recommended by DAERA for all proposals. Climate change policies (Policies ENV2, ENV3 and ENV5) apply to all developments.	No change recommended.
Some sort of screening should take place to determine whether listed information is actually required. For example, are a Biodiversity Checklist and Climate Change Statement really required for sites in the City Centre?	The checklist will be applied on a case-by-case basis to determine whether the information is required for the specific application proposal.	No change recommended.
Climate Change Statements should be removed as they add no value to the process.	Climate change policies (Policies ENV2, ENV3 and ENV5) apply to all developments and this information is necessary to ascertain whether proposals meet the requirements of these policies.	No change recommended.
A Biodiversity Checklist may be required, however, there are so many variables and application types. It should not be at odds with DAERA standing advice.	Commented noted.	No change recommended.
Agrees other than the exception of the Biodiversity Checklist. Many City Centre sites are covered by hardstanding or an existing occupied building.	Completion of a Biodiversity Checklist is recommended by DAERA for all proposals and is required to inform compliance with Policy NH1. The checklist will be applied on a case-by-case basis to determine whether the information is required for the specific application proposal.	No change recommended.

Indicative guide – is there any other information that should be included or removed from planning applications for HMOs?		
Comment	**Officer response**	**Changes to Checklist**
There may be other specific site requirements and the scale of information should be appropriate to the development.	The indicative guide acknowledges that there may be other information requirements in addition to those listed depending on the location and specific characteristics of the proposal.	No change recommended.
You may need information on how the development can be serviced in terms of NI Water – water and waste water infrastructure and availability of essential services to accommodate the development.	The checklist is intended to ensure that the right information is provided with applications on submission; it cannot ensure the acceptability of proposals which is a matter for the assessment of the application. The standard application form requires information about how development proposals are expected to deal with surface water and foul sewage disposal. No specific additional information requirements are identified for the checklist.	No change recommended.
There should be no need for a Biodiversity Checklist or Climate Change Statement.	Completion of a Biodiversity Checklist is recommended by DAERA for all proposals and is required to inform compliance with Policy NH1. Climate change policies (Policies ENV2, ENV3 and ENV5) apply to all developments and a Climate Change is necessary to ascertain whether proposals meet the requirements of these policies.	No change recommended.
Remove Parking Survey, Residential Quality Statement and Waste Management Plan. These property structures are existing and unchanged. Unnecessary additional red tape and reducing the delivery of housing due to delays.	A Parking Survey may be required for an HMO use given the potential to increase parking demand. A Residential Quality Statement is necessary because of the requirement in Policy RD1 to meet space	It is recommended that this requirement for a Waste Management Plan for HMO applications is replaced with the requirement to show a Waste Storage Area.

	standards. On reflection, it is considered disproportionate to routinely require a Waste Management Plan for HMOs. However, is it recommended that this requirement is replaced with the new for applications for HMOs to show a Waste Storage Area.	
The requirement for a Parking Survey will be site specific, this should be clarified. Any Residential Quality Statement should be proportionate. The completion of tables and in addition to drawings causes duplication of work for planners to review and verify.	A Parking Survey may be required for an HMO use given the potential to increase parking demand. A Residential Quality Statement is necessary because of the requirement in Policy RD1 to meet space standards. It is recommended that the tables are completed because it is much easier to decipher the space standards than from the submitted drawings.	No change recommended.
Could include a Plan Compliance Statement.	Planning Service will permit information to be provided in different formats, such as part of a Compliance Statement, Design and Access Statement or Planning Statement, and it will not be stipulated that each has to be provided as a standalone document.	No change recommended.

Indicative guide – is there any other information that should be included or removed from planning applications for Major developments?		
Comment	**Officer response**	**Changes to Checklist**
There may be other specific site requirements and the scale of information should be appropriate to the development.	The indicative guide acknowledges that there may be other information requirements in addition to those listed depending on the location and specific characteristics of the proposal.	No change recommended.
You may need information on how the development can be serviced in terms of NI Water – water and waste water infrastructure and availability of essential services to accommodate the development. Applications should not be accepted into the process if the developer does not know if the site can be connected.	The checklist is intended to ensure that the right information is provided with applications on submission; it cannot ensure the acceptability of proposals which is a matter for the assessment of the application. The standard application form requires information about how development proposals are expected to deal with surface water and foul sewage disposal. No specific additional information requirements are identified for the checklist.	No change recommended.
Employability and Skills Profile – perhaps add in where social value applies in the case of public sector schemes. Make it clear that it applies where there is a skills shortage.	The checklist states: 'For public sector construction, confirmation that Social Value applies. A Construction Employability and Skills Plan is not necessary in such cases.' The checklist should be amended to state that an Employability and Skills Profile may be required where there is a skills shortage.	It is recommended that the final checklist is clear that an Employability and Skills Profile may be required where there is a skills shortage.
There should be no need for a Biodiversity Checklist, Climate Change Statement, CEMP,	Completion of a Biodiversity Checklist is recommended by DAERA for all proposals and is required to inform compliance with Policy NH1. Climate change policies (Policies	No change recommended.

Employability and Skills Profile or Health Impact Assessment.	ENV2, ENV3 and ENV5) apply to all developments and a Climate Change is necessary to ascertain whether proposals meet the requirements of these policies. An (Outline) Construction Environmental Management Plan (CEMP) may be required given the significant scale of Major development. An Employability and Skills Profile is advised by the Council's Developer Contribution Framework and to help address inclusive growth, a core aim of the *Belfast Agenda* Community Plan. A Health Impact Assessment is required for Major developments by Policy HC1.	
The checklist should include questions around whether proposals may affect any part of Northern Ireland's marine areas. Marine information may be required as outlined in the UK MPS and draft Marine Plan. For example, this could include a Water Quality Statement, Heritage Statement, Seascape Assessment, Land and Sea Interactions etc.	Consideration of impacts on the marine environment should be added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment. It can then be kept under review as to whether a specific Marine Impact Assessment should be added to the checklist at a later date.	It is recommended that reference to the consideration of impacts on the marine environment is added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment.
It is questionable as to whether some of the listed information is required to determine an application, never mind validate one. It is imperative that there is flexibility and that judgement is applied as to the requirement for information.	The checklist reflects planning policy requirements and the information that is required for applications to be fully assessed. Without the information, it is unlikely that planning permission could be granted. The checklist will be applied on a case-by-case basis and information will only be sought where it is reasonable and proportionate.	No change recommended.
Depends on proposal.	Commented noted.	No change recommended.

The requirement for a phasing plan will be specific. Clarification that only required where a scheme is to be phased. A Design and Access Statement is a validation requirement for all applications for Major development. Additional design information should be a matter for during the application process. Determining open space requirements should be a matter for officers to assess during the application. The checklist does not accurately reflect the requirements of Policy OS3; there are two separate tests – one for hard and soft landscaping and the other for open space. The checklist should reflect the policy in full. A CEMP will be site specific.	Where the applicant confirms that the proposed development is not intended to be phased, then a Phasing Plan may not be required (depending on the circumstances of the case). A Design and Access Statement is an existing basic validation requirement and remains unchanged by the checklist. An Open Space Statement is intended to clearly set out the applicant's approach to Policy OS3. Its principle purpose is to address requirements around open space for Major developments. The checklist should be amended so that the Residential Quality Statement section more accurately reflects the requirements of Policy OS3. The requirement for a CEMP will be assessed on a case-by-case basis but it likely to be required due to scale of Major development.	It is recommended that the Residential Quality Statement section of the checklist is amended to more accurately reflect the requirements of Policy OS3.
Provide details of adjoining land use and ownership so that the likelihood of further development can be established. Travel Plan with meaningful modal shift targets.	It is an existing basic validation requirement that applicants indicate adjacent land they control on a site location plan (blue line). It is agreed that a Travel Plan should be included in the indicative list of information requirements for applications for Major development.	It is recommended that a Travel Plan is included in the indicative list of information requirements for applications for Major development.

Indicative guide – is there any other information that should be included or removed from planning applications for Purpose Built Managed Student Accommodation?		
Comment	**Officer response**	**Changes to Checklist**
There may be other specific site requirements and the scale of information should be appropriate to the development.	The indicative guide acknowledges that there may be other information requirements in addition to those listed depending on the location and specific characteristics of the proposal.	No change recommended.
You may need information on how the development can be serviced in terms of NI Water – water and waste water infrastructure and availability of essential services to accommodate the development. Applications should not be accepted into the process if the developer does not know if the site can be connected.	The checklist is intended to ensure that the right information is provided with applications on submission; it cannot ensure the acceptability of proposals which is a matter for the assessment of the application. The standard application form requires information about how development proposals are expected to deal with surface water and foul sewage disposal. No specific additional information requirements are identified for the checklist.	No change recommended.
Employability and Skills Profile.	It is agreed that an Employability and Skills Profile should be included in the indicative list of information requirements for applications for PBMSA.	It is recommended that an Employability and Skills Profile is included in the indicative list of information requirements for applications for PBMSA.
There should be no need for a Biodiversity Checklist or Climate Change Statement. The height should be in keeping with surrounding buildings. Sufficient light should be provided to lightwells.	Completion of a Biodiversity Checklist is recommended by DAERA for all proposals and is required to inform compliance with Policy NH1. Climate change policies (Policies ENV2, ENV3 and ENV5) apply to all developments and a Climate Change is necessary to ascertain whether proposals	It is recommended that a Daylight, Sunlight and Overshadowing Assessment is included in the indicative information requirements for applications for PBMSA, as minimum to ensure satisfactory levels of sunlight and daylight to rooms.

	meet the requirements of these policies. It is agreed that a Daylight, Sunlight and Overshadowing Assessment should be provided with applications for PBMSA, as minimum to ensure satisfactory levels of sunlight and daylight to rooms.	
The checklist should include questions around whether proposals may affect any part of Northern Ireland's marine areas. Marine information may be required as outlined in the UK MPS and draft Marine Plan. For example, this could include a Water Quality Statement, Heritage Statement, Seascape Assessment, Land and Sea Interactions etc.	Consideration of impacts on the marine environment should be added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment. It can then be kept under review as to whether a specific Marine Impact Assessment should be added to the checklist at a later date.	It is recommended that reference to the consideration of impacts on the marine environment is added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment.
It is questionable as to whether some of the listed information is required to determine an application, never mind validate one. It is imperative that there is flexibility and that judgement is applied as to the requirement for information.	The checklist reflects planning policy requirements and the information that is required for applications to be fully assessed. Without the information, it is unlikely that planning permission could be granted. The checklist will be applied on a case-by-case basis and information will only be sought where it is reasonable and proportionate.	No change recommended.
Parking Surveys and parking facilities – students use cars as well.	A Parking Survey may be required on a case-by-case basis and is not considered a routine requirement for PBMSA proposals.	No change recommended.
Policy HOU7 (adaptable and accessible accommodation) applies to new homes and not to PBMSA proposals as its not permanent accommodation. This is not a reasonable validation requirement.	The Council's new PBMSA SPG confirms that Policy HOU7 applies to PBMSA proposals as it is residential by nature.	No change recommended.

Travel Plan.	It is agreed that a Travel Plan should be included in the indicative list of information requirements for applications for PBMSA.	It is recommended that a Travel Plan is included in the indicative list of information requirements for applications for PBMSA.

Indicative guide – is there any other information that should be included or removed from planning applications for Residential Developments of 1 to 4 units inclusive?		
Comment	**Officer response**	**Changes to Checklist**
There may be other specific site requirements and the scale of information should be appropriate to the development.	The indicative guide acknowledges that there may be other information requirements in addition to those listed depending on the location and specific characteristics of the proposal.	No change recommended.
You may need information on how the development can be serviced in terms of NI Water – water and waste water infrastructure and availability of essential services to accommodate the development. Applications should not be accepted into the process if the developer does not know if the site can be connected.	The checklist is intended to ensure that the right information is provided with applications on submission; it cannot ensure the acceptability of proposals which is a matter for the assessment of the application. The standard application form requires information about how development proposals are expected to deal with surface water and foul sewage disposal. No specific additional information requirements are identified for the checklist.	No change recommended.
None of the listed reports should need to be provided as too onerous.	The checklist reflects planning policy requirements and the information that is required for applications to be fully assessed. Without the information, it is unlikely that planning permission could be granted. The checklist will be applied on a case-by-case basis and information will only be sought where it is reasonable and proportionate.	No change recommended.

The checklist should include questions around whether proposals may affect any part of Northern Ireland's marine areas. Marine information may be required as outlined in the UK MPS and draft Marine Plan. For example, this could include a Water Quality Statement, Heritage Statement, Seascape Assessment, Land and Sea Interactions etc.	Consideration of impacts on the marine environment should be added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment. It can then be kept under review as to whether a specific Marine Impact Assessment should be added to the checklist at a later date.	It is recommended that reference to the consideration of impacts on the marine environment is added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment.
Climate Change Statement.	A Climate Change is already included in the indicative guidance for applications for 1 – 4 Residential Units.	No change recommended.
Biodiversity Checklist. The requirement for reports should be proportionate.	Completion of a Biodiversity Checklist is recommended by DAERA for all proposals and is required to inform compliance with Policy NH1. Information will only ever be sought where its reasonable and proportionate.	No change recommended.

Indicative guide – is there any other information that should be included or removed from planning applications for Residential Developments of 5 to 9 units inclusive?		
Comment	**Officer response**	**Changes to Checklist**
There may be other specific site requirements and the scale of information should be appropriate to the development.	The indicative guide acknowledges that there may be other information requirements in addition to those listed depending on the location and specific characteristics of the proposal.	No change recommended.
You may need information on how the development can be serviced in terms of NI Water – water and waste water infrastructure and availability of essential services to accommodate the development. Applications should not be accepted into the process if the developer does not know if the site can be connected.	The checklist is intended to ensure that the right information is provided with applications on submission; it cannot ensure the acceptability of proposals which is a matter for the assessment of the application. The standard application form requires information about how development proposals are expected to deal with surface water and foul sewage disposal. No specific additional information requirements are identified for the checklist.	No change recommended.
None of the listed reports should need to be provided as too onerous. Affordable housing should be provided by each Authority and not the private sector. This practice is leading developers to consider projects outside Belfast.	The checklist reflects planning policy requirements and the information that is required for applications to be fully assessed. Without the information, it is unlikely that planning permission could be granted. The checklist will be applied on a case-by-case basis and information will only be sought where it is reasonable and proportionate. The comment about affordable housing relates to the appropriateness of Policy HOU5, which is not a matter for the checklist. The Council will	No change recommended.

	consider issues of viability as a material consideration in accordance with the Development Viability SPG.	
The checklist should include questions around whether proposals may affect any part of Northern Ireland's marine areas. Marine information may be required as outlined in the UK MPS and draft Marine Plan. For example, this could include a Water Quality Statement, Heritage Statement, Seascape Assessment, Land and Sea Interactions etc.	Consideration of impacts on the marine environment should be added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment. It can then be kept under review as to whether a specific Marine Impact Assessment should be added to the checklist at a later date.	It is recommended that reference to the consideration of impacts on the marine environment is added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment.
Climate Change Statement.	A Climate Change is already included in the indicative guidance for applications for 5 – 9 Residential Units.	No change recommended.
No.	Commented noted.	No change recommended.
Threshold too low.	The checklist reflects planning policy requirements and the information that is required for applications to be fully assessed. Without the information, it is unlikely that planning permission could be granted. The checklist will be applied on a case-by-case basis and information will only be sought where it is reasonable and proportionate.	No change recommended.
Heads of Terms should not be required for Local applications unless circumstances require it. The drawings show the types of houses and therefore additional information is duplication, creating two documents to review. This will not save time.	Planning Agreement (Heads of Terms Form) is listed in the indicative information requirements because of the policy requirement for schemes of 5 – 9 Residential Units to provide an element of affordable housing (Policy HOU5).	No change recommended.

Applications of this scale should not attract the requirement for a Section 76 planning agreement.	Planning Agreement (Heads of Terms Form) is listed in the indicative information requirements because of the policy requirement for schemes of 5 – 9 Residential Units to provide an element of affordable housing (Policy HOU5).	No change recommended.

Indicative guide – is there any other information that should be included or removed from planning applications for Residential Developments of 10 to 49 units inclusive?		
Comment	**Officer response**	**Changes to Checklist**
There may be other specific site requirements and the scale of information should be appropriate to the development.	The indicative guide acknowledges that there may be other information requirements in addition to those listed depending on the location and specific characteristics of the proposal.	No change recommended.
You may need information on how the development can be serviced in terms of NI Water – water and waste water infrastructure and availability of essential services to accommodate the development. Applications should not be accepted into the process if the developer does not know if the site can be connected.	The checklist is intended to ensure that the right information is provided with applications on submission; it cannot ensure the acceptability of proposals which is a matter for the assessment of the application. The standard application form requires information about how development proposals are expected to deal with surface water and foul sewage disposal. No specific additional information requirements are identified for the checklist.	No change recommended.
None of the listed reports should need to be provided as too onerous. Affordable housing should be provided by each Authority and not the private sector. This practice is leading developers to consider projects outside Belfast.	The checklist reflects planning policy requirements and the information that is required for applications to be fully assessed. Without the information, it is unlikely that planning permission could be granted. The checklist will be applied on a case-by-case basis and information will only be sought where it is reasonable and proportionate. The comment about affordable housing relates to the appropriateness of Policy HOU5, which is not a matter for the checklist. The Council will	No change recommended.

	consider issues of viability as a material consideration in accordance with the Development Viability SPG.	
The checklist should include questions around whether proposals may affect any part of Northern Ireland's marine areas. Marine information may be required as outlined in the UK MPS and draft Marine Plan. For example, this could include a Water Quality Statement, Heritage Statement, Seascape Assessment, Land and Sea Interactions etc.	Consideration of impacts on the marine environment should be added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment. It can then be kept under review as to whether a specific Marine Impact Assessment should be added to the checklist at a later date.	It is recommended that reference to the consideration of impacts on the marine environment is added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment.
Residential Quality Statement?	A Residential Quality Statement is required to address the requirements of Policies DES1 and RD1 in relation to space standards and amenity space.	No change recommended.
No.	Commented noted.	No change recommended.
Threshold too low.	The checklist reflects planning policy requirements and the information that is required for applications to be fully assessed. Without the information, it is unlikely that planning permission could be granted. The checklist will be applied on a case-by-case basis and information will only be sought where it is reasonable and proportionate.	No change recommended.
Biodiversity Statement should not be required. Heads of Terms should not be required for Local applications unless circumstances require it. The drawings show the types of houses and therefore additional information is duplication, creating two documents to review. This will not save time.	Completion of a Biodiversity Checklist is recommended by DAERA for all proposals and is required to inform compliance with Policy NH1. Planning Agreement (Heads of Terms Form) is listed in the indicative information requirements because of the	No change recommended.

	policy requirement for schemes of 5 – 9 Residential Units to provide an element of affordable housing (Policy HOU5).	
Travel Plan with meaningful modal shift targets. Details of adjoining lands to determine if further development will take place.	It is agreed that a Travel Plan should be included in the indicative list of information requirements for applications for 10 – 49 units. Adjoining land is considered as part of the assessment of the application.	It is recommended that a Travel Plan is included in the indicative list of information requirements for applications for 10 – 49 Residential Units.

Indicative guide – is there any other information that should be included or removed from planning applications for Residential Developments of 50 units or above?		
Comment	**Officer response**	**Changes to Checklist**
There may be other specific site requirements and the scale of information should be appropriate to the development.	The indicative guide acknowledges that there may be other information requirements in addition to those listed depending on the location and specific characteristics of the proposal.	No change recommended.
You may need information on how the development can be serviced in terms of NI Water – water and waste water infrastructure and availability of essential services to accommodate the development. Applications should not be accepted into the process if the developer does not know if the site can be connected.	The checklist is intended to ensure that the right information is provided with applications on submission; it cannot ensure the acceptability of proposals which is a matter for the assessment of the application. The standard application form requires information about how development proposals are expected to deal with surface water and foul sewage disposal. No specific additional information requirements are identified for the checklist.	No change recommended.
Employability and Skills Profile.	It is agreed that an Employability and Skills Profile should be included in the indicative list of information requirements for applications for PBMSA.	It is recommended that an Employability and Skills Profile is included in the indicative list of information requirements.
The checklist should include questions around whether proposals may affect any part of Northern Ireland's marine areas. Marine information may be required as outlined in the UK MPS and draft Marine Plan. For example, this could include a Water Quality Statement, Heritage	Consideration of impacts on the marine environment should be added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment. It can then be kept under review as to whether a specific	It is recommended that reference to the consideration of impacts on the marine environment is added to the Guidance sections of the following checklist information requirements: Biodiversity

Statement, Seascape Assessment, Land and Sea Interactions etc.	Marine Impact Assessment should be added to the checklist at a later date.	Survey, Contaminated Land Assessment and Heritage Impact Assessment.
Residential Quality Statement?	A Residential Quality Statement is required to address the requirements of Policies DES1 and RD1 in relation to space standards and amenity space.	No change recommended.
Design and Access Statement should be included.	A Design and Access Statement is an existing basic validation requirement and remains unchanged by the checklist.	No change recommended.
Is a Health Impact Assessment necessary?	Policy HC1 requires a Health Impact Assessment to be provided with applications for Major development.	No change recommended.
Biodiversity Statement should not be required. Heads of Terms should not be required for Local applications unless circumstances require it. The drawings show the types of houses and therefore additional information is duplication, creating two documents to review. This will not save time.	Completion of a Biodiversity Checklist is recommended by DAERA for all proposals and is required to inform compliance with Policy NH1. Planning Agreement (Heads of Terms Form) is listed in the indicative information requirements because of the requirement for schemes of 5 units or more, or sites of 0.1 ha or greater, to provide an element of affordable housing (Policy HOU5).	No change recommended.
Travel Plan with meaningful modal shift targets. Details of adjoining lands to determine if further development will take place.	It is agreed that a Travel Plan should be included in the indicative list of information requirements for applications for 50 plus units. Adjoining land is considered as part of the assessment of the application.	It is recommended that a Travel Plan is included in the indicative list of information requirements for applications for 50 plus Residential Units.

Indicative guide – is there any other information that should be included or removed from planning applications for Short Term Let Accommodation?		
Comment	**Officer response**	**Changes to Checklist**
There may be other specific site requirements and the scale of information should be appropriate to the development.	The indicative guide acknowledges that there may be other information requirements in addition to those listed depending on the location and specific characteristics of the proposal.	No change recommended.
You may need information on how the development can be serviced in terms of NI Water – water and waste water infrastructure and availability of essential services to accommodate the development. Applications should not be accepted into the process if the developer does not know if the site can be connected.	The checklist is intended to ensure that the right information is provided with applications on submission; it cannot ensure the acceptability of proposals which is a matter for the assessment of the application. The standard application form requires information about how development proposals are expected to deal with surface water and foul sewage disposal. No specific additional information requirements are identified for the checklist.	No change recommended.
None of the reports ought to be required.	Most applications for short-term let accommodation involve a change of use only with no external alterations. On reflection, it is advised that only a Short-Term Let Accommodation Statement is required with the requirement for a Biodiversity Checklist and Climate Change Statement removed from the indicative list (the indicative guide should be updated to state that these documents may be required where external alterations are proposed).	It is recommended that the requirement for a Biodiversity Checklist and Climate Change are Statement removed from the indicative list and only potentially required where external alterations are proposed.

But not for single standalone units. Yes, to proposals of four units or greater.	Comment noted.	No change recommended.
The checklist should include questions around whether proposals may affect any part of Northern Ireland's marine areas. Marine information may be required as outlined in the UK MPS and draft Marine Plan. For example, this could include a Water Quality Statement, Heritage Statement, Seascape Assessment, Land and Sea Interactions etc.	Consideration of impacts on the marine environment should be added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment. It can then be kept under review as to whether a specific Marine Impact Assessment should be added to the checklist at a later date.	It is recommended that reference to the consideration of impacts on the marine environment is added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment.
A Biodiversity Checklist and Climate Change Statement are unnecessary if the proposal only involves a change of use.	Most applications for short-term let accommodation involve a change of use only with no external alterations. On reflection, it is advised that only a Short-Term Let Accommodation Statement is required with the requirement for a Biodiversity Checklist and Climate Change Statement removed from the indicative list (the indicative guide should be updated to state that these documents may be required where external alterations are proposed).	It is recommended that the requirement for a Biodiversity Checklist and Climate Change are Statement removed from the indicative list and only potentially required where external alterations are proposed.

Indicative guide – is there any other information that should be included or removed from planning applications for Specialist Residential Accommodation?		
Comment	**Officer response**	**Changes to Checklist**
There may be other specific site requirements and the scale of information should be appropriate to the development.	The indicative guide acknowledges that there may be other information requirements in addition to those listed depending on the location and specific characteristics of the proposal.	No change recommended.
You may need information on how the development can be serviced in terms of NI Water – water and waste water infrastructure and availability of essential services to accommodate the development. Applications should not be accepted into the process if the developer does not know if the site can be connected.	The checklist is intended to ensure that the right information is provided with applications on submission; it cannot ensure the acceptability of proposals which is a matter for the assessment of the application. The standard application form requires information about how development proposals are expected to deal with surface water and foul sewage disposal. No specific additional information requirements are identified for the checklist.	No change recommended.
Only a Transport Assessment Form should be required.	It is agreed that a Transport Assessment Form (with potential for a Transport Assessment) should be included in the indicative list.	It is recommended that a Transport Assessment Form (with potential for a Transport Assessment) is included in the indicative list for applications for special residential accommodation.
Yes, but only for proposals of four units or greater.	Comment noted.	No change recommended.
The checklist should include questions around whether proposals may affect any part of Northern Ireland's marine areas. Marine information may be required as outlined in the	Consideration of impacts on the marine environment should be added to the Guidance sections of the following checklist information requirements: Biodiversity Survey,	It is recommended that reference to the consideration of impacts on the marine environment is added to the Guidance sections of the following checklist

UK MPS and draft Marine Plan. For example, this could include a Water Quality Statement, Heritage Statement, Seascape Assessment, Land and Sea Interactions etc.	Contaminated Land Assessment and Heritage Impact Assessment. It can then be kept under review as to whether a specific Marine Impact Assessment should be added to the checklist at a later date.	information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment.
A Biodiversity Checklist is unnecessary.	Completion of a Biodiversity Checklist is recommended by DAERA for all proposals and is required to inform compliance with Policy NH1.	No change recommended.
Travel Plan.	It is agreed that a Travel Plan should be included in the indicative list of information requirements for applications for specialist residential accommodation.	It is recommended that a Travel Plan is included in the indicative list of information requirements for applications for specialist residential accommodation.

Indicative guide – is there any other information that should be included or removed from planning applications for Telecommunications development?		
Comment	**Officer response**	**Changes to Checklist**
There may be other specific site requirements and the scale of information should be appropriate to the development.	The indicative guide acknowledges that there may be other information requirements in addition to those listed depending on the location and specific characteristics of the proposal.	No change recommended.
None of the listed reports ought to be required.	The checklist reflects planning policy requirements and the information that is required for applications to be fully assessed. Without the information, it is unlikely that planning permission could be granted.	No change recommended.
The checklist should include questions around whether proposals may affect any part of Northern Ireland's marine areas. Marine information may be required as outlined in the UK MPS and draft Marine Plan. For example, this could include a Water Quality Statement, Heritage Statement, Seascape Assessment, Land and Sea Interactions etc.	Consideration of impacts on the marine environment should be added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment. It can then be kept under review as to whether a specific Marine Impact Assessment should be added to the checklist at a later date.	It is recommended that reference to the consideration of impacts on the marine environment is added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment.
Does the Council really consider that a Climate Change Statement is required for a telecommunications mast?	It is agreed that a Climate Change Statement is unlikely to be required with most telecommunications applications. Therefore, it is advised that the requirement for a Climate Change Statement should be removed from the indicative guide for applications for telecommunications development.	It is recommended that the requirement for a Climate Change Statement is removed from the indicative guide for applications for telecommunications development.

A Biodiversity Checklist is unnecessary.	Telecommunication proposals may result in tree loss, removal of hedgerows and clearance of vegetation. Completion of a Biodiversity Checklist is recommended by DAERA for all proposals and is required to inform compliance with Policy NH1.	No change recommended.

Indicative guide – is there any other information that should be included or removed from planning applications for Town Centre Uses?		
Comment	**Officer response**	**Changes to Checklist**
There may be other specific site requirements and the scale of information should be appropriate to the development.	The indicative guide acknowledges that there may be other information requirements in addition to those listed depending on the location and specific characteristics of the proposal.	No change recommended.
You may need information on how the development can be serviced in terms of NI Water – water and waste water infrastructure and availability of essential services to accommodate the development. Applications should not be accepted into the process if the developer does not know if the site can be connected.	The checklist is intended to ensure that the right information is provided with applications on submission; it cannot ensure the acceptability of proposals which is a matter for the assessment of the application. The standard application form requires information about how development proposals are expected to deal with surface water and foul sewage disposal. No specific additional information requirements are identified for the checklist.	No change recommended.
The following documents are not required: Biodiversity Statement, Climate Change Statement and Office Impact Assessment.	Completion of a Biodiversity Checklist is recommended by DAERA for all proposals. Climate change policies (Policies ENV2, ENV3 and ENV5) apply to all developments. An Office Impact Assessment is required for office proposals of 1,000 sqm gross or greater outside centres to address Policy EC6 of the Plan Strategy.	No change recommended.

Developments in Town Centres and Rural Areas should be treated the same. This would be a less bureaucratic/administrative burden.	This is a comment on planning policy and not directly related to the checklist.	No change recommended.
The checklist should include questions around whether proposals may affect any part of Northern Ireland's marine areas. Marine information may be required as outlined in the UK MPS and draft Marine Plan. For example, this could include a Water Quality Statement, Heritage Statement, Seascape Assessment, Land and Sea Interactions etc.	Consideration of impacts on the marine environment should be added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment. It can then be kept under review as to whether a specific Marine Impact Assessment should be added to the checklist at a later date.	It is recommended that reference to the consideration of impacts on the marine environment is added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment and Heritage Impact Assessment.
We would question the need for an Open Space Statement in instances of change of use.	Policy OS3 requires open space to be provided equivalent to at least 10% of the total site area, irrespective of whether the proposal only involves a change of use. Therefore, an Open Space Statement is considered necessary.	No change recommended.
Don't agree with why a Retail Impact Assessment, Sequential Test and Office Impact Assessment is required for Town Centre Uses in the City Centre or town centre. Better to have two options – for inside and outside the City Centre/town centre. Open space unlikely to be feasible for developments in the City Centre where there are high buildings to footprint ratios.	The checklist is clear that a Retail Impact Assessment, Sequent Test and Office Impact Assessment are only required for town centre uses "outside" a centre. Policy OS3 applies to all proposals including high buildings with small footprints (for example, the roof space may be able to be utilised for open space).	No change recommended.
Travel Plan and existing sustainable transport links.	It is agreed that a Travel Plan should be included in the indicative list of information requirements for applications for town centre uses.	It is recommended that a Travel Plan is included in the indicative list of information requirements for applications for town centre uses.

Specific Validation Checklist information requirements – Further comments on Adaptable and Accessible Accommodation Statement		
Comment	**Officer response**	**Changes to Checklist**
Not needed – current regulations are sufficient.	Policy HOU7 goes beyond the requirements of current Building Regulations in relation to adaptable and accessible accommodation. An Adaptable and Accessible Accommodation is required to address the requirements of this policy.	No change recommended.

Specific Validation Checklist information requirements – Affordable Housing Proposal Form		
Comment	**Officer response**	**Changes to Checklist**
Affordable housing should be provided by the public sector.	The comment relates to the appropriateness of Policy HOU5 (affordable housing), which is not a matter for the checklist.	No change recommended.
This is holding up applications. Planning should not be involved in affordable housing; the free market will decide.	The comment relates to the appropriateness of Policy HOU5 (affordable housing), which is not a matter for the checklist.	No change recommended.
This sets out a duplication of work alongside the planning drawings.	The information covered in the Affordable Housing Form goes beyond that shown in the proposed drawings and is therefore required.	No change recommended.

Specific Validation Checklist information requirements – Air Quality Impact Assessment		
Comment	**Officer response**	**Changes to Checklist**
Where a proposal affects or might affect the whole or any part of Northern Ireland's marine area the assessment should incorporate consideration of air quality issues on the marine area to ensure compliance with Section 8 of the Marine Act (Northern Ireland) 2013.	Consideration of potential impacts on the marine environment should be added to the Guidance sections of Air Quality Impact Assessment.	It is recommended that reference to the consideration of air quality impacts on the marine environment is added to the Guidance section of Air Quality Impact Assessment.
In specific circumstances but cannot apply generally.	Comment noted.	No change required.

Specific Validation Checklist information requirements – Archaeological Impact Assessment		
Comment	**Officer response**	**Changes to Checklist**
Where a proposal affects or might affect the whole or any part of Northern Ireland's marine area the assessment should incorporate consideration of impacts on marine archaeology to ensure compliance with Section 8 of the Marine Act (Northern Ireland) 2013.	Consideration of potential impacts on the marine archaeology should be added to the Guidance sections of Archaeological Impact Assessment.	It is recommended that reference to the consideration impacts on marine archaeology is added to the Guidance section of Archaeological Impact Assessment.

Specific Validation Checklist information requirements – Archaeological Site Evaluation		
Comment	**Officer response**	**Changes to Checklist**
Where a proposal affects or might affect the whole or any part of Northern Ireland's marine area the assessment should incorporate consideration of impacts on marine archaeology to ensure compliance with Section 8 of the Marine Act (Northern Ireland) 2013.	Consideration of potential impacts on the marine archaeology should be added to the Guidance sections of Archaeological Site Evaluation.	It is recommended that reference to the consideration impacts on marine archaeology is added to the Guidance section of Archaeological Site Evaluation.

Specific Validation Checklist information requirements – Biodiversity Checklist		
Comment	**Officer response**	**Changes to Checklist**
This should only be required in very nature sensitive locations, and not be a blanket requirement.	Completion of a Biodiversity Checklist is recommended by DAERA for all proposals and is required to inform compliance with Policy NH1.	No change recommended.
Where a proposal affects or might affect the whole or any part of Northern Ireland's marine area the assessment should incorporate consideration of impacts on marine biodiversity, taking account of the biodiversity duty, and ensure compliance with Section 8 of the Marine Act (Northern Ireland) 2013.	Consideration of potential impacts on the marine biodiversity should be added to the Guidance sections of Biodiversity Survey.	It is recommended that reference to the consideration impacts on marine biodiversity is added to the Guidance section of Biodiversity Survey.
Specific circumstances yes, but not for Householder applications.	The majority of feedback from the consultation supports the removal of specific additional validation requirements for Householder applications. Officers advise that these specific requirements, including Biodiversity Checklist,	It is recommended that the requirement for a Biodiversity Checklist for Householder applications is removed from the final checklist.

	are removed in view of the consultation responses and the potential for these requirements to result in excessive delays to the validation process.	

Specific Validation Checklist information requirements – Biodiversity Survey		
Comment	**Officer response:**	**Changes to Checklist**
This should only be required in very nature sensitive locations, and not be a blanket requirement.	Completion of a Biodiversity Checklist is recommended by DAERA for all proposals and is required to inform compliance with Policy NH1.	No change recommended.
Where a proposal affects or might affect the whole or any part of Northern Ireland's marine area the assessment should incorporate consideration of impacts on marine biodiversity, taking account of the biodiversity duty, and ensure compliance with Section 8 of the Marine Act (Northern Ireland) 2013.	Consideration of potential impacts on the marine biodiversity should be added to the Guidance sections of Biodiversity Survey.	It is recommended that reference to the consideration impacts on marine biodiversity is added to the Guidance section of Biodiversity Survey.

Specific Validation Checklist information requirements – Climate Change Statement		
Comment	**Officer response**	**Changes to Checklist**
Not needed. Current Building Regulations are sufficient.	Policies ENV2, ENV3 and ENV5 go beyond the requirements of current Building Regulations in relation to climate change. A Climate Change Statement is required to address the requirements of these policies.	No change recommended.
This statement should include consideration of whether a proposal has the potential to generate or cause an increase in greenhouse gas emissions and the ability of a proposal to adapt to a changing climate that incorporates nature-based solutions. This will ensure compliance with Section 8 of the Marine Act (Northern Ireland) 2013.	Where applicable, it is considered that this should be dealt with as part of a Climate Change Statement. This should be referenced in the guidance section of Climate Change Statement.	It is recommended that reference to the consideration of climate change impacts on the marine environment is added to the Guidance section of the Climate Change Statement.
Needs to be meaningful rather than a tick box exercise.	Comment noted.	No change proposed.

Specific Validation Checklist information requirements – Community Cohesion and Good Relations Statement		
Comment:	**Officer response**	**Changes to Checklist**
This goes too far as a requirement. Developers should not be required to engage with social engineering.	A Community Cohesion and Good Relations Statement is intended to address the requirements of Policy CRG1.	No change recommended.
Confirmation that this statement can be provided as part of a Planning Statement rather than a separate document.	Planning Service will permit information to be provided in different formats, such as part of a Compliance Statement, Design and Access Statement or Planning Statement, and it will not be stipulated that each has to be provided as a standalone document.	No change recommended.

Specific Validation Checklist information requirements – Outline Construction Environmental Management Plan		
Comment:	**Officer response**	**Changes to Checklist**
Not needed. Current regulations are sufficient.	Building Regulations do not address mitigation of environmental impacts during construction and an Outline Construction Environmental Management Plan may be required in certain instances.	No change recommended.

Specific Validation Checklist information requirements – Contaminated Land Assessment		
Comment:	**Officer response**	**Changes to Checklist**
This statement should include consideration of the impact on transitional, coastal and marine water quality. It should also include an assessment on compliance with the Water Environment (Water Framework Directive) Regulations (Northern Ireland) 2017, Marine Strategy Regulations 2010 and other legislation that drives the protection and improvement in the quality of transitional, coastal and marine waters. This will ensure compliance with Section 8 of the Marine Act (Northern Ireland) 2013.	Where applicable, it is considered that this should be dealt with as part of a Land Contamination Assessment. This should be referenced in the guidance section of Contaminated Land Assessment.	It is recommended that reference to the consideration of impacts on marine water quality is added to the Guidance section of Contaminated Land Assessment.

Specific Validation Checklist information requirements – Contextual Design Information		
Comment:	**Officer response**	**Changes to Checklist**
As previously stated, a Design and Access Statement is a validation requirement and will be read alongside the planning drawings. A level of assessment needs to be undertaken to understand the need for any further design information over and above. Making this a validation requirement needs to be very clear on what is required at the outset as opinions will vary widely on what is reasonably necessary to determine a planning application.	The potential requirement for Contextual Design Information will be scrutinised very carefully by officers at the validation stage and will only be sought where it is reasonable and proportionate.	No change recommended.

Specific Validation Checklist information requirements – Daylight, Sunlight and Overshadowing Assessment		
Comment:	**Officer response**	**Changes to Checklist**
This will affect density and risks ending up making our cities spread out into one large suburb.	Impact of proposals on daylight, sunlight and overshadowing is one of many planning considerations relevant to the assessment of applications, and will be balanced against objectives of making effective use of land (density) and other factors.	No change recommended.

Specific Validation Checklist information requirements – Demolition Justification Statement		
Comment:	**Officer response**	**Changes to Checklist**
Regard must be given to the fact that the demolition of buildings, which are not located within an area of townscape character or area of village character, is permitted development. Clarification that this statement is not required, under particular circumstances, would be welcomed.	It is recognised that the demolition of unprotected buildings in non-designated areas is normally permitted development. However, Policy ENV2 remains applicable and a Demolition Justification Statement should be provided.	No change recommended.

Specific Validation Checklist information requirements – Drainage Assessment		
Comment:	**Officer response**	**Changes to Checklist**
You need to seek confirmation from the developer on how the development can be serviced in terms of NI Water - water and waste water infrastructure and the availability of essential services to accommodate the development. Applications should not be accepted into the planning process where the developer does not know if the site can be connected to the water and waste water infrastructure. A drainage assessment needs to include how or if the site can be serviced in terms of waste water - not just the onsite drainage. How the site impacts on the existing offsite waste water infrastructure.	The checklist is intended to ensure that the right information is provided with applications on submission; it cannot ensure the acceptability of proposals which is a matter for the assessment of the application. The standard application form requires information about how development proposals are expected to deal with surface water and foul sewage disposal. No specific additional information requirements are identified for the checklist. The Council's Planning and Flood Risk SPG confirms that the main purpose of a Drainage Assessment is to consider the risks of surface water run-off, including impact on flooding where applicable.	No change recommended.
This statement should include consideration of the impact on transitional, coastal and marine water quality. It should also include an assessment on compliance with the Water Environment (Water Framework Directive) Regulations (Northern Ireland) 2017, Marine Strategy Regulations 2010 and other legislation that drives the protection and improvement in the quality of transitional, coastal and marine waters. This will ensure compliance with Section 8 of the Marine Act (Northern Ireland) 2013.	DfI Rivers has advised that specific permissions are required to discharge into tidal waters. As such, there is no requirement for any changes.	No change recommended.

Content with the information required in the validation checklist – this reflects the policy position. Additionally, it may to useful to advise the applicant of their need to obtain other permissions from DfI Rivers Directorate or NI Water regarding the requirement for safe disposal of stormwater/site runoff, as the time to obtain these consents can lead to delays in the planning process.	The checklist should be amended to include reference to the potential need to obtain other permissions from DfI Rivers regarding safe disposal of storm water/surface water run-off.	It is recommended that the checklist is amended to include reference to the potential need to obtain other permissions from DfI Rivers regarding safe disposal of storm water/surface water run-off.

Specific Validation Checklist information requirements – Economic Statement		
Comment:	**Officer response**	**Changes to Checklist**
Why is such a thing necessary? We live in a capitalist society – the market will determine private investment.	The economic impacts of development, whether positive or negative, can be a material consideration relevant to assessment of a planning application.	No change recommended.
If the circumstances requirement the statement, but not in general.	Commented noted.	No change recommended.

Specific Validation Checklist information requirements – Employability and Skills Profile		
Comment:	**Officer response**	**Changes to Checklist**
This comment is for council internal use. Once the policy is agreed, it will be useful for Planning and Employability and Skills teams to have a meeting to discuss planning applications where we have recommended the contractor provides a skills and employability plan, particularly in analysing what we need for construction.	Commented noted.	No change recommended.
Why is such a thing necessary? We live in a capitalist society – the market will determine private investment.	An Employability and Skills Profile is advised by the Council's Developer Contribution Framework and to help address inclusive growth, a core aim of the *Belfast Agenda* Community Plan. Economic prosperity is a material planning consideration.	No change recommended.
Why does the Council require such information to determine a planning application when other schemes cover this same criteria outside the planning process.	An Employability and Skills Profile is advised by the Council's Developer Contribution Framework and to help address inclusive growth, a core aim of the *Belfast Agenda* Community Plan. Economic prosperity is a material planning consideration. The checklist is clear that where Social Value clauses apply, there is no requirement for a Construction Employability and Skills Plan.	No change recommended.

Specific Validation Checklist information requirements – Environmental Statement (EIA)		
Comment:	**Officer response**	**Changes to Checklist**
An Environmental Impact Assessment is subject to separate legislation and it is not currently a legal requirement for submission of an ES with applications. The EIA process is also a distinct process of assessment of likely significant environmental effects and those can be determined through a scoping exercise. It would not be reasonable or necessary for this checklist to add further assessments to be included in EIA development or suggest that an ES is deficient in anyway through separate legislation. This could have unintentional consequences for a planning application for EIA development. Applications can be determined EIA post submission and therefore it is unclear what the council's intentions will be for an application if an ES is requested post submission.	The checklist proposes that an Environmental Statement is a validation requirement where the proposal is Environmental Impact Assessment (EIA) development (either required as Schedule 1 development or Schedule 2 development following a positive EIA screening process). The checklist is not proposing any additional information over and above this in respect of EIA.	No change recommended.

Specific Validation Checklist information requirements – Flood Risk Assessment		
Comment:	**Officer response**	**Changes to Checklist**
You need to seek confirmation from the developer on how the development can be serviced in terms of NI Water - water and waste water infrastructure and the availability of essential services to accommodate the development. Applications should not be accepted into the planning process where the developer does not know if the site can be connected to the water and waste water infrastructure. A drainage assessment needs to include how or if the site can be serviced in terms of waste water - not just the onsite drainage. How the site impacts on the existing offsite waste water infrastructure.	The checklist is intended to ensure that the right information is provided with applications on submission; it cannot ensure the acceptability of proposals which is a matter for the assessment of the application. The standard application form requires information about how development proposals are expected to deal with surface water and foul sewage disposal. No specific additional information requirements are identified for the checklist. The Council's Planning and Flood Risk SPG confirms that the main purpose of a Drainage Assessment is to consider the risks of surface water run-off, including impact on flooding where applicable.	No change recommended.
In relation to the information required at the validation checklist stage, the checklist states that a Flood Risk Assessment (FRA) should be provided with applications where the following circumstances apply: • when the proposed development is within fluvial / coastal flood plain / reservoir flood inundation area; or • where a more accurate definition of the flood plain and its extents is needed. However, whilst the above information is correct, in relation to fluvial and coastal flood risk, the process of arriving at the requirement to need an FRA is sequential i.e. the principle of	The checklist should be amended to make it clear that development in a flood plain should meet the Exceptions Test and that where the Council confirms that the proposal is an exception, a Flood Risk Assessment will then need to be prepared. It is further advised that whether a proposal is considered an Exception should be discussed with the Planning Service as part of a PAD in advance.	It is recommended that the checklist is amended to make it clear that development in a flood plain should meet the Exceptions Test and that where the Council confirms that the proposal is an exception, a Flood Risk Assessment will then need to be prepared. In the Guidance section, it should further advised that whether a proposal is considered an Exception should be discussed with the Planning Service as part of a PAD in advance.

development is to be accepted by the Council through meeting an exception to policy, prior to a FRA being undertaken. This sequential process, along with the defined exceptions, is laid out in the Council's publication, SPG 15 – Planning and Flood Risk. The issue that potentially could arise is that an applicant could prepare a FRA, at potentially significant cost, on foot of the instruction in the checklist, only to be subsequently told at their application doesn't meet any of the exceptions listed within the SPG. In relation to the FRA requirement for development in proximity to reservoirs, we would suggest that the validation checklist includes a link to the published Technical Guidance Note 25, "TGN 25 – The Practical Application of Strategic Planning Policy for 'Development in Proximity to Reservoirs" and also a link to the online reservoir maps. This may require applicants to liaise with DfI Reservoirs Authority to determine the status of the reservoir affecting their site which may have implications on development proposals. We note that these links are already included in the publication, SPG 15 - Planning and Flood Risk (paragraph 4.10.10), however, to make it clear to the applicant that they need additional information on the affecting reservoir, we are of the opinion that they should be included in the validation checklist	The checklist should be amended to include reference to flood risk in relation to reservoirs and TGN 25 and link to online reservoir maps.	It is recommended that the checklist is amended to include reference to flood risk in relation to reservoirs and TGN 25 and link to online reservoir maps. In addition, the potential need for liaison with DfI Reservoirs Authority in respect of determining the status of a reservoir affecting a development site.

Specific Validation Checklist information requirements – Health Impact Assessment		
Comment:	**Officer response**	**Changes to Checklist**
Not sure what this is?	A Health Impact Assessment helps to ensure that health and wellbeing are properly considered in planning policies and development proposals. It is a requirement for applications for Major development or proposals with potential to have a significant adverse impact on health or wellbeing.	No change recommended.
The policy requires a HIA for major applications in instances where there is potential for significant adverse effect and a mandatory requirement beyond those circumstance would be an unreasonable validation requirement.	This is incorrect: Policy HC1 requires an HIA where its Major development (residential, commercial or industrial) **or** any other form of proposal (i.e. another type of Major development or Local development) which has potential to have significant adverse effect on public health and wellbeing.	No change recommended.

Specific Validation Checklist information requirements – Heritage Impact Assessment		
Comment:	**Officer response**	**Changes to Checklist**
Where a proposal affects or might affect the whole or any part of Northern Ireland's marine area the assessment should incorporate consideration of impacts on marine heritage assets to ensure compliance with Section 8 of the Marine Act (Northern Ireland) 2013.	Where applicable, it is considered that this should be dealt with as part of a Heritage Impact Assessment. This should be referenced in the guidance section of Heritage Impact Assessment.	It is recommended that reference to the consideration of impacts on marine heritage quality is added to the Guidance section of Heritage Impact Assessment.

Specific Validation Checklist information requirements – Housing Mix Statement		
Comment:	**Officer response**	**Changes to Checklist**
There is potential for duplication of work for this statement in addition to the planning drawings that will provide this information. Confirmation that the requirements of this statement can be included in the assessment of a proposal against policy detailed within a Supporting Planning Statement, rather than a separate document, would be welcomed.	The table and information in the Housing Mix Statement provides information over and above that necessarily provided in the drawings. The information will also help the Planning Service save time in cross referencing drawings, particularly for larger schemes where there are many plans. Planning Service will permit information to be provided in different formats, such as part of a Compliance Statement, Design and Access Statement or Planning Statement, and it will not be stipulated that each has to be provided as a standalone document.	No change recommended.

Specific Validation Checklist information requirements – Landscape/Town Visual Impact Assessment (LVIA)		
Comment:	**Officer response**	**Changes to Checklist**
Where a proposal affects or might affect the whole or any part of Northern Ireland's marine area the assessment should incorporate consideration of impacts on seascape to ensure compliance with Section 8 of the Marine Act (Northern Ireland) 2013.	Where applicable, it is considered that this should be dealt with as part of an LVIA or LVA. This should be referenced in the guidance sections of LVIA and LVA.	It is recommended that reference to the consideration of impacts on seascape is added to the Guidance section of LVIA and LVA.
This will be case specific and subject to the EIA Regulations.	An LVIA will be required on a case-by-case basis and only where it is reasonable and proportionate. The checklist confirms that where it is required, it will only be where the proposal is EIA development.	No change recommended.

Specific Validation Checklist information requirements – Landscape/Town Visual Appraisal (LVA)		
Comment:	**Officer response**	**Changes to Checklist**
Where a proposal affects or might affect the whole or any part of Northern Ireland's marine area the assessment should incorporate consideration of impacts on seascape, taking account of existing character and quality; its value, sensitivity and capacity to accommodate change. This will ensure compliance with Section 8 of the Marine Act (Northern Ireland) 2013.	Where applicable, it is considered that this should be dealt with as part of an LVIA or LVA. This should be referenced in the guidance sections of LVIA and LVA.	It is recommended that reference to the consideration of impacts on seascape is added to the Guidance section of LVIA and LVA.

Specific Validation Checklist information requirements – Lighting Impact Assessment		
Comment:	**Officer response**	**Changes to Checklist**
Where a proposal affects or might affect the whole or any part of Northern Ireland's marine area the assessment should incorporate consideration of light pollution on coastal communities, marine activities, uses and/or the marine area to ensure compliance with Section 8 of the Marine Act (Northern Ireland) 2013.	Where applicable, it is considered that this should be dealt with as part of a Lighting Impact Assessment. This should be referenced in the guidance section of Lighting Impact Assessment.	It is recommended that reference to the consideration of impacts of lighting on the marine environment is added to the Guidance section of Lighting Impact Assessment.

Specific Validation Checklist information requirements – Marketing Statement		
Comment:	**Officer response**	**Changes to Checklist**
Not sure why this would be needed. Too much control here.	A Marketing Statement is intended to provide information required from applicants to address Policies BH2, EC4 and TLC2 in respect of demolition of buildings in a Conservation Area; loss of zoned employment land; and loss of tourism, leisure and cultural assets.	No change recommended.

Specific Validation Checklist information requirements – Masterplanning Statement		
Comment:	**Officer response**	**Changes to Checklist**
Confirmation that the requirements of this statement can be included in the assessment of a proposal against policy detailed within a Design and Access Statement, rather than a separate document, would be welcomed. This is about the approach to design which potentially starts at first principles.	The Planning Service will permit information to be provided in different formats, such as part of a Compliance Statement, Design and Access Statement or Planning Statement, and it will not be stipulated that each has to be provided as a standalone document.	No change recommended.

Specific Validation Checklist information requirements – Noise Impact Assessment (NIA)		
Comment:	**Officer response**	**Changes to Checklist**
Where a proposal affects or might affect the whole or any part of Northern Ireland's marine area the assessment should incorporate consideration of noise and vibration on the amenity of coastal communities, marine activities, uses and/or the marine area to ensure compliance with Section 8 of the Marine Act (Northern Ireland) 2013.	Where applicable, it is considered that this should be dealt with as part of a Noise Impact Assessment. This should be referenced in the guidance section of Noise Impact Assessment.	It is recommended that reference to the consideration of impacts of noise and vibration on the marine environment is added to the Guidance section of Noise Impact Assessment.

Specific Validation Checklist information requirements – Office Impact Assessment		
Comment:	**Officer response**	**Changes to Checklist**
Not sure why this would be needed. Too much control here.	An Office Impact Assessment is intended to provide information required from applicants to address Policy EC6 in respect of the impacts of larger office developments outside the City Centre and other centres.	No change recommended.

Specific Validation Checklist information requirements – Parking Survey		
Comment:	**Officer response**	**Changes to Checklist**
Parking surveys for HMOs is ridiculous. They are existing properties. Yet, on another note, parking surveys are not required for purpose built student accommodation, it does not make sense to suggest that students do not drive. Case in point, recently approved planning application for purpose built student accommodation had over 700 rooms yet 11 parking spaces.	A Parking Survey may be required for an HMO use given the potential to increase parking demand. A Parking Survey may be required for PBMSA proposals on a case-by-case basis depending on the site location.	No change recommended.

Specific Validation Checklist information requirements – Purpose Built Managed Student Accommodation Statement		
Comment:	**Officer response**	**Changes to Checklist**
Confirmation that the requirements of this statement can be included in the assessment of a proposal against policy detailed within a Planning Statement, rather than a separate document, would be welcomed. This is a development specific requirement, and where accompanied by a Planning Statement this will address Policy HOU12 in any event. In our experience most PBMSA is major and it is not necessary to have both a planning statement and Purpose Built Managed Student Accommodation statement saying the same thing.	The Planning Service will permit information to be provided in different formats, such as part of a Compliance Statement, Design and Access Statement or Planning Statement, and it will not be stipulated that each has to be provided as a standalone document.	No change recommended.

Specific Validation Checklist information requirements – Phasing Plan		
Comment:	**Officer response**	**Changes to Checklist**
A phasing plan is necessary to ensure sustainable transport modes are available as early as possible in major housing and mixed used developments.	Commented noted.	No change recommended.

Specific Validation Checklist information requirements – Planning Agreements (Heads of Term Form)		
Comment:	**Officer response**	**Changes to Checklist**
It would be useful if the Heads of Terms template/form was published on the website to inform applicants, agents and interested parties.	It is corporate policy not to publish templates and forms on the Council's website. However, a copy of the Heads of Terms Form has previously been circulated to customers and is available electronically on request to the Planning Service.	No change recommended.
These are used much too often and are adding significant delay and cost to the process. No other Councils use S76 agreements in this way (social housing).	The Council uses Section 76 planning agreements where it is the most appropriate vehicle for securing the planning obligation necessary to make the proposed development acceptable, such as to secure affordable housing, a Financial Developer Contribution or ensure appropriate enforcement of the obligation. The Council has introduced new processes (announced at the June 2024 Planning Committee) to front-load, speed-up and improve the planning agreement process.	No change recommended.
If identified and agreed in advance of the planning application being submitted it will speed up the process.	Commented noted (also see officer commentary on point above).	No change recommended.

Specific Validation Checklist information requirements – Short-term Let Accommodation Statement		
Comment:	**Officer response**	**Changes to Checklist**
Not sure why this would be needed. Too much control here.	A Short-term Let Accommodation Statement is intended to provide information required from applicants to address Policy HOU13 and is considered necessary.	No change recommended.
At this moment in time, a short-term let refers to the duration someone is staying in a dwelling. It does not require planning permission unless it exceeds six residents or results in a material change of use, which, in the majority of cases, it does not. The internal characteristics of the dwelling house remain unchanged, as do the surrounding areas. Currently, a short-term let falls under Class C1 dwelling house (whether or not it is the sole or main residence). If any issues arise within the property, they would first be escalate through Environmental Health before it could be deemed to constitute a material change of use in the surrounding area. Recent High Court Ruling Mr. Justice Humphreys ruled that these buildings should be treated as dwellings. He also stated that policy does not override the law and serves only as guidance and direction. The judge's words: "Planning policies are measures of guidance and direction, not to be construed by applying the tools and standards appropriate to the construction of a statute or legal instrument." An experienced planning officer, if conducting a thorough examination,	The checklist applies to proposals for short-term let accommodation where there is a material change of use and planning permission is required. Whether a specific proposal constitutes development is not a matter for the checklist. The comment about retaining part of the property as permanent housing (criterion f. of Policy HOU13) relates to merits of the policy itself which again is not a matter for the checklist.	No change recommended.

would know full well that a short-term let, in reality, retains its status as a dwelling. The physical building itself remains a dwelling regardless of how it is occupied. This has been proven in multiple court cases across the United Kingdom. Until a law is enacted to regulate short-term lets, this remains a waste of planning departments' resources. The justification for applications based on retaining a form of residency within the dwelling is misleading, as common sense dictates that this is not enforceable and cannot be effectively governed.		

Specific Validation Checklist information requirements – Travel Plan		
Comment:	**Officer response**	**Changes to Checklist**
Should be concise and robust – not a copy from previous applications submitted.	Commented noted. The checklist recommends that the content of Travels Plans follows the advice contained in the Council's Transportation SPG.	No change recommended.

Specific Validation Checklist information requirements – Viability Assessment		
Comment:	**Officer response**	**Changes to Checklist**
Not sure why this would be needed. Too much control here.	Viability can be a material consideration relevant to consideration of a planning application. It is particularly relevant to cases where it may not be viable to provide affordable housing (Policy HOU5); justification for demolition of a building that makes a material contribution to the character or appearance of a Conservation Area (Policy BH2); or loss of a tourism, leisure or cultural asset (Policy TLC2). Further guidance is contained in the Council's Development Viability SPG.	No change recommended.
The title of this section could perhaps be "Financial Viability Assessment" to differentiate from sustainability in the context of affordable housing.	Viability Assessment is consistent with the terminology used in the Development Viability SPG and should be retained.	No change recommended.

Specific Validation Checklist information requirements – Wind Energy Statement		
Comment:	**Officer response**	**Changes to Checklist**
Not sure why this would be needed. Too much control here.	A Wind Energy Statement is intended to provide information required from applicants to address ITU 4 and is considered necessary.	No change recommended.

Have you any other comments about the Draft Planning Application Validation Checklist?		
Comment:	**Officer response**	**Changes to Checklist**
There are too many information requirements (51). This complicates an already cumbersome process. It's simply too much information and is overwhelming for Clients and for Agents to navigate with some clients.	The checklist reflects planning policy requirements and the information that is required for applications to be fully assessed. Without the information, it is unlikely that planning permission could be granted.	No change recommended.
It should not be used as a hard and fast rule to request information that may not be appropriate or required. There should be an ability to discuss any differences in opinion and a level of flexibility allowed.	The checklist will be applied on a case-by-case basis and information will only be sought where it is reasonable and proportionate. There will be opportunity for applicants to discuss any differences of opinion through negotiation with the Planning Service. Where agreement cannot ultimately be reached, the Council will then issue a Notice of invalidity which the applicant can then appeal to the PAC if they so wish.	No change recommended.
Community Places welcomes mechanisms that support the provision of quality planning applications, however, would note that the absence of any requirements for renewable energy projects that fall below the major threshold, such as Battery Energy Storage Systems (BESS), Anaerobic Digestors or single turbines. These types of developments can have significant and far reaching impacts, much in excess of small scale householder development, yet there has been no consideration in respect of the necessary information required at the outset of the planning application process.	The checklist may require specific information for BESS, Anaerobic Digesters or single wind turbines such as a Biodiversity Statement, Landscape/Townscape Visual Assessment or Appraisal, Noise Impact Assessment and Wind Energy Statement.	No change recommended.

Thank you for going above and beyond to help applicants. I wish more councils were this thorough with their information and this easy to work with.	Comment noted.	No change recommended.
The validation checklist whilst welcome does not go far enough in terms of the impact proposed development will have on water and waste water infrastructure. Applications are being accepted into the planning process where it is entirely possible that there is no water (potable) or waste water infrastructure capacity available to service the development. Ignoring this key issue will result in developments approved which if constructed can't be occupied.	The checklist is intended to ensure that the right information is provided with applications on submission; it cannot ensure the acceptability of proposals which is a matter for the assessment of the application. The standard application form requires information about how development proposals are expected to deal with surface water and foul sewage disposal. No specific additional information requirements are identified for the checklist.	No change recommended.
Thanks for giving this opportunity to respond.	Comment noted.	No change recommended.
It's too long because the requirements are too numerous. Unsustainable.	The checklist reflects planning policy requirements and the information that is required for applications to be fully assessed. Without the information, it is unlikely that planning permission could be granted.	No change recommended.
The checklist is not needed; it will add thousands of pounds in expense to customers and ultimately reduce the number of applications being submitted. This provides no positive outcome for anyone.	The checklist reflects planning policy requirements and the information that is required for applications to be fully assessed. Without the information, it is unlikely that planning permission could be granted.	No change recommended.

The Planning Application Validation Checklist should make for more complete planning applications, reduce unnecessary correspondence between planners and applicants and lead to quicker response from the planners as there is less scope to not to make decisions. Lack of decision making by planners is a major problem.	Comment noted.	No change recommended.
When taking any 'authorisation or enforcement' decision relating to any act which affects or might affect the whole or any part of the marine area, Section 58 of the Marine and Coastal Access Act 2009 (MCAA) and Section 8 of the Marine Act (Northern Ireland) 2013, require that a public authority must make such decisions in accordance with the appropriate marine policy documents; unless relevant considerations indicate otherwise. If you do not make a decision in accordance with the UK MPS and the Marine Plan (when adopted) the legislation further requires you, as the Public Authority, to state your reasons for not doing so.	Consideration of impacts on the marine environment should be added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment, Heritage Impact Assessment, Noise Impact Assessment, Landscape/Townscape Visual Assessment and Appraisal. It can then be kept under review as to whether a specific Marine Impact Assessment should be added to the checklist at a later date.	It is recommended that reference to the consideration of impacts on the marine environment is added to the Guidance sections of the following checklist information requirements: Biodiversity Survey, Contaminated Land Assessment, Heritage Impact Assessment, Noise Impact Assessment, Landscape/Townscape Visual Impact Assessment or Appraisal.
Far too many items listed in the validation checklist. Perhaps the council should consider splitting these items between a 'validation checklist' and a 'determination checklist' - as many assessments require specialist input (from statutory consultees) as to whether they are actually required or not. Such advice can only be obtained following validation.	The checklist reflects planning policy requirements and the information that is required for applications to be fully assessed. Without the information, it is unlikely that planning permission could be granted. The checklist does not preclude additional information being required at later date, for example, in response to a request for a statutory or non-statutory consultee.	No change recommended.

The Housing Executive welcomes the Council's proposal to introduce a Validation Checklist which is in response to legislation published by DfI in October 2024, which comes into effect on 1st April 2025. We note that the Validation Checklist is based on the Council's existing "Application Checklist" which is a useful aid for applicants and agents when submitting planning applications. The new validation checklist can also better reflect policy requirements contained in the new LDP. We believe that the Validation Checklist can help ensure all relevant information needed to make a planning application determination is received at the outset of an application submission, thereby leading to quicker response times from statutory consultees. The processing of applications is often delayed as additional information is requested from applicants and often takes time to be collated and submitted. We also believe that the Validation Checklist will help promote higher quality, frontloaded applications, with applicants becoming more aware of information requirements. As a statutory consultee we believe that fuller information will help us assess applications more quickly and can reduce the instances that a re-consultation is required, as new plans or documents are received. A high number of our consultations are re-consultations on applications as new plans or information is submitted often in a fragmented approach. We therefore strongly support mechanisms such as	Commented noted. One of the main objectives of a Validation Checklist is to improve the efficiency of the statutory and non-statutory consultation process, and this is recognised by NIHE.	No change recommended.

the Validation Checklist, which can lead to a reduction in re-consultations; this will lower our workload and can help improve statutory consultation response timescales.		
The legislation requires the checklist to be reasonable and it is to ensure necessary information is available to determine an application. That will not always be possible at validation stage and cannot be foreseen by any checklist but also, it will require planning judgement during an application process that will not always require the completion of a report. The checklist should ensure that the information reasonably required for statutory consultees is provided. Avoiding duplication of work on all sides is fundamental to a more efficient planning process. In instances of pre application discussion, those reports considered necessary and agreement on how the supporting reports can be presented, should be confirmed by the council in writing, prior to submission of applications to support the validation process.	Comment noted.	No change recommended.

Please provide any comments or suggestions for improvements relating to the draft equality screening document		
Comment:	**Officer response**	**Changes to Checklist**
As noted previously, the vast majority of applications submitted are householder applications. The requirement for completion of Biodiversity Checklists and Climate Change Statements may warrant use of an agent which is an additional cost. The process should be straightforward enough and introduction of this additional information may cause difficulty for applicants who do not wish to use an agent if they have additional needs (e.g. dyslexia) or language difficulties. Perhaps this is where Community Places NI can assist and would recommend they are consulted as part of this process.	As previously mentioned, it is proposed to remove additional validation information requirements (i.e. Biodiversity Checklist and Climate Change Statement) for Householder applications.	It is recommended that the final checklist removes additional information requirements for Householder applications.
If everyone is equal in the eyes of the law, then there should not be "different groups of customers, service users, staff and visitors".	Comment noted.	No change recommended.

Please provide any comments or suggestions for improvements relating to the draft rural needs assessment		
Comment:	**Officer response**	**Changes to Checklist**
There were no responses to this question.		

Are you aware of any other impacts, equality considerations, or rural needs that we haven't identified?		
Comment:	**Officer response**	**Changes to Checklist**
Actual needs of rural environments and the type of development in these areas.	Commented noted.	No change recommended.
Considerations and proper weight needs to be given to the environmental impact of new development on the overloaded water and waste water infrastructure.	Commented noted.	No change recommended.

Appendix 2: Council responses to other key issues raised raised outside the online survey

For ease of reference, proposed changes to the checklist in response to representations are highlighted in red text.

Royal Society of Ulster Architects (RSUA)		
RSUA states that it is the professional body for architects in Northern Ireland. It has 870 chartered members and over 300 student members. RSUA strives to enhance the built environment of Northern Ireland for the benefit of all through the promotion of architecture.		
Comment:	**Officer response**	**Changes to Checklist**
RSUA is generally content with the Council using a new Planning Application Validation Checklist. However, it advises caution regarding the additional information requirements for applicants outlined in the new Checklist. The Council should be careful to avoid a situation where, after requesting an applicant to assess which additional information is necessary, it then asks for further extensive reports, only for these reports to later be deemed superfluous or unnecessary by statutory consultees. The importance of this point is underscored by the fact that RSUA members have previously expressed confusion regarding the specific detail required of them when asked by BCC to	The Planning Service is mindful of the cost and time involved in applicants preparing information in support of their planning applications. The Council will only require information – whether at validation stage or later in the process – where it is reasonable and proportionate.	No change recommended.

report on meeting any of its given additional information requirement(s). By only requesting the additional information essential to the progress and approval of an application, the Council can prevent the new Checklist from generating unnecessary work and wasting resources for all parties involved in the planning process.		

Radius Housing (Housing Association)		
Comment	**Officer response**	**Changes to Checklist**
The idea of a checklist has merit in terms of front-loading planning applications, and the expectation then would be that there is a knock-on reduction in processing times once an application has been received as valid and 'complete.' The concern would be if the process became overly onerous and reports/ surveys would be required as standard, rather than because of the site-specific circumstances or context. It is assumed that the actual requirements for a project application could be determined through the more bespoke PAD process that had been the aspiration of Council. A more in-depth pre-application process across all councils would help identify information required at application stage and would allow applicants sufficient time to prepare.	The Council will only require information – whether at validation stage or later in the process – where it is reasonable and proportionate. The Validation Checklist and information requirements for specific proposals can be discussed as part of a PAD.	No change recommended.

DAERA NIEA		
DAERA NIEA has provided comments from its Drinking Water Inspectorate, Water Management Unit and Inland Fisheries, and Marine and Fisheries Division.		
Comment	**Officer response**	**Changes to Checklist**
Drinking Water Inspectorate DWI think that an application should provide assurance that a drinking water supply is available for a development, whether this be from the mains supply provided by the Statutory Water Undertaker (NI Water Ltd) or via a private water supply (borehole / well / spring). DWI would suggest looking for assurance that the developer has confirmed sufficient available capacity of the mains networks or aquifer unit.	The availability of drinking water is not a specific planning policy requirement, although Policy SP1a (strategic policy) does require necessary supporting infrastructure requirements to be met. In the absence of a specific policy requirement, it is not recommended that the checklist requires applicants to provide information around drinking water supply.	No change recommended.
Water Management Unit and Inland Fisheries Water Management Unit and Inland Fisheries commented that the consultation format currently issued may limit the value of the responses from our planning consultation teams. Water Management Unit and Inland Fisheries (including Marine colleagues) would be keen on attending any workshops or discussions to provide advice and input on issues which if resolved would assist applicants in providing the required information and content to facilitate an assessment of the application.	Officers have sought a meeting with DAERA to discuss its comments further, however, it was not possible to arrange due to DAERA's availability. It is advised that DAERA's observations can be revisited as part of the review of the checklist.	No change recommended.

Marine Conservation Branch response Marine Conservation Branch has reviewed the Planning Application Validation checklist for Belfast Council and has the following comments:		
• Section 6. Biodiversity Checklist: We advise the following policies and legislation are also considered: The UK Marine Policy Statement (MPS), the Conservation (Natural Habitats, etc.) Regulations (Northern Ireland) 1995 (as amended), The Environment Order (Northern Ireland) 2002, the Wildlife and Natural Environment Act (Northern Ireland) 2011, The Marine Act (Northern Ireland) 2013 and the Wildlife (Northern Ireland) Order 1985 (as amended).	It is advised that reference is made in the final checklist to the importance of applicant's addressing marine impacts in the Guidance sections of the Biodiversity Checklist and Biodiversity Survey.	It is recommended that reference is made the importance of applicant's addressing marine impacts in the Guidance section of Biodiversity Survey.
• Section 6. Biodiversity Checklist: We advise that DAERA is currently undergoing an internal review to update the NI Biodiversity Checklist documents in the DAERA's website linked in this section. This work is to include further information requests and criteria for the Marine Environment.	Commented noted.	No change recommended.
• Section 6. Biodiversity Checklist: We advise that the following hyperlinks are also included under the 'Guidance section' relating Marine Conservation Advice:	A general reference to consideration of potential marine impacts should be included in the Biodiversity Survey section of the checklist. However, the additional hyperlinks are considered unnecessary given that the Biodiversity Checklist is a set document.	It is recommended that reference is made to potential marine impacts in guidance sub-section of the Biodiversity Survey section of the checklist.

○ Marine Guidance Documents | Department of Agriculture, Environment and Rural Affairs ○ Marine Invasive Non-native Species Guidance | Department of Agriculture, Environment and Rural Affairs ○ Marine Wildlife Disturbance • Section 7. Biodiversity Survey: We advise that the following hyperlinks are also included under the 'Guidance section' relating Marine Conservation Advice: ○ o Maps | Northern Ireland Coastal Observatory ○ Northern Ireland Marine Map Viewer ○ Marine Guidance Documents | Department of Agriculture, Environment and Rural Affairs ○ Section 8. Climate Change Statement. We advise the inclusion of the hyperlink to the NI coastal observatory: Maps | Northern Ireland Coastal	A hyperlink should be included to the Marine Guidance documents on the DAERA website.	It is recommended that the Guidance sub-section of the Biodiversity Checklist section of the final checklist includes a hyperlink to the Marine Guidance documents on the DAERA website.
• Observatory and the addition of coastal erosion and sea level rise considerations.	These issues are considered to be too specific for inclusion in the checklist.	No change recommended.
• Section 10. (Outline) Construction Environmental Management Plan (CEMP):	A specific methodology for piling can be secured by a planning condition where necessary. No need to amend the checklist.	No change recommended.

We advise the inclusion of construction methodology of 'Piling' if required. • Section 10. (Outline) Construction Environmental Management Plan (CEMP): We advise the inclusion of biosecurity plans. • Section 10. (Outline) Construction Environmental Management Plan (CEMP): We advise that the following hyperlinks are also included under the 'Guidance section': Planning in the Coastal Area ○ DAERA Standing Advice - WTR - Pollution Prevention Guidance - Sept 2022 Final.pdf (daera-ni.gov.uk) ○ DAERA Standing Advice - Marine Litter.pdf (daera-ni.gov.uk) ○ Marine Invasive Non-native Species Guidance | Department of Agriculture, Environment and Rural Affairs ○ Marine Wildlife Disturbance	Reference to biosecurity plan should be added to the Guidance section of (Outline) Construction Environmental Management Plan. It is considered that the inclusion of these hyperlinks would result in too much information in the Guidance sub-section, but that the issue can be covered by general reference to potential marine impacts.	It is recommended that reference to biosecurity plan should be added to the Guidance section of (Outline) Construction Environmental Management Plan. No change recommended.
Sections 24 & 25: We advise that 'Seascape' is considered in sections 24 and 25	Potential impact on seascape should be referenced in the Guidance sections of Landscape/Townscape Visual Impact Assessment (LVIA) and Landscape/Townscape Visual Appraisal (LVA).	It is recommended that potential impact on seascape should be referenced in the Guidance sections of Landscape/Townscape Visual Impact Assessment (LVIA) and Landscape/Townscape Visual Appraisal (LVA).

DfC Historic Environment Division		
Comment	**Officer response**	**Changes to Checklist**
Heritage Impact Assessment Typo in description of this information type. Reference should be made to "heritage assets" rather than "built heritage". In term of when a Heritage Impact Assessment is required, this should be for proposals that would "likely impact" (rather than "likely significantly impact"). It should be also required where it would likely impact on the **setting** of a Listed Building or Scheduled Monument. Regarding what should be included in a Heritage Impact Assessment, this should be changed to: 'Identify, analyse, and evaluate the heritage asset(s) and setting; evaluate proposed changes; assess the impact of the proposals on the heritage asset; justify the design solution.'	The final checklist should be amended in line with the advice from DfC HED.	It is recommended that the final checklist incorporates the changes recommended by DfC HED.
Archaeological Impact Assessment The "When is it required?" section should be amended to: 'An Archaeological Impact Assessment should be provided for large-scale development proposals which may involve significant archaeological impacts, to include assessment of direct physical impacts and impacts upon the setting of archaeological assets and designations.' The checklist's assertion that that an Archaeological Impact Assessment is only	The advice that an Archaeological Impact Assessment should only apply to "large-scale development proposals…" is too ambiguous and should be removed. Otherwise, reference to "significant archaeological impacts" is considered appropriate. The suggested wording goes onto refer to what should be included in the assessment, but this is referred to in the next sub-section of the checklist.	It is recommended that the final checklist is modified to include reference to "significant archaeological impacts".

required where proposals involve breaking the ground is incorrect.	It is considered unreasonable to require the assessment where the proposal is for change of use only.	
<u>Archaeological Site Evaluation</u> Under the "When is it required?" sub-section, advises that the following passage is added: 'Archaeological site evaluations will normally be specifically requested in DfC Historic Environment Division consultation advice. Please consult the consultation response for specific details.'	The purpose of the checklist is to "front-load" information at the beginning of the process, therefore including advice that the evaluation will also be requested through consultation advice is unnecessary. Advice from HED that an evaluation is required could have also been provided through a Pre-Application Discussion and this principle will be referenced in the final checklist.	No change recommended.

DAERA Inland Fisheries		
Comment	**Officer response**	**Changes to Checklist**
Biodiversity Checklist and Biodiversity Survey Welcomes the inclusion of a Biodiversity Checklist and Biodiversity Survey as part of the checklist. Advises that a hyperlink is included in each to DAERA standing advice for development that may have an effect on the water environment.	The additional hyperlink is considered unnecessary given that the Biodiversity Checklist is a set document. However, it is recommended that the hyperlink is included in the Biodiversity Survey section of the checklist.	It is recommended that the checklist includes a hyperlink to DAERA standing advice for development that may have an effect on the water environment.
(Outline) Construction Environmental Management Plan. Welcomes the inclusion of an (Outline) Construction Environmental Management Plan. Under the "When is it required?" section, reference should also be made to artificial modification of watercourses, including culverting. Advises that a hyperlink is included to DAERA standing advice for development that may have an effect on the water environment.	Reference to artificial modification of watercourses, including culverting is not considered necessary as such works are likely to require planning permission in their own right. It is recommended that the hyperlink is included in the (Outline) Construction Environmental Management Plan section of the checklist.	It is recommended that the checklist includes a hyperlink to DAERA standing advice for development that may have an effect on the water environment.
Drainage Assessment Advises that a hyperlink is included to DAERA standing advice for development that may have an effect on the water environment.	It is considered that this is more appropriate for the Contaminated Land Assessment section of the checklist.	It is recommended that the Contaminated Land section of the checklist includes a hyperlink to DAERA standing advice for development that may have an effect on the water environment.

Lighting Impact Assessment Lighting impact assessments are useful from a biodiversity perspective; artificial lighting can impact on the natural behaviours of fish species. To ensure this aspect is considered the "When is it required?" section should include Sensitive Receptors such as the aquatic environment.	The "When is it required?" section should be amended to include reference to impact on sensitive aquatic environment receptors.	It is recommended that the "When is it required?" sub-section is amended to include reference to impact on sensitive aquatic environment.
Noise Impact Assessment (NIA) This section also includes vibration. Inland Fisheries would recommend that the guidance section has the link to: Standing advice for development that may have an effect on the water environment (including groundwater and fisheries).	It is recommended that the hyperlink is included in the Noise Impact Assessment section of the checklist.	It is recommended that the checklist includes a hyperlink to DAERA standing advice for development that may have an effect on the water environment.

Health and Safety Executive NI (HSENI)		
Comment	**Officer response**	**Changes to Checklist**
Looking through the documentation the checklists seem to be targeting mainly residential type developments and industrial or utilities are not the focus. Is this to reflect the number of applications in these areas and industrial type applications are so specialised, checklists would have limited application?	The checklist's focus on residential types of development is because of the greater range of planning policies – and resulting information requirements – relating to residential proposals. Employment and commercial applications will generally require more generic information such as a Contaminated Land Assessment, Noise Impact Assessments, Transport Assessment Form (TAF) or Transport Assessment etc.	No change recommended.
Follow up comment following the Officer response above: We agree with the approach, for the less frequent consultations with the likes of HSENI, there are various types of meetings such as PADs, site visits, etc to clarify the information we need to advice the Council.	Commented noted.	No change recommended.

Environmental Health (BCC)		
Comment	**Officer response**	**Changes to Checklist**
Air Quality Impact Assessment • Title should be changed to Ambient Air Quality Impact Assessment • Outline Construction Environmental Management should be referred to as such through the document (to replace "Environment") • Suggested amendments to the wording of this information requirement.	Terminology to be amended throughout the checklist. Change accepted. Changes accepted.	It is recommended that terminology is amended throughout the checklist. It is recommended that Outline Construction Environmental Management is referred to as such through the document (to replace "Environment"). It is recommended that the wording of this section is amended as advised by Environmental Health.
(Outline) Construction Environmental Management Plan • Suggested amendments to the wording of this information requirement.	Changes accepted.	It is recommended that the wording of this section is amended as advised by Environmental Health.
Contaminated Land Assessment • Suggested amendments to the wording of this information requirement.	Changes accepted.	It is recommended that the wording of this section is amended as advised by Environmental Health.
Lighting Impact Assessment • Suggested amendments to the wording of this information requirement.	Changes accepted.	It is recommended that the wording of this section is amended as advised by Environmental Health.

Noise Impact Assessment • Suggested amendments to the wording of this information requirement. • Confirmation of other types of sensitive receptor.	Changes accepted.	It is recommended that the wording of this section is amended as advised by Environmental Health.
Odour Impact Assessment • Suggested amendments to the wording of this information requirement.	Changes accepted.	It is recommended that the wording of this section is amended as advised by Environmental Health.

Access (BCC)		
Comment	**Officer response**	**Changes to Checklist**
Unable to ascertain where that the role of public rights of way is mentioned in the checklist. This is a very complex matter and normally it is only explored if there is an asserted public right of way. However, there is a possibility that public rights of way which the Council are unaware of may be affected by an application of any scale.	The issues raised by the City & Neighbourhoods Department relates to how the Planning Service engages with it around rights of way issues generally and is a matter that will be taken forward separately. The comments do not specifically relate to the checklist itself.	No change recommended.

Feedback from Customer Workshop on 31st January 2025		
Comment	**Officer response**	**Changes to Checklist**
The checklist is useful in providing clarity and removing uncertainty around information requirements with applications.	Commented noted.	No change recommended.
The Council's current *Application Checklist* is due a refresh. Cannot see circumstances where an appeal would be lodged against a Notice of invalidity.	Commented noted.	No change recommended.
It's important that the information submitted in support of an application is of sufficient quality.	The checklist sets out guidance as to the type, level and detail of information that should be included within specific information requirements, with a view to promoting the quality of that documentation.	No change recommended.
We would welcome an editable pdf of the draft checklist to make it easier to comment on it.	An editable Word version of the checklist was made available on the online consultation hub.	No change recommended.
Queries the inclusion of an Environmental Statement as an information requirement in the checklist.	The checklist proposes that an Environmental Statement is a validation requirement where the proposal is Environmental Impact Assessment (EIA) development (either required as Schedule 1 development or Schedule 2 development following a positive EIA screening process). The checklist is not proposing any additional information over and above this in respect of EIA.	No change recommended.
The indicative guide on information requirements by type of application is helpful and user-friendly.	Comment noted.	No change recommended.

It would be good to have some best practice examples of the information types.	This is an area that the Planning Service may follow up later and can be considered as part of the review of the checklist.	No change recommended.
Can the documentation be submitted as part of a Planning Statement, Design and Access Statement or other single document rather than mandating that it is standalone for each information type?	The Planning Service will permit information to be provided in different formats, such as part of a Design and Access Statement or Planning Statement, and it will not be stipulated that each has to be provided as a standalone document.	The final checklist will make it clear that information can be provided in different formats, either as standalone document or part of another document such as a Design and Access Statement or Planning Statement. Where provided as part of another document, the applicant will be advised to clearly signpost this.
It important that the checklist is applied consistently.	The checklist is considered to provide clear guidance as to the circumstances when an information type is required and what should be contained in the documentation. Furthermore, staff training will be rolled out to ensure consistency of approach. Concerns about consistency raised by staff, managers, customers and other interested parties to be considered and remedied.	No change recommended.
Checklist requirements should be reasonable.	The Council will be applied on a case-by-case basis and only require information where its reasonable and proportionate.	No change recommended.
We would like there to be opportunity to discuss additional information required by the Council with officers before a Notice of invalidity is issued.	There will be an initial process of negotiation where information is requested but applicants believe it is not required.	It is recommended that the final checklist is clear that there will be an initial process of negotiation where information is requested but applicants believe it is not required.

It is important that levels information is provided on drawings.	This is a current basic validation requirement and will remain so.	No change recommended.
What are the different information requirements for applications for outline planning permission?	Outline planning permissions establish the principle of development and so any matters that relate to the principle, including relevant information requirements, require to be addressed at the outline application stage. The Planning Service will look to bring forward specific customer guidance on outline applications in the future.	No change recommended.
What are the implications if a bat survey cannot be submitted for several months, and the Biodiversity Checklist cannot be finalised? Can the remainder of the application be progressed?	Where there is a reasonable and proportionate requirement for the information, if it is outstanding the application will remain invalid until it is provided.	No change recommended.
Will there be targets for the time taken for the Planning Service to validate an application?	The Planning Service will set internal targets and customer standards around its validation processes.	Service standards will be set in relation to the validation process.
Will there be a time period for returning the application if it is invalid and the additional information is not provided by the applicant?	The Planning Service is finalising its internal processes around administration of the checklist. Where the application is invalid and the information is not provided, the Council will issue a Notice of invalidity to which the applicant may appeal to the PAC.	No change recommended.
The checklist could result in more requests for a Pre-Application Discussion (PAD) as customers wish to speak to the Planning Service about information requirements for their application.	The checklist and information requirements for a specific application can be discussed with the Planning Service as part of a PAD.	No change recommended.

Good quality application submissions should be rewarded and poor quality penalised.	The checklist is expected to improve the quality of applications which should result in quicker decisions. Where an application is of insufficient quality, it will result in delays and potentially refusal of permission.	No change recommended.

Belfast City Council

Planning Service

Planning Application Validation Checklist

For Adoption on 01 April 2025

Planning Application Validation Checklist

A guide for customers who intend to submit a planning application

We're committed to helping our customers get a timely planning decision that benefits the city

To help achieve this, we want to make sure planning applications are supported by the right information at the start of the process.

Having all the relevant information from the outset enables us to assess applications properly. If supporting information is missing, it can lead to delays or could even result in refusal of your application.

Our Planning Application Validation Checklist sets out the information that you need to submit with your application for it to be "valid" and processed by the Council.

The information we need will fall into two categories:

- **Basic information** – this information is set regionally and applies to the whole of Northern Ireland (**Appendix 2**).
- **Additional information** – additional information required by Belfast City Council to fully assess applications across the city and within its boundaries (**Appendix 3**).

Basic information

Planning legislation[1] sets out the minimum information that you must submit with when making a planning application. Without this information, your application is not valid and we cannot lawfully process it.

Table 1 below provides a summary of the types of Basic information that may be required with your application depending on its nature, scale and location. **Appendix 2** of this Checklist provides detailed guidance on which Basic information you will need to submit. This explains the different information types and which are needed by type of application.

Table 1: Basic information (see Appendix 2)
Application form
Ownership certificate
Site location plan
Plans and drawings
Pre-Application Community Consultation Report[2]
Design and Access Statement[3]
Fee

[1] Planning (General Development Procedure) Order (Northern Ireland) 2015
[2] Required with all applications for Major development
[3] Required with certain types of application – see Appendix 2 ("Design and Access Statement")

Additional information

New legislation[4] enables a council to publish a "Planning Application Validation Checklist" that sets out additional information requirements above the Basic information. Additional information may be specified by the Council where it is reasonable having regard to the "nature", "scale" and "location" of the proposal.

Table 2 below lists the additional requirements you may need to provide with your application. **Appendix 3** provides detailed guidance on which information is required. It only applies to applications for full and outline planning permission, and approval of reserved matters following an outline planning permission.

Table 2: Additional requirements – "Validation Checklist" (see Appendix 3)	
1. Adaptable and Accessible Accommodation Statement	27. Marketing Statement
2. Affordable Housing Proposal Form	28. Masterplanning Statement
3. Ambient Air Quality Impact Assessment (AQIA)	29. Noise Impact Assessment (NIA)
4. Archaeological Impact Assessment	30. Odour Impact Assessment
5. Archaeological Site Evaluation	31. Office Impact Assessment
6. Biodiversity Checklist	32. Open Space Statement
7. Biodiversity Survey	33. Parking Survey
8. Climate Change Statement	34. PBMSA Statement
9. Community Cohesion and Good Relations Statement	35. Phasing Plan
10. (Outline) Construction Environmental Management Plan (CEMP)	36. Planning Agreement (Heads of Terms Form)
11. Contaminated Land Assessment	37. Planning Statement
12. Contextual Design Information	38. Residential Quality Statement
13. Daylight, Sunlight and Overshadowing Assessment	39. Retail Impact Assessment (and Assessment of Need)
14. Demolition Justification Statement	40. Sequential Test (main town centre uses)
15. Drainage Assessment	41. Short-term Let Accommodation Statement
16. Economic Statement	42. Specialist Housing Statement
17. Employability and Skills Profile	43. Tall Buildings Design Statement
18. Event Management Plan	44. Tele-communications Supporting Statement
19. Environmental Statement (EIA)	45. Transport Assessment
20. Flood Risk Assessment	46. Transport Assessment Form
21. Health Impact Assessment (HIA)	47. Travel Plan
22. Heritage Impact Assessment	48. Tree Report
23. Housing Mix Statement	49. Viability Assessment

[4] Planning (General Development Procedure) (Amendment) Order (Northern Ireland) 2024

24. Landscape/Townscape and Visual Impact Assessment (LVIA)	50. Waste Management Plan
25. Landscape/Townscape and Visual Appraisal (LVA)	51. Waste Storage Plan
26. Lighting Impact Assessment	52. Wind Energy Statement

Please note that there are no Additional information requirements for Householder[5] applications – only Basic information is required for those applications.

Appendix 3 ("Validation Checklist") sets out when Additional information is required with an application and what should be included. The level of detail should be commensurate with the scale and complexity of the proposal.

When we receive your application, we will decide whether Additional information is required on a case-by-case basis according to the nature, scale and location of the proposal. We will only request information where it is reasonable and proportionate, and it will enable us to make an effective decision.

Indicative Guide

To help you provide the right information at the outset, we have provided an **Indicative Guide** as to the additional information that should be submitted by type of application at **Appendix 3**.

Please note that there are no Additional information requirements for Householder applications

Requesting Additional information

If we believe that any information in Table 2 is necessary and you have not provided it with the application, we will write to you and ask you to submit it **within 14 days**.

If you are unable to provide the information in time, we will arrange for the application to be returned (including the fee) so that you can submit it again when all the information we require is ready. If you believe that the additional information is not necessary, please let us know and we will discuss this with you.

Can I appeal?

Yes, if agreement is not reached between the Council and applicant (or their agent) on the need for the additional information, the Council will issue a "Notice" formally confirming the invalidity of the application to the applicant. The applicant may lodge an appeal to the Planning Appeals Commission concerning the Council's decision to invalidate the application within **14 days** of the date of the Notice.

[5] Householder applications include domestic extensions, garages, outbuildings, satellite dishes etc.

What form should the Additional information take?

We recommend that each information type is provided as a separate document. Alternatively, it can be provided as part of another document such as a Planning Statement or Design and Access Statement. Where provided as part of another document, you should clearly state in a covering letter where the information can be found.

Can the Council ask for any further information once the application is valid?

Yes, if the Council considers that further information is required to make an effective decision, it can require you to submit it later in the process.

How do I submit an application to the Council?

About 90% of our applications are submitted online via the NI Planning Portal. We strongly encourage you to submit your application online as it allows us to deal with your application more quickly and efficiently.

Information Checklist

As well as our Indicative Guide (**Appendix 3**), our "Information Checklist" at **Appendix 1** is a useful tool to help you identify which information you need to provide with your application. We ask that you complete it in all cases and submit it with your application as missing information can lead to delays or could even result in refusal of your application. You can cross reference with **Appendices 2 and 3** to help you.

Pre-Application Discussions

We offer a Pre-Application Discussion (PAD) service so you can discuss your proposal with a planning officer before submitting a planning application. This helps to identify any issues at an early state. As part of this process, you can clarify which information you need to submit with your application in accordance with this Planning Application Validation Checklist.

Amended plans and supporting information

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

Where the original application was made online, amended plans and supporting information can also be submitted online.

Planning application process

For further guidance on how we deal with planning applications please see our guide to processing planning applications go to www.belfastcity.gov.uk/planning

Glossary

A non-technical Glossary that uses plain language where possible can be found at **Appendix 4** [to be finalised].

Appendix 1

Information Checklist

Belfast City Council

Address/Reference No _____ *To be completed by applicant

Basic information (must be completed for **all** applications)			Please circle whichever of the following applies:
1	**Completed application form**		Yes
2	**Ownership certificate**		Yes N/A
3	**Confirmation of reserved matters (outline applications only)**		Yes N/A
	Are the following matters **reserved for subsequent approval?** Specify "Yes" if the matter is to be reserved and "No" if the matter is to be determined at outline stage	Siting	Yes No
		Design	Yes No
		External appearance	Yes No
		Access	Yes No
		Landscaping	Yes No
4	**Location Plan (Scale of 1:1250 or 1:2500)**		Yes N/A
5	**Plans and Drawings; to include:**		
	- 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
	- Existing and Proposed Spot levels		Yes N/A
	- Sections on sloping land and adjacent land		Yes N/A
	- Demolition plans (If LBC / DCA)		Yes N/A
6	**Design & Access Statement**		Yes N/A
7	**Pre-application Community Consultation Report (Major applications only)**		Yes N/A
8	**Correct Fee**		Yes N/A

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

- Major development
- Listed Building Consent
- Proposals of ≥1 dwelling house or ≥ 100sqm in:
  - Conservation Area
  - Area of Outstanding Natural Beauty
  - World Heritage Site
  - Area of Townscape Character

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

Additional information (must be completed in all cases **except** Householder applications and applications for Advertisement Consent)		Please circle whichever of the following applies:
1	Adaptable and Accessible Accommodation Statement	Yes N/A
2	Affordable Housing Proposal Form	Yes N/A
3	Ambient Air Quality Impact Assessment	Yes N/A
4	Archaeological Impact Assessment	Yes N/A
5	Archaeological Site Evaluation	Yes N/A
6	Biodiversity Checklist	Yes N/A
7	Biodiversity/Ecological Survey	Yes N/A
8	Climate Change Statement	Yes N/A
9	Community Cohesion and Good Relations Statement	Yes N/A
10	(Outline) Construction Environmental Management Plan	Yes N/A
11	Contaminated Land Assessment	Yes N/A
12	Contextual Design Information	Yes N/A
13	Daylight, Sunlight and Overshadowing Assessment	Yes N/A
14	Demolition Justification Statement	Yes N/A
15	Drainage Assessment	Yes N/A
16	Economic Statement	Yes N/A
17	Employability and Skills Profile	Yes N/A
18	Event Management Plan	Yes N/A
19	Environmental Statement (EIA)	Yes N/A
20	Flood Risk Assessment	Yes N/A
21	Health Impact Assessment	Yes N/A
22	Heritage Impact Assessment	Yes N/A
23	Housing Mix Statement	Yes N/A
24	Landscape/Townscape and Visual Impact Assessment	Yes N/A
25	Landscape/Townscape and Visual Appraisal	Yes N/A
26	Lighting Impact Assessment	Yes N/A
27	Marketing Statement	Yes N/A
28	Masterplanning Statement	Yes N/A
29	Noise Impact Assessment	Yes N/A
30	Odour Impact Assessment	Yes N/A
31	Office Impact Assessment	Yes N/A
32	Open Space Statement	Yes N/A
33	Parking Survey	Yes N/A
34	PBMSA Statement	Yes N/A

35	Phasing Plan	Yes	N/A
36	Planning Agreement (Heads of Terms Form)	Yes	N/A
37	Planning Statement	Yes	N/A
38	Residential Quality Statement	Yes	N/A
39	Retail Impact Assessment (and Assessment of Need)	Yes	N/A
40	Sequential Test (Main Town Centre Uses)	Yes	N/A
41	Short-term Let Accommodation Statement	Yes	N/A
42	Specialist Housing Statement	Yes	N/A
43	Tall Buildings Design Statement	Yes	N/A
44	Telecommunications Supporting Statement	Yes	N/A
45	Transport Assessment	Yes	N/A
46	Transport Assessment Form	Yes	N/A
47	Travel Plan	Yes	N/A
48	Tree Report	Yes	N/A
49	Viability Assessment	Yes	N/A
50	Waste Management Plan	Yes	N/A
51	Waste Storage Plan	Yes	N/A
52	Wind Energy Statement	Yes	N/A

Appendix 2

Basic information

Belfast City Council

1. Application Form

Requirement	Advice
All applications must be accompanied by a Planning Application form Exceptions: • Confirmation of details required by a condition (discharge of condition)	• 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 or in our Planning Reception: www.infrastructure-ni.gov.uk/articles/planning-fees-and-forms

2. Ownership Certificate

Requirement	Advice
All applications must be accompanied by an Ownership Certificate Exceptions: • Approval of Reserved Matters • Advertisement Consent • Certificate of Lawful Development • Non-Material Change	• 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 or in our Planning Reception: www.infrastructure-ni.gov.uk/articles/planning-fees-and-forms

3. Confirmation of reserved matters (outline applications only)

Requirement	Advice
All applications for outline planning permission must confirm which matter(s) are reserved for subsequent approval and which matter(s) are to be determined at the outline stage. This enables the Council to check whether the right level of information has been provided in accordance with Article 3(4) of the Planning (General Development Procedure) Order (Northern Ireland) 2015). "Reserved matters" means any of the following matters, details of which have not been provided as part of outline planning permission, namely— (a) siting; (b) design; (c) external appearance; (d) means of access; and (e) the landscaping of the site; What information do I need to provide? • You **must** complete **Appendix 1 Information Checklist** to confirm which matter/s are reserved (and which are to be determined at outline stage) • You **must** ensure that if any of the above matters are be determined at outline stage (i.e. not to be reserved), you provide sufficient detail of those matters as part of the outline planning application	• Make sure you complete box 3 on page 1 of Appendix 1 of the Application Checklist ('Confirmation of Reserved Matters') • If the matter is reserved you do not need to provide the details at the outline stage – if outline permission is granted it will be subject to a condition that requires subsequent approval of the reserved matters by the Council before development can begin • If the description of the proposal specifies the amount of units for which outline permission is sought (e.g. the number of dwellings or apartments, or the amount of floor space), you should include indicative details of the access and parking layout, as well as siting and design of the buildings. This will help the Council assess whether the site can in principle accommodate the level of development applied for • The reserved matters are defined as follows: - **Siting** is the exact location and footprint of proposed building(s) within the site, together with the site layout including parking - **Design** is the massing, height and proportions of building(s) - **External appearance** is the architectural treatment of the building(s) including the external design and materials - **Means of access** comprises the access point/s into the site and circulation arrangements within it for vehicles, pedestrians and bicycles - **Landscaping** is the external treatment of the site. This includes both hard landscaping (areas of hard surfacing and details of boundary treatment such as walls, fences or railings); and soft landscaping (grassed areas, trees and planted areas). • Outline planning permission establishes the principle of development of the site. Therefore, you will need to make sure that your application is supported by the necessary Other Supporting Information in Appendix 3. • It is advisable to discuss your outline planning application with us before you submit it using our Pre-Application Discussion service. This will allow us to give you early feedback on your proposals and further advice on what information you need to include with your application. • Further guidance can be found in *Development Management Practice Note 4: Types of Application* at the following link: www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/dmpn04-types-of-planning-applications.pdf

4. Site Location Plan

Requirement	Advice
All applications must be accompanied by a Site Location Plan Exceptions: • Approval of Reserved Matters • Non-Material Change to a previous permission • Remove or variation of a condition	• Use an up-to-date map that shows surrounding properties • Show the **North** point • Outline the application using an **unbroken red line** • Outline any other neighbouring land controlled by the applicant using an **unbroken blue line** • We recommend a scale of **1:2500** or **1:1250**

5. Plans and Drawings

Requirement	Advice
Applications must be accompanied by appropriate plans and drawings to a **specified scale**	• 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)
Block plan A technical plan showing the existing and proposed layout of the site. This should include: • Existing and proposed buildings or structures • Adjacent existing buildings or structures next to the site • Access arrangements • Parking layout When is it needed? • All applications that involve the extension of an existing building; erection of a new building; or erection or alteration of structures such as walls, fences and retaining walls	• Provide both **existing** and **proposed** block plans • Use an up-to-date map that shows surrounding properties • Show the **North** point • We recommend a scale of **1:200** or **1:500**
Elevations A technical drawing that shows the external appearance of the proposal from each of its four sides Exceptions: • Applications for change of use only (where no external changes proposed)	• 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 • 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**
Floor Plans A technical drawing that shows the internal layout of the building When is it needed? • All applications including proposals for a change of use Exceptions: • Applications for Advertisement Consent	• Provide both **existing** and **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**
Roof Plan A technical drawing that shows the design of the roof from above When is it needed? • For complex roof designs • Proposals that include a roof terrace • Alterations to the roof of a Listed Building	• Provide both **existing** and **proposed** roof plans • Label as a roof plan • We recommend a scale of **1:50** or **1:100**

Levels "Spot levels" show ground and finished floor levels on a plan When is it needed? • 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) Exceptions: • Where the change in ground or floor levels are clear from the elevation drawings	• Provide both **existing** and **proposed** ground and 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
Sections A technical drawing that shows a cut-away section of the building or land When is it needed? • 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	• 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

6. Design and Access Statement

Requirement	Advice
A written statement required for certain types of application that sets out: • 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. When is it needed? • 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: ✓ Conservation Area ✓ Area of Outstanding Natural Beauty (AONB) ✓ World Heritage Site ✓ Area of Townscape Character • All applications for **Listed Building Consent** Exceptions: • 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 **Further advice: www.infrastructure-ni.gov.uk/publications/development-management-practice-notes**	• The Design & Access Statement **must**: ✓ 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— ▪ 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. Why is it needed? • To enable the Council to assess the design and access impacts of proposals of a certain scale or within a designated area To comply with Sections 40(3) an 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

7. Pre-application Community Consultation Report

Requirement	Advice
All Major Planning Applications 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 "Prior Application Notice" (PAN) When is it needed? • All applications for **Major** development Why is it needed? • 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	• The report should include the following details: ✓ 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; ✓ 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. • Further guidance can be found in *Development Management Practice Note 10*, at the following link: www.infrastructure-ni.gov.uk/publications/development-management-practice-notes

8. Fee

Requirement	Advice
Applications for the following must be accompanied by a Fee (*exemptions apply): • planning permission • approval of reserved matters • removal or variation of condition • advertisement consent • hazardous substance consent • certificate of lawful use or development A fee is not required for applications for the following: • 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 *Exceptions: • 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: ✓ 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 and to be used wholly or mainly for the carrying out of its objects Why is it needed? • To comply with Article 3(3)(i) of the Planning (General Development Procedure) Order (Northern Ireland) 2015; and the Planning (Fees) Regulations (Northern Ireland) 2024; • To support the Council's administrative costs for dealing with planning applications	• 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 links: www.infrastructure-ni.gov.uk/articles/planning-fees-and-forms

Basic information (by Application Type)

The basic information needed may vary according to the type of application and permission that is sought. The following table indicates Basic information requirements according to type of application. *

Application Type	Required Information
Full Planning Permission	• Application Form • Ownership Certificate • Fee • Site location plan • Plans and drawings • Design and Access Statement* • Pre-Application Community Consultation Report*
Outline Planning Permission	• Application Form • Ownership Certificate • Fee • Site location plan • Plans and drawings • Design and Access Statement* • Pre-Application Community Consultation Report*
Approval of Reserved Matters	• Application Form • Fee • Plans and drawings
Variation or removal of a condition	• Application Form • Ownership Certificate • Fee
Advertisement Consent	• Application Form • Fee • Site location plan • Plans and drawings
Listed Building Consent	• Application Form • Ownership Certificate • Site location plan • Plans and drawings • Design & Access Statement
Conservation Area Consent (Demolition)	• Application Form • Ownership Certificate • Site location plan • Plans and drawings
Certificate of Lawful Development (Existing)	• Application Form • Fee • Site Location Plan • Plans and drawings (if applicable)
Certificate of Lawful Development (Proposed)	• Application Form • Fee • Plans and drawings (if applicable)
Prior Application Notice (PAN)	• Application Form (Belfast City Council website only) • Site Location Plan
Confirmation of details required by a condition (discharge of condition)	• 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	• 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)

Appendix 3

Additional information

Indicative Guide – Information Requirements by Type of Application

The following is an indicative guide as to the information typically required for certain types of planning application.

Additional information may be required on a case-by-case basis according to the nature, scale and location of the proposal.

Hotel

- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement
- Odour Impact Assessment
- Travel Plan
- Waste Management Plan

Houses in Multiple Occupancy (HMO)

- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement
- Parking Survey
- Residential Quality Statement
- Waste Storage Plan

Major development

- Biodiversity Checklist with potential Biodiversity Survey
- Climate Change Statement
- Outline Construction Environmental Management Plan
- Contextual Design Information
- Economic Statement
- Employability and Skills Profile (except for applications for environmental improvements and Multi-Use Game Areas)
- Health Impact Assessment
- Masterplanning Statement
- Open Space Statement
- Phasing Plan
- Planning Agreement (Heads of Terms Form)
- Planning Statement
- Transport Assessment Form (with potential for Transport Assessment)
- Travel Plan
- Waste Storage Plan or Waste Management Plan

Purpose Built Managed Student Accommodation

- Adaptable and Accessible Accommodation Statement (including a Wheelchair Accessibility Statement)
- Biodiversity Checklist with potential Biodiversity Survey
- Climate Change Statement
- Daylight, Sunlight and Overshadowing Assessment
- Employability and Skills Profile
- PBMSA Statement
- Residential Quality Statement
- Transport Assessment Form (with potential for Transport Assessment)
- Travel Plan
- Waste Management Plan

Residential Development – 1 to 4 Residential Units

- Adaptable and Accessible Accommodation Statement
- Affordable Housing Proposal Form (only required where the site area is greater than 0.1 hectares)
- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement
- Residential Quality Statement
- Waste Storage Plan

Residential Development – 5 to 9 Residential Units (or greater than 0.1ha)

- Adaptable and Accessible Accommodation Statement
- Affordable Housing Proposal Form
- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement
- Housing Mix Statement
- Planning Agreement (Heads of Terms Form)
- Residential Quality Statement
- Waste Storage Area

Residential Development – 10 to 49 Residential Units

- Adaptable and Accessible Accommodation Statement (including a Wheelchair Accessibility Statement)
- Affordable Housing Proposal Form
- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement
- Drainage Assessment
- Housing Mix Statement
- Planning Agreement (Heads of Terms Form)
- Residential Quality Statement
- Transport Assessment Form
- Travel Plan
- Waste Storage Plan

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

- Adaptable and Accessible Accommodation Statement (including a Wheelchair Accessibility Statement)
- Affordable Housing Proposal Form
- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement
- Drainage Assessment
- Economic Statement
- Employability and Skills Plan
- Health Impact Assessment
- Housing Mix Statement
- Masterplanning Statement
- Planning Agreement (Heads of Terms Form)
- Planning Statement
- Residential Quality Statement
- Transport Assessment Form (with potential for Transport Assessment)
- Travel Plan
- Waste Storage Plan

Short-term Let Accommodation For example, short-term holiday lets, self-catering apartments, apart-hotels and serviced apartments.

- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement
- Short-term Let Accommodation Statement

Specialist residential accommodation For example, sheltered housing, extra care housing, nursing homes and residential care homes.

- Biodiversity Checklist with potential Biodiversity Survey
- Climate Change Statement
- Specialist Housing Statement
- Transport Assessment Form (with potential for Transport Assessment)
- Travel Plan
- Waste Management Plan

Telecommunications Infrastructure For example, masts, antennae and base stations.

- Biodiversity Checklist (with potential for Biodiversity Survey)
- ~~Climate Change Statement~~
- Tele-communications Supporting Statement

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

- Biodiversity Checklist (with potential for Biodiversity Survey)
- Climate Change Statement
- Offices: Office Impact Assessment
- Open Space Statement
- Retail or other main town centre uses: Retail Impact Assessment
- Retail or other main town centre uses: Sequential Test
- Transport Assessment Form (with potential for Transport Assessment)
- Travel Plan
- Waste Storage Plan

Validation Checklist

1. Adaptable and Accessible Accommodation Statement
2. Affordable Housing Proposal Form
3. Ambient Air Quality Impact Assessment (AQIA)
4. Archaeological Impact Assessment
5. Archaeological Site Evaluation
6. Biodiversity Checklist
7. Biodiversity Survey
8. Climate Change Statement
9. Community Cohesion and Good Relations Statement
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38. Residential Quality Statement
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40. Sequential Test (main town centre uses)
41. Short-term Let Accommodation Statement
42. Specialist Housing Statement
43. Tall Buildings Design Statement
44. Tele-communications Supporting Statement
45. Transport Assessment
46. Transport Assessment Form
47. Travel Plan
48. Tree Report
49. Viability Assessment
50. Waste Management Plan
51. Waste Storage Plan
52. Wind Energy Statement

1. Adaptable and Accessible Accommodation Statement **Planning Policy** Policy HOU7 of the Belfast LDP Plan Strategy SPPS Para. 6.297 **SPG** Residential Design (Including Adaptable and Accessible Accommodation) Supplementary Planning Guidance	**What is it?** Policy HOU7 of the Plan Strategy requires that all new homes should be designed in a flexible way to ensure that housing is adaptable throughout all stages of life, maximising the ability for occupants to remain in their homes and live independent lives for as long as possible. An **Adaptable and Accessible Accommodation Statement** sets out how the planning application addresses the requirements of Policy HOU7. **When is it required?** An **Adaptable and Accessible Accommodation Statement** should be provided with all applications for permanent accommodation including: • new homes including dwellings, apartments, maisonettes and other forms of permanent accommodation; • Purpose Built Managed Student Accommodation; • Houses in Multiple Occupation (HMOs). In addition, for applications for 10 residential units or more, the **Adaptable and Accessible Accommodation Statement** should include a supplementary **"Wheelchair Accessibility Statement"**. **What should be included?** An **Adaptable and Accessible Accommodation Statement** should include: 1. A written statement that sets out how each of the policy criteria a. to f. inclusive in Policy HOU7 are addressed. Where a criterion is not satisfied, the statement should provide justification as to why this is the case. 2. Annotated scale drawings (or clear cross reference to such drawings provided with the application) that demonstrate how each of the satisfied criteria are addressed. For applications for **10 residential units** or more, the **Adaptable and Accessible Accommodation Statement** should include a supplemental **"Wheelchair Accessibility Statement"**, including: 1. a written statement that sets out how each of criteria g. to o. inclusive are addressed for at least 10% of the homes. Where a criterion is not satisfied, the statement should provide justification as to why this is the case. 2. Annotated scale drawings (or clear cross reference to such drawings provided with the application) that demonstrate how each of the satisfied criteria are addressed. **Guidance** Further guidance is contained in the Residential Design (Including Adaptable and Accessible Accommodation) Supplementary Planning Guidance.

2. Affordable Housing Proposal Form **Planning Policy** Policy HOU5 of the Belfast LDP Plan Strategy SPPS Para. 6.143 **SPG** Affordable Housing and Housing Mix Supplementary Planning Guidance	**What is it?** Policy HOU5 of the Plan Strategy requires residential sites of a certain size or number of units to provide a minimum of 20% of the units as affordable housing. Affordable housing includes social rented housing; intermediate housing for sale; and intermediate housing for rent. An **Affordable Housing Proposal Form** provides information on how Policy HOU5 is addressed by the application. **When is it required?** An **Affordable Housing Proposal Form** should be provided with applications for sites greater than 0.1 hectares and/or containing 5 or more residential units. It is required for proposals for general housing including dwelling houses, apartments and maisonettes, mixed-use developments, conversions, sub-divisions and changes of use. For the avoidance of doubt, an **Affordable Housing Proposal Form** is not required for specialist housing including Purpose Built Managed Student Accommodation and residential institutions such as care homes, nursing homes and supported housing schemes. **What should be included?** Applicants should complete and submit the **Affordable Housing Proposal Form** at "Appendix 1" of the Affordable Housing and Housing Mix Supplementary Planning Guidance. A copy of the Affordable Housing Form can be obtained by emailing planning@belfastcity.gov.uk Where Policy HOU5 of the Plan Strategy applies, and less than 20% affordable housing is proposed, a written statement should be provided that sets out why the minimum level of affordable housing is not proposed. For example, this could be based on grounds of either a) sustainability; and/or b) viability. Where the justification is on viability grounds, a **Viability Assessment** should be provided (see section 49). **Guidance** Further guidance is provided by the Council's Affordable Housing and Housing Mix Supplementary Planning Guidance.
3. Ambient Air Quality Impact Assessment (AAQIA) **Planning Policy** Policy ENV1 of the Belfast LDP Plan Strategy SPPS Para. 4.11- 4.12, Annex A **Guidance** Belfast Air Quality Action Plan 2021-2026	**What is it?** Policy ENV1 of the Plan Strategy states that planning permission will be granted for development that will maintain and, where possible, enhance environmental quality, and protect communities from materially harmful development. Development must not result in an unacceptable adverse impact on the environment, including ambient air quality. **Ambient Air Quality Impact Assessment (AQIA)** is a process for determining the significance of the impact of proposed development on ambient air quality or determining the significance of the impact of local ambient air quality on proposed development. These impacts will generally need to be quantified and evaluated in the context of air quality objectives or limits, having regard to existing ambient air quality in the area of the development, and to air ambient quality in the area of the development in the anticipated year of the development opening, or the year that the development is to be completed, if it is to be phased. **When is it required?** An **AQIA** should be provided where the proposal will: • introduce new (public) exposure into an existing area of poor air quality, such as in the case of an application for residential development within an Air Quality Management Area (AQMA) or for residential development near to a significant air pollution source;

	• cause a significant increase in road traffic flows and / or a change in the proximity of receptors to road traffic sources, such as car parks, bus stations and new or realigned roads, junctions or roundabouts, etc. • introduce new or increase existing industrial installations; • introduce new or increase existing non-road transport sources, including airports, railways, and shipping; or • introduce one or more substantial combustion processes, e.g. centralised boilers, generators, CHP plant or biomass, where there is a risk of impact at relevant receptors. **What should be included?** The content of an **AQIA** is detailed within Chapter 6 of Environmental Protection UK and Institute of Air Quality Management, Land-Use Planning & Development Control: Planning for Air Quality (January 2017) publication. An **AQIA** should be undertaken with reference to the Department for Environment, Food and Rural Affairs (DEFRA) local air quality management technical guidance (LAQM.TG(22)) and associated air quality screening and assessment tools. Where necessary, an **AQIA** should also have regard to the requirements of the IAQM Guidance on the Assessment of Dust from Demolition and Construction and the IAQM Guidance on Monitoring in the Vicinity of Demolition and Construction Sites. 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. Where the **AQIA** predicts that new development may give rise to, or experience a significant adverse air quality impact, the assessment should set out the mitigation measures to avoid, reduce and, where appropriate, offset the impact to ensure that relevant receptors are not exposed to air pollution levels in excess of ambient air quality objectives or limits. **Guidance** ~~In determining whether new development requires an AQIA, the Council will refer to best practice guidance, including, for example, the Environmental Protection UK and Institute of Air Quality Management, Land-Use Planning & Development Control: Planning For Air Quality (January 2017) publication. Information regarding the technical approach to, and content of an AQIA, may be obtained from LAQM.TG(22) and associated LAQM guidance.~~ Information about current and historic ambient air pollution levels, Air Quality Management Areas (AQMAs) and the Council's various air quality assessment reports may be obtained from Department of Agriculture, Environment and Rural Affairs (DAERA) NI Air Website. https://www.airqualityni.co.uk/ The Belfast City Council Air Quality Action Plan 2021 to 2026 can be found at: Air Quality Action Plan. An **AQIA** should consider the impact on the marine environment, where appropriate.
4. Archaeological Impact Assessment **Planning Policy** Policy BH5 of the Belfast LDP Plan Strategy	**What is it?** Policy BH5 of the Plan Strategy seeks to conserve and protect and where possible enhance archaeological assets. Where the impact of a development proposal on important archaeological remains is unclear, or the relative importance of such remains is uncertain, the council will normally require developers to provide further information in the form of an archaeological assessment or an archaeological evaluation.

SPPS Pars. 6.8-11	An **Archaeological Impact Assessment** identifies the potential impacts of the proposal upon archaeological assets, and upon potential new archaeological sites and features. It assesses the significance of assets, the magnitude of impact of development, and recommends mitigation. It is largely a desk-based exercise, incorporating the results of a site walkover survey and other specialist surveys as required. **When is it required?** An **Archaeological Impact Assessment** should be provided for proposals within an Area of Archaeological Interest or Potential where it involves the breaking of ground (i.e. an Archaeological Impact Assessment is not required for proposals that only involve the change of use of land or property). **What should be included?** 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. Guidance on what should be included in an Archaeological Impact Assessment is provided by the Department for Communities' "Development and Archaeology: Guidance on Archaeological Works in the Planning Process". **Guidance** Applicants should take into account archaeological considerations and 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. An **Archaeological Impact Assessment** should consider the impact on the marine archaeology, where appropriate.
5. Archaeological Site Evaluation **Planning Policy** Policy BH5 of the Belfast LDP Plan Strategy SPPS Pars. 6.8-11.	**What is it?** Policy BH5 of the Plan Strategy seeks to conserve and protect and where possible enhance archaeological assets. Where the impact of a development proposal on important archaeological remains is unclear, or the relative importance of such remains is uncertain, the council will normally require developers to provide further information in the form of an archaeological assessment or an archaeological evaluation. An **Archaeological Site Evaluation** usually involves a targeted archaeological excavation, of limited scope, carried out by a licensed archaeologist. It is quite distinct from a full archaeological excavation. It aims to clarify the nature and extent of below-ground archaeological remains within a proposed development site. Evaluations may also be carried out to inform an Archaeological Impact Assessment (AIA) for a site, particularly where areas of heightened archaeological potential have been identified. Evaluations can clarify the potential archaeological risks and constraints of a development site early in the planning process, including identifying areas where development may not be acceptable to planning policy. Evaluations may also influence the design and layout of a development to avoid or minimise archaeological impacts. **When is it required?** An **Archaeological Site Evaluation** should be provided with applications where it is essential to clarify if a proposal or aspects of it are acceptable having regard to Policy BH5 and if there is uncertainty as to whether the

	proposal would be acceptable in principle (i.e. such information cannot be provided after a planning decision through planning conditions). **What should be included?** An Archaeological Site Evaluation should be prepared by a qualified archaeologist. Guidance on what should be included in an Archaeological Impact Assessment is provided by the Department for Communities "Development and Archaeology: Guidance on Archaeological Works in the Planning Process". **Guidance** Applicants should take into account archaeological considerations and 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. An **Archaeological Impact Assessment** should consider the impact on the marine archaeology, where appropriate.
6. Biodiversity Checklist **Planning Policy** Policy NH1 of the Belfast LDP Plan Strategy SPPS Par. 6.168-198	**What is it?** Policy NH1 of the Plan Strategy states that in assessing proposals, the Council will seek to ensure the protection of the district's natural heritage and biodiversity. The **Biodiversity Checklist** is a 'step by step' tool which is 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. **When is it required?** The **Biodiversity Checklist** should be provided with all applications where another biodiversity or ecological survey has not already been completed, **except** Householder proposals (e.g. domestic extensions, garages and outbuildings). **What should be included?** Applicants should complete and submit the **Biodiversity Checklist** available on DAERA's website. **Guidance** The Council has a statutory duty under the Wildlife and Natural Environment Act (Northern Ireland) 2011 to have regard to conserving biodiversity as part of policy or decision making and in drawing up development plans. DAERA provides standing advice on the development of land that may affect natural heritage interests.
7. Biodiversity Survey **Planning Policy** Policy NH1 of the Belfast LDP Plan Strategy SPPS Par. 6.168-198	**What is it?** Policy NH1 of the Plan Strategy states that in assessing proposals, the Council will seek to ensure the protection of the district's natural heritage and biodiversity. The council will require developers to undertake appropriate site surveys and assessments for consideration prior to planning applications being determined. 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. **When is it required?** A **Biodiversity Survey** is required where:

	• the need for a survey is identified as part of the completion of the **Biodiversity Checklist** (see section 6 above); or • the proposal would impact or have the potential to impact on natural heritage, including designated sites and priority habitats; or protected and priority species. **Guidance** The Council has a statutory duty under the Wildlife and Natural Environment Act (Northern Ireland) 2011 to have regard to conserving biodiversity as part of policy or decision making and in drawing up development plans. The DAERA provides standing advice on the development of land that may affect natural heritage interests. DAERA also provides standing advice on development that may an effect on the water environment (including groundwater and fisheries). A Biodiversity Survey should consider the impact on the marine environment, where appropriate. Further marine related guidance is also provided on DAERA's website. Further general planning advice and guidance is provided on DAERA's website.
8. Climate Change Statement **Planning Policy** Policies ENV2, ENV3, ENV5 and TRE1 of the Belfast LDP Plan Strategy SPPS Para. 3.13 and 6.137 **SPG** Sustainable Drainage Systems (SuDS) Supplementary Planning Guidance Trees and Development Supplementary Planning Guidance	**What is it?** Policies ENV2, ENV3 and ENV5 of the Plan Strategy require proposals to mitigate and adapt to climate change, and include, where appropriate, Sustainable Urban Drainage Systems (SuDS). Policy TRE1 seeks to ensure a net gain in tree numbers as a result of built development, in the interests of natural heritage, amenity, environmental quality and resilience. All proposals for new built development should seek to provide for additional tree planting appropriate to the nature, scale and location of the development. A **Climate Change Statement** sets out how the requirements of Policies ENV2, ENV3, ENV5 and TRE1 are addressed. **When is it required?** A **Climate Change Statement** should be submitted with all applications for new development (including new build, extensions, conversion of buildings and changes of use), **except** Householder proposals (e.g. domestic extensions, garages and outbuildings) **What should be included?** A **Climate Change Statement** should address Policies ENV2, ENV3, ENV5 and TRE1 of the Plan Strategy and be proportionate to the proposal and its context. Annotated scale drawings should be provided (or clear cross reference to such drawings provided with the application) that demonstrate how each of the requirements are met. Major applications For applications for Major development, the **Climate Change Statement** should include the following. Where a requirement or criterion is not met, the statement must provide justification as to why this is the case. *Policy ENV2:* 1. How the proposal incorporates measures to mitigate environmental change and reduce Green House Gases (GHG) by promoting sustainable patterns of development;

	2. How the proposal maximises opportunities to incorporate sustainable design features where feasible (such as grey water recycling, green roofs, maximising use of recycled materials, orientating buildings to optimise solar gain, energy efficiency); and 3. How the proposal, where appropriate, 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 set out in the EU energy performance and buildings directive, where all new buildings are required to be 'nearly zero carbon' by 2020. *Policy ENV3:* 4. A written statement that sets out how each of the policy criteria a. to i. inclusive in Policy ENV3 are addressed. Where a criterion is not satisfied, the statement should provide justification as to why this is the case. *Policy ENV5:* 5. How the proposal addresses the need to include SuDS measures to manage surface water effectively on site, to reduce surface water runoff and to ensure flooding is not increased elsewhere. The following potential measures should be addressed: • Green roofs (intensive and/or extensive systems); • Swales; • Filter strips and filter drains; • Permeable or porous paving; • Detention basins; • Open areas, ponds and wetlands; and • Trees and landscaping. *Policy TRE1:* 6. Proposals for a net gain in tree numbers (proposals for built development only). **Guidance** Further guidance is provided by the Sustainable Urban Drainage Systems and Trees and Development Supplementary Planning Guidance. A **Climate Change Statement** should consider the impact on the marine environment, where appropriate.
9. Community Cohesion and Good Relations Statement **Planning Policy** Policy CGR1 of the Belfast LDP Plan Strategy SPPS Para. 4.17	**What is it?** Policy CGR1 of the Plan Strategy relate to the consideration of community cohesion and good relations in respect of proposals at interface locations, in close proximity to peace infrastructure and are judged to impact on contested space. A **Community Cohesion and Good Relations Statement** sets out how the requirements of Policy CGR1 are addressed. **When is it required?** A **Community Cohesion and Good Relations Statement** should be provided with all applications for development at interface locations, in close proximity to peace infrastructure, or which would impact upon contested space. However, this does not include minor planning applications such as householder proposals.

	What must be included? A **Community Cohesion and Good Relations Statement** should set out how each of the policy criteria a. to e. inclusive in Policy CRG1 are addressed. Where a criterion is not satisfied, the statement should provide justification as to why this is the case.
10. (Outline) Construction Environmental Management Plan (CEMP) **Planning Policy** Policies ENV1 and NH1 of the Belfast LDP Plan Strategy SPPS Para. 4.11-4.12, Annex A	**What is it?** Policy ENV1 of the Plan Strategy states that planning permission will be granted for development that will maintain and, where possible, enhance environmental quality, and protect communities from materially harmful development. Development must not result in an unacceptable adverse impact on the environment, including consideration of ground contamination, ambient air quality, water quality, noise, vibration and light pollution. Policy NH1 of the Plan Strategy seeks to ensure the protection of the district's natural heritage and biodiversity. An **Outline Construction Environmental Management Plan** provides a framework from which a final Construction Environmental Management Plan (CEMP) will be developed to avoid, minimise or mitigate any construction effects on the environment and local communities. **When is it required?** An **Outline Construction Environmental Management Plan** should be provided with applications for: • Major development; • EIA development (see section 19); or • ~~Major development in sensitive coastal and harbour areas; and within or in close proximity to, or hydrologically linked to, protected designated sites such as Special Protection Areas (SPA), RAMSAR sites and Areas of Special Scientific Interest (ASSI); or~~ • Other forms of development that could significantly impact on the amenity of neighbouring residents, members of the public or sensitive developments. **<u>What should be included?</u>** An **Outline Construction Environmental Management Plan** should include: • 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; • 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. **Guidance** DAERA also provides standing advice on development that may an effect on the water environment (including groundwater and fisheries). A biosecurity plan may be required for construction impacting on the marine environment. Further general guidance is available on DAERA's website. The following guidance may also be useful in preparing an Outline Construction Environmental Management Plan: IAQM Guidance on the assessment of dust from demolition and construction. IAQM Guidance on Monitoring in the Vicinity of Demolition and Construction Sites LAQM.TG(22)BCC Advice note for construction and demolition sites. https://www.belfastcity.gov.uk/Documents/Advice-note-for-construction-and-demolition-sites BS 5228:2009+A1:2014 Code of practice for noise and vibration control on construction and open sites – Part 1 Noise and Part 2 Vibration. Institution of Lighting Professionals Guidance Note 1 for the reduction of obtrusive light 2021.
11. Contaminated Land Assessment **Planning Policy** Policy ENV1 of the Belfast LDP Plan Strategy	**What is it?** Policy ENV1 of the Plan Strategy states that planning permission will be granted for development that will maintain and, where possible, enhance environmental quality, and protect communities from materially harmful development. Development must not result in an unacceptable adverse impact on the environment, including from ground contamination. Land contamination can harm: • human health; • drinking water supplies, groundwater and surface water; • soils; • ecosystems including wildlife, animals and wetlands; • property. In accordance with the Land Contamination Risk Management (LCRM) guidance published by the UK Environment Agency, the **Contaminated Land Assessment** process is used to: • identify and assess if there is an unacceptable risk; • assess what remediation options are suitable to manage the risk; • plan and carry out remediation; • verify that remediation has worked. **When is it required?** A **Contaminated Land Assessment** should be submitted with applications for proposals on, or close to, land which has a current or previous use that has the potential for harmful contamination.

What should be included?
A **Contaminated Land Assessment** should be produced by a competent person in accordance with the staged risk based approach presented in the LCRM guidance. There are 3 stages and each stage is broken down into tiers or steps.

Stage 1: Risk assessment
The LCRM presents a tiered approach to risk assessment. The 3 tiers are:

1. Preliminary risk assessment.
2. Generic quantitative risk assessment.
3. Detailed quantitative risk assessment.

Stage 2: Options appraisal
There are 3 steps to follow.

1. Identify feasible remediation options.
2. Do a detailed evaluation of options.
3. Select the final remediation option.

Stage 3: Remediation and verification
There are 4 steps to follow.

1. Develop a remediation strategy.
2. Remediate.
3. Produce a verification report.
4. Do long term monitoring and maintenance, if required.

Where a **Contaminated Land Assessment** is required, a preliminary risk assessment should be provided. The stages outlined above should then be followed; the risk assessment process may be exited at various stages if the assessment confirms that there are no unacceptable risks and that no further action is needed. All of the relevant reports (identified as being required through the process), up to and including the remediation strategy, should be submitted.

Guidance
A few examples of potentially contaminated land include:

- previously developed land (brownfield sites);
- former industrial land (for example engineering or chemical works, textile works and foundries);
- petrol filling stations and garages (and other land uses associated with fuel storage);
- waste facilities; and
- areas that have been subject to in-filling and/or reclamation.

Further information may be obtained by referring to DoE Industry Profiles.

It should be noted that references to the Part 2A contaminated land regime within the LCRM do not apply in Northern Ireland.

All Contaminated Land Assessments should be undertaken in accordance with relevant British Standards and industry best practice (as outlined within the LCRM guidance).

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 OSNI Spatial NI - Map Viewer. Other important sources of information in regard to land contamination assessments include historical maps (such as those provided within the PRONI Historical Maps viewer) and geological and hydrogeological information (such as that provided within the GSNI GeoIndex map viewer). It may also be useful to seek environmental information on specific sites from relevant authorities, including the Environmental Health Service in the Council.

A **Contaminated Land Assessment** should consider the impact on the marine environment, where appropriate.

	DAERA also provides standing advice on development that may an effect on the water environment (including groundwater and fisheries).
12. Contextual Design Information **Planning Policy** Policies DES1, BH1, BH2 and BH3 of the Belfast LDP Plan Strategy SPPS Para. 4.23- 4.40 **SPG** Placemaking and Urban Design Supplementary Planning Guidance Residential Design Supplementary Planning Guidance Residential Extensions and Alterations Supplementary Planning Guidance	**What is it?** Policy DES1 of the Plan Strategy relates to the principles of urban design and states that planning permission will be granted for new development that accords with design criteria relating to high quality, sustainable design that makes a positive contribution to placemaking. Policy BH1 relates to proposals affecting a Listed Building. Policy BH2 relates to new development within or affect the setting of a Conservation Area. Policy BH3 relates to new development within an Area of Townscape Character. **Contextual Design Information** is visual material, such as drawings or CGIs, which accurately reflects the proposal in its immediate and local context, usually the existing street scene into which the development is to be placed. It is used to help assess the impact and suitability of the design of the proposal within its surrounding context. **When is it required?** **Contextual Design Information** will be required for the following (other than where they only involve a material change of use): • applications for Major development; • proposals that impact on built heritage including Listed Buildings, Scheduled Monuments, historic monuments/gardens, Conservation Areas and Areas of Townscape Character; or • proposals that may significantly impact on the street-scene or townscape. **What should it include?** The type of **Contextual Design Information** that is required will depend on the nature of the proposal, its location, scale and the potential impacts. Examples of **Contextual Design Information** include: • 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 such as use of VU.CITY: Belfast (an accurate 3D model of most of Belfast).
13. Daylight, Sunlight and Overshadowing Assessment **Planning Policy** Policies DES1 and RD1 of the Belfast LDP Plan Strategy SPPS Para. 4.23- 4.40 **SPG**	**What is it?** Policy DES1 of the Plan Strategy requires that proposals ensure no undue effect on the amenity of neighbouring properties or public spaces by minimising the impact of overshadowing and loss of daylight. Policy RD1 requires that proposals do not unduly affect the amenity of neighbouring residents, including loss of light and overshadowing. A **Daylight, Sunlight and Overshadowing Assessment** assesses the impact of the proposal on existing surrounding properties and open spaces in terms of daylight and sunlight. It may also assess the performance of the development for future occupants.

Residential Design Supplementary Planning Guidance Placemaking and Urban Design Supplementary Planning Guidance	**When is it required?** A **Daylight, Sunlight and Overshadowing Assessment** should be provided with all applications involving: • buildings exceeding four storeys in height where adjoining other developed land or public open spaces; or • where proposed buildings or extensions could lead to harmful overshadowing of adjacent or other proposed buildings or spaces within or outside the site; or • where the proposed development would itself be subject to significant shading from adjoining buildings or trees, or the proposed development itself. **What should it include?** A **Daylight, Sunlight and Overshadowing Assessment** should include: 1. an aerial plan that shows shadowing impacts on adjacent buildings and public open spaces within and outside the site in respect of <u>both</u> the existing situation and proposed situation following implementation of the proposal. The assessment should be provided at the Spring Equinox (20th or 21st March) and during the following times of day: • 8am; 10am; 12pm; 2pm; 4pm; and 6pm. For applications for Major development, the assessment should include an assessment consistent with the latest relevant Building Research Establishment (BRE) guidance. 2. an assessment of daylight and sunlight levels within the proposed development itself. For applications for Major development, the assessment should include an assessment consistent with the latest relevant Building Research Establishment (BRE) guidance.
14. Demolition Justification Statement **Planning Policy** Policies BH2, BH3 and ENV2 of the Belfast LDP Plan Strategy SPPS Para. 6.13, 6.15, 6.18s, 6.19 and 6.22	**What is it?** In the interests of mitigating climate change, Policy ENV2 of the Plan Strategy seeks to avoid demolition, where feasible, with consideration given to how existing buildings or main structures can be re-used. Policies BH2 and BH3 of the Plan Strategy state that there will be a presumption in favour of retaining non-listed buildings in Conservation Areas and Areas of Townscape Character respectively. A **Demolition Justification Statement** demonstrates why a building or structure that is normally protected by planning policy is not proposed to be retained and re-used. **When is it required?** A **Demolition Justification Statement** should be provided: • where the proposal involves demolition and replacement of a building or main structure, having regard to Policy ENV2 of the Plan Strategy. This information will also be sought where demolition has already taken place; or • for demolition of a building that makes a material contribution to a Conservation Area, having regard to Policy BH2 of the Plan Strategy; or • for demolition of a building that makes a material contribution to the distinctive character of an Area of Townscape Character, having regard to Policy BH3 of the Plan Strategy.

	What should it include? The level of detail included in the **Demolition Justification Statement** should be proportionate to the nature and function of the building and the issues involved. The **Demolition Justification Statement** should explain why it is not feasible to retain and re-use the existing building/s or main structure/s that are proposed to be demolished and replaced. Factors may include the suitability of the building for the proposed use; its structural condition and/or financial viability and need to be evidenced. In these regards, the application may also require a **Marketing Statement** (see section 27) and/or **Viability Assessment** (see section 49). The **Demolition Justification Statement** should also include measures to minimise any waste through the re-use of as much building and sites materials as possible. If acceptable, those measures may be a secured as a planning condition were planning permission to be granted.
15. Drainage Assessment **Planning Policy** Policies ENV4 and ENV5 of the Belfast LDP Plan Strategy SPPS Para. 6.104 and 6.113 **SPG** Planning and Flood Risk Supplementary Planning Guidance	**What is it?** Policy ENV4 of the Plan Strategy states that in all circumstances the Council will adopt a precautionary approach in assessing proposals in areas that may be liable to flood risk presently or in the future. Policy ENV5 of the Plan Strategy states that all built development should include, where appropriate, SuDS measures to manage surface water effectively on site, to reduce surface runoff and to ensure flooding is not increased elsewhere. A **Drainage Assessment** is a statement of the drainage issues relevant to a development proposal 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 may also be called a Drainage Impact Assessment). **When is it required?** In accordance with the Planning and Flood Risk Supplementary Planning Guidance, a **Drainage Assessment** should be provided for all development proposals that meet or exceed any of the following thresholds. • new residential development comprising of 10 or more residential units; or • a development site in excess of 1 hectare; or • change of use involving new buildings and/or hardstanding surface exceeding 1,000 sqm in area. A **Drainage Assessment** should also be provided for any development proposal, except for minor development, where: • 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. **What should be included?** Guidance on the information that should be contained in a **Drainage Assessment** is provided in Annex E of the Planning and Flood Risk Supplementary Planning Guidance. **Guidance** The applicant may also need to obtain other approvals or consents from the Department for Infrastructure Rivers regarding safe disposal of storm water/surface water run-off. The time taken to secure these approvals or consent could result in delays to the Department for Infrastructure River's consideration of the applicant's **Drainage Assessment**.

16. Economic Statement **Planning Policy** Policies EC1, EC2, EC3, EC5, EC6 and EC7 of the Belfast LDP Plan Strategy SPPS Para. 6.79-98 **Guidance** Chapter 9 of the Developer Contributions Framework	**What is it?** Policies EC1, EC2, EC3, EC5, EC6 and EC7 relate to proposals that have economic development impacts. Economic impacts of a proposal, such as investment, job creation and contribution to rates, are a material planning consideration relevant to the assessment of applications. **An Economic Statement** sets out the economic impacts of new development on the area, whether specific to the neighbourhood in which the proposal would be located, city-wide, regional or international. **When is it required?** An **Economic Statement** should be submitted with all applications for Major development. **What should be included?** An Economic Statement should include: • the level of economic investment; • GDV impact on the local and, where relevant, regional economy; • 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; • impact on rates; • any commitments to employability and skills and inclusive growth (also see section 17, **Employability and Skills Profile**); • 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. **Guidance** Further guidance is provided in Chapter 9 of the Council's Developer Contributions Framework.
17. Employability and Skills Profile **Planning Policy** Policies EC1, EC2, EC3, EC5, EC6 and EC7 of the Belfast LDP Plan Strategy SPPS Para. 6.79-98 **Guidance** Chapter 9 of the Developer Contributions Framework	**What is it?** Inclusive growth is a core aim of the Plan Strategy and *Belfast Agenda* (Belfast's Community Plan). Policies SP4, EC1, EC2, EC3, EC5, EC6 and EC7 relate to proposals that have economic development impacts. Policy EC4 seeks to protect zoned employment land. Chapter 9 of the Developer Contributions Framework sets out the circumstances in which developers will be required to make contributions to employability and skills. An **Employability and Skills Profile** provides a breakdown of proposed uses and an estimate of potential jobs to be created/displaced as a result of the development. This information enables the Council to undertake a "skills assessment", which informs whether there would be a skills shortage in implementing the proposal, and consequently if an Employability and Skills Plan (form of Developer Contribution) is required to address this shortfall. **When is it required?** An **Employability and Skills Profile** should be provided with all applications for: • Major development (except for applications for environmental improvements and Multi-Use Game Areas); • proposals resulting in the loss of economic development uses. **Guidance** An **Employability and Skills Profile** should include:

	Construction • details of the "construction phase" including: estimated construction costs; period for construction including estimate start date and completion date; and any relevant phasing information (including demolition); • the number and type of Full Time Employment (FTE) jobs that will be created during the construction stage of the development including job occupations; • The approximate number and type of jobs that will be created during the occupation stage of the development based on purpose/use of development, including displacement calculations; and • For public sector construction, confirmation that Social Value applies. A Construction Employability and Skills Plan is not necessary in such cases. Operation • Details of the "operational phase" including: breakdown of floor space by use/number of bedrooms as applicable; • the number and type of Full Time Employment (FTE) jobs that will be created during the operational/occupation stage of the development based on purpose/use of development including displacement calculations; • for mixed use developments the expected breakdown of uses as related to the employment sectors, the approximate number and type of jobs that will be created during the occupation stage of the development based on purpose/use of development; and • the developer should base the provided figures on recognised employment densities and provide information on any assumption they have adopted. **Guidance** The submitted information should be sufficient for the Council to carry out a "skills assessment" to establish whether employability and skills interventions are required. Where interventions are required, the applicant will be required to provide an Employability and Skills Plan. This will normally be secured through a Section 76 Planning Agreement (see section 36 **Planning Agreements (Heads of Terms Form**). Further guidance is provided by the Council's Developer Contributions Framework.
18. Event Management Plan **Planning Policy** Policies TRAN 3 and TRAN 6 of the Belfast LDP Plan Strategy SPPS Para. 4.11, 6.90 and 6.208. 6.213, Annex A	**What is it?** Policy TRAN 3 of the Plan Strategy requires a transport assessment to evaluate the transport implications of a development proposal, which is likely to have significant travel generating uses. Policy TRAN 6 of the Plan Strategy relates to proposals involving direct access, or the intensification of the use of an existing access, onto a public road. An **Event Management Plan** sets out how the proposal seeks to minimise the transportation impacts of events that would be held as a result of the proposal. **When is it required?** An **Event Management Plan** should be provided with applications for proposals for commercial, recreational, cultural and community proposals which involve the hosting of events that generate significant large numbers of attendees and could result in significant travel disruption.

	What should be included? An **Event Management Plan** 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. 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. Evidence should be provided of the engagement and input of those bodies into the **Event Management Plan**. The **Events Management Plan** should consider measures to encourage sustainable travel, such as public transport, the use of coaches and off-site park and ride and shuttle bus facilities.
19. Environmental Statement (EIA) **Legislation** The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2017	**What is it?** The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2017 ("the Regulations") specifies the circumstances in which a proposal is "EIA" development and requires an Environmental Statement to be submitted alongside the planning application. An **Environmental Statement** sets out the likely significant effects of the proposal – whether positive or negative – and can relate to environmental, social or economic impacts. **When is it required?** An **Environmental Statement** should be submitted where: • the development proposal falls under Schedule 1 of the Regulations; or • the development proposal falls under Schedule 2 of the Regulations and the Council has given a screening opinion that the proposal is "EIA" development and that an **Environmental Statement** is required; or • the applicant intends to submit an **Environmental Statement** alongside the planning application. **What should be included?** Applicants should seek a "Scoping Opinion" from the Council as to the recommended content of the **Environmental Statement** before it is prepared. **Guidance** If the development proposal falls under Schedule 2 of the Regulations, the applicant is strongly advised to submit a formal request to the City Council for a "screening opinion" as to whether the proposal is EIA prior to submitting the application. Where an **Environmental Statement** is deemed to be required, the applicant is advised to seek a scoping opinion from the Council on its content.

20. Flood Risk Assessment **Planning Policy** Policy ENV4 of the Belfast LDP Plan Strategy SPPS Para. 6.99-132 **SPG** Planning and Flood Risk Supplementary Planning Guidance	**What is it?** Policy ENV4 of the Plan Strategy requires that planning applications in flood risk areas are accompanied by an assessment of the flood risk in the form of a Flood Risk Assessment. 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. **When is it required?** A **Flood Risk Assessment** should be provided with applications where the following circumstances apply: • when the proposed development is within fluvial / coastal flood plain / reservoir flood inundation area; or • where a more accurate definition of the flood plain and its extents is needed. **What should be included?** Guidance on the information that should be contained in a **Flood Risk Assessment** is provided in Annex E of the Planning and Flood Risk Supplementary Planning Guidance. **Guidance** The applicant will need to have satisfied the "Exceptions" test set out in the Planning and Flood Risk Supplementary Planning Guidance and that this has been confirmed in writing by the Council's Planning Service. Compliance with the Exceptions test can be discussed with the Planning Service as part of a Pre-Application Discussion (PAD). Flood Maps can be viewed on the Department for Infrastructure website. With regard to potential flood risk from a reservoir, applicants are referred to Technical Guidance Note 25: The Practical Application of Strategic Planning Policy for 'Development in Proximity to Reservoirs. The applicant may contact the Department for Infrastructure Reservoirs Authority in respect of determining the status of a reservoir potentially affecting a development site.
21. Health Impact Assessment (HIA) **Planning Policy** Policy HC1 of the Belfast LDP Plan Strategy SPPS Para. 3.2, 4.3-4.10	**What is it?** Policy HC1 of the Plan Strategy seeks to ensure that all new developments maximise opportunities to promote healthy and active lifestyles. A **Health Impact Assessment** (HIA) helps to ensure that health and wellbeing are properly considered in development proposals. In looking at how a proposal might affect people's health, an HIA can identify ways to amend the proposal to reduce possible harmful effects and increase possible beneficial effects. HIAs can be done at any stage in the development process but are best done at the earliest stage possible in project design to allow scope for mitigations and other improvements. **When is it required?** A **Health Impact Assessment** should be provided with applications for Major residential, commercial and industrial development. A **Health Impact Assessment** may also be required for other forms of development with potential to have a significant adverse effect on public health and wellbeing. **What should be included?** The **Health Impact Assessment** should follow the methodology provided in the Council's Promoting Healthy Communities Technical Advice Note 1and associated Appendix 1: Health Impact Assessment Screening Guide.

22. Heritage Impact Assessment **Planning Policy** Policies BH1 and BH2 of the Belfast LDP Plan Strategy SPPS Para. 6.12, 6.13, 6.18 and 6.19	**What is it?** Policy BH1 relates to development affecting the setting of a Listed Building. Planning 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. Policy BH2 relates to proposals for development within or affecting the setting of a Conservation Area. Planning legislation requires that special regard must be hard to the desirability of preserving the character or appearance of a Conservation Area where opportunity does not arise to enhance it; and to enhance the character or appearance of the Conservation Area where an opportunity to do so does arise. A **Heritage Impact Assessment** assesses the impact of new development on built heritage, including the setting of a Listed Building or Scheduled Monument; or the character or appearance of a Conservation Area and its setting. **When is it required?** A **Heritage Impact Assessment** is required with planning applications for proposals that would: • likely significantly impact on the character and appearance of a Conservation Area or its setting; or • likely significantly impact on the setting of a Listed Building or Scheduled Monument. **What should be included?** A **Heritage Impact Assessment** should identify the impacted heritage assets; define and analyse its setting; and assess the change. **Guidance** A **Heritage Impact Assessment** can form part of a Design and Access Statement. Historic environment advice and guidance in the planning process is provided on the Department for Communities' website. A **Heritage Impact Assessment** should consider the impact on the marine environment, where appropriate.
23. Housing Mix Statement **Planning Policy** Policy HOU6 of the Belfast LDP Plan Strategy SPPS Para. 4.14. 4.16. 6.137 **SPG** Affordable Housing and Housing Mix SPG	**What is it?** Policy HOU6 of the Plan Strategy requires housing proposals of a certain scale to provide a suitable mix of house types and sizes. The aim is to promote choice and assist in meeting community needs. There should be particular emphasis on provision for smaller homes across all tenures to meet future household requirements. A **Housing Mix Statement** provides details of the proposed mix of house types and sizes. **When is it required?** A **Housing Mix Statement** should be provided with applications for new residential development on sites greater than 0.1 ha and/or containing 5 or more residential units. It is required for proposals for general housing including dwelling houses, apartments and maisonettes, mixed-use developments, conversions, sub-divisions and changes of use. For the avoidance of doubt, a **Housing Mix Statement** is not required for specialist housing including Purpose Built Managed Student Accommodation and residential institutions such as care homes, nursing homes and supported housing schemes. **What should be included?** The **Housing Mix Statement** should include the following:

1. A “housing mix schedule”, providing information on the number, type and size of each residential unit.

House type	Size (sqm)	Number of units
E.g. three-bedroom four person detached dwelling		
Etc.		

2. A written statement that demonstrates how the proposed housing mix has been informed by the following:

    a. analysis of prevailing housing need in the area;
    b. the location and size of the site;
    c. specific characteristics of the development; and
    d. the creation of balanced and sustainable communities.

Where a criterion is not satisfied, the statement should provide justification as to why this is the case.

Guidance
Further guidance is provided by the Council’s Affordable Housing and Housing Mix Supplementary Planning Guidance.

24. Landscape/Townscape and Visual Impact Assessment (LVIA)

Planning Policy ss
Policies LC1, LC1A, LC1B, LC1C, LDCD, LC2, LC3 and LC4 of the Belfast LDP Plan Strategy

SPPS Para. 4.39 and 6.76

SPG
Placemaking and Urban Design Supplementary Planning Guidance

Tall Buildings Supplementary Planning Guidance

What is it?
Policy LC1 of the Plan Strategy states that new development should seek to protect and, where appropriate, restore or improve the quality and amenity of the landscape. The Council will adopt the precautionary approach in assessing development proposals in any designated landscape, giving careful consideration to a range of criteria.

Policies LC1A (Areas of Outstanding Natural Beauty), LC1B, (Areas of High Scenic Value), LC1C (Local Landscape Policy Areas) and LC1D (Landscape wedges), LC2 (Lagan valley regional park) and LC3 (Belfast Hills), LC4 (coastal areas) set out further specific landscape policy requirements.

A **Landscape/Townscape and Visual Impact Assessment (LVIA)** is the process of evaluating the effects of a proposal on views and on the landscape itself (“townscape” is defined as the landscape within the built-up area).

When is it required?
A Landscape and Visual Impact Assessment should be provided for all “EIA development” where the proposal would likely have significant environmental effects on the landscape/townscape (also see section 19, **Environmental Statement**).

What should be included?
A **Landscape/Townscape and Visual Impact Assessment** should follow the methodology set out in the Guidelines on Landscape and Visual Impact Assessment published by the Landscape Institute and Institute of Environmental Management and Assessment.

An LVIA should consider the impact on the marine environment, where appropriate.

25. Landscape/Townscape and Visual Appraisal (LVA)

What is it?
Policy LC1 of the Plan Strategy states that new development should seek to protect and, where appropriate, restore or improve the quality and amenity of the landscape. The Council will adopt the precautionary approach in assessing development proposals in any designated landscape, giving careful consideration to a range of criteria.

Planning Policy Policies LC1, LC1A, LC1B, LC1C, LDCD, LC2, LC3 and LC4 of the Belfast LDP Plan Strategy SPPS Para. 4.39 and 6.76 **SPG** Placemaking and Urban Design Supplementary Planning Guidance	Policies LC1A (Areas of Outstanding Natural Beauty), LC1B, (Areas of High Scenic Value), LC1C (Local Landscape Policy Areas) and LC1D (Landscape wedges), LC2 (Lagan valley regional park) and LC3 (Belfast Hills), LC4 (coastal areas) set out further specific landscape policy requirements. A **Landscape/Townscape and Visual Appraisal (LVA)** is the process of evaluating the effects of a proposal on views and on the landscape itself ("townscape" is defined as the landscape within the built-up area). **When is it required?** **A Landscape and Visual Appraisal** should be provided with applications for the following where the proposal is not EIA Development: • 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; or • proposals in the urban area which are likely to have a significant visual impact on the townscape; or • proposals for wind turbines where their overall height would exceed 15 metres and where Environmental Impact Assessment is required. **What should be included?** A **Landscape/Townscape and Visual Appraisal** should follow the methodology set out in the Guidelines on Landscape and Visual Impact Assessment published by the Landscape Institute and Institute of Environmental Management and Assessment. A LVA typically follows the format of an LVIA but, by definition, does not consider significance, with no requirement to give a judgement on the significance of effects. Further guidance is contained in the Placemaking and Urban Design Supplementary Planning Guidance. An LVA should consider the impact on the marine environment, where appropriate.
26. Lighting Impact Assessment **Planning Policy** Policies ENV1, OS5 and OS7 of the Belfast LDP Plan Strategy SPPS Para. 4.11 and 6.213	**What is it?** Policy ENV1 of the Plan Strategy states that planning permission will be granted for development that will maintain and, where possible, enhance environmental quality, and protects communities from materially harmful development. Development must not result in an unacceptable adverse impact on the environment, including light pollution. Policy OS5 of the Plan Strategy relates to proposals for intensive sports facilities. There should be no unacceptable impact on amenities of people living nearby including light pollution likely to be generated. Policy OS7 of the Plan Strategy relates to proposals for floodlighting. The council will only support the development of floodlighting associated with sports and outdoor recreational facilities where all the criteria in the policy are met. A **Lighting Impact Assessment** explains how proposals that include largescale external lighting, such as floodlighting, will impact on the visual amenity of the area, and living conditions of local people. **When is it required?** A **Lighting Impact Assessment** should be provided with applications for: • proposals involving largescale artificial lighting (such as floodlighting of sports pitches);

	• proposals for sensitive receptors close to a largescale existing artificial light source; or • proposals that have the potential to impact on sensitive receptors such as the aquatic environment. **What should be included?** A Lighting Impact Assessment should include: 1. technical specification of the external lighting, including a layout plan with beam orientation and a schedule of the equipment in the design; 2. details of any directional hoods or other forms of mitigation; 3. proposed hours of illumination; 4. a light overspill diagram with a vertical lux contour plot and calculated vertical lux levels at appropriate façade heights at sensitive premises, taking account of topography; 5. identification of the appropriate environmental zone as outlined in the relevant Institute of Lighting Professionals guidance document: 'Guidance Note GN01/21 The Reduction of Obtrusive Light'; 6. details of cumulative impact from proposed lighting and any existing artificial lighting, if they will be in operation simultaneously, and 7. demonstration that the vertical lux levels for the appropriate environmental zone and time of day will not be exceeded at nearby receptors. **Guidance** Detailed guidance on lighting impact can be found on the Institute of Lighting Professionals (ILP) website. This includes the ILP Guidance on Undertaking Environmental Lighting Impact Assessments and Guidance Note for the reduction of obtrusive light. Guidance is also provided by Sport England – Outdoor Sports Lighting Briefing Note. A **Lighting Impact Assessment** should consider the impact on the marine environment, where appropriate.
27. Marketing Statement **Planning Policy** Policies BH2, EC4 and TLC2 of the Belfast LDP Plan Strategy **SPG** Loss of Zoned Employment Land Supplementary Planning Guidance	**What is it?** Policies BH2 and BH3 of the Plan Strategy seek to safeguard buildings that makes a material contribution to the character and appearance of a Conservation Area or Area of Townscape Character from demolition. Policy EC4 of the Plan Strategy states that only in exceptional circumstances will the loss of zoned employment land be considered acceptable. Policy TLC2 of the Plan Strategy states that only in exceptional circumstances will the loss of existing tourism and leisure and cultural facilities and assets be considered acceptable. A **Marketing Statement** informs whether the existing use of a building or land is viable or likely to be viable in the context of market testing. The Council expects land premises to be actively marketed for at least 18 months before the application is made. **When is it required?** A **Marketing Statement** should be provided where the applicant seeks to demonstrate through market testing 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. For example, a **Marketing Statement** may be used to support applications which involve: • demolition of a building which makes a material contribution to the character and appearance of a Conservation Area or Area of Townscape Character, having regard to Policies BH2 and BH3 of the Plan Strategy; or • loss of zoned employment land, having regard to Policy EC4 of the Plan Strategy; or • loss of existing tourism, leisure and cultural provision and assets, having regard to Policy TLC2 of the Plan Strategy **What should be included?** The **Marketing Statement** should include the information specified at paragraphs 3.3.7 and 3.3.8 of the Loss of Zoned Employment Land Supplementary Planning Guidance. :
28. Masterplanning Statement **Planning Policy** Policy DES2 of the Belfast LDP Plan Strategy SPPS Para. 3.3, 4.2, 4.11, 4.12, 4.23-4.36 **SPG** Masterplanning Approach for Major Development Supplementary Planning Guidance	**What is it?** Policy DES2 of the Plan Strategy requires a masterplanning approach for Major development. A **Masterplanning Statement** sets out how proposals for Major development accord with the masterplanning principles set out in Policy DES2 of the Plan Strategy. **When is it required?** A **Masterplanning Statement** should be provided with all applications for Major development. **What should be included?** A **Masterplanning Statement** should set out how the proposal addresses criteria a. to h. inclusive of Policy DES2. Where a criterion is not satisfied, the statement should provide justification as to why this is the case. **Guidance** Further guidance is contained in the Council's Masterplanning Approach for Major Development Supplementary Planning Guidance.
29. Noise Impact Assessment (NIA) **Planning Policy** Policy ENV1 of the Belfast LDP Plan Strategy SPPS Para. 4.11-4.12, Annex A **SPG** Evening and Night-time Economy Supplementary Planning Guidance Sensitive Uses Supplementary Planning Guidance **Guidance** Belfast City Council Environmental Protection Advice Note 1 (EPAN 1)	**What is it?** Policy ENV1 of the Plan Strategy states that planning permission will be granted for development that will maintain and, where possible, enhance environmental quality, and protects communities from materially harmful development. Development must not result in an unacceptable adverse impact on the environment, including noise. A **Noise 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. **When is it required?** A **Noise Impact Assessment** should be provided with applications where: • noise and/or vibration arising from the proposed development has potential to adversely impact on nearby residential property or other noise sensitive premises such as schools, hospitals, places of worship, offices and other business premises; or

	• proposed noise sensitive premises or development could be exposed to unacceptable adverse noise and/or vibration from an existing noise source (e.g. from road traffic/railway/ entertainment venues/sports/leisure facilities/plant noise). **What should be included?** The **Noise Impact Assessment** should include the information and follow the guidance contained in the Belfast City Council Environmental Protection Advice Note 1 (EPAN 1). **Guidance** Further guidance is contained in the Council's Sensitive Uses Supplementary Planning Guidance and Evening and Night-time Economy Supplementary Planning Guidance. DAERA also provides standing advice on development that may an effect on the water environment (including groundwater and fisheries). A **Noise Impact Assessment** should consider the impact on the marine environment, where appropriate.
30. Odour Impact Assessment **Planning Policy** Policy ENV1 of the Belfast LDP Plan Strategy SPPS Para. 4.11 and 6.90 **SPG** Sensitive Uses Supplementary Planning Guidance Evening and Night-time Economy Supplementary Planning Guidance	**What is it?** Policy ENV1 of the Plan Strategy states that planning permission will be granted for development that will maintain and, where possible, enhance environmental quality, and protects communities from materially harmful development. Development must not result in an unacceptable adverse impact on the environment, including air quality. An **Odour Impact Assessment** assesses the impact of odour generating uses on sensitive receptors; or the impact of existing nearby odour generating uses on proposed uses which are sensitive by nature. Where necessary and appropriate, the **Odour Impact Assessment** should include measures to mitigate odour impacts. These shall include details of proposed odour abatement system controls and demonstrate that the proposed controls are fit for purpose. **When is it required?** An **Odour Impact Assessment** should be provided with applications for: • proposals for use/s which generate odour and have the potential to impact on the amenity of nearby sensitive receptors. Examples of odour generating uses include commercial kitchens, industrial processes, breweries/distilleries, waste transfer stations, sewage treatment/pumping stations; • proposals for sensitive uses which have the potential to be impacted by existing odour generating uses in the locality. Examples of sensitive uses include new housing proposals, hospitals, schools, cultural and recreational facilities, offices, retail and industrial premises, hotels and tourist accommodation. **What should be included?** An **Odour Impact Assessment** should be carried out by competent person/s and in line with current best practice and guidance. Applicants are referred to guidance provided by the Institute of Air Quality Management (IAQM): Guidance on the Assessment of Odour for Planning. Guidance on the Assessment of Odour for Planning and to the Environment Agency Additional guidance for H4 Odour Management - How to comply with your environmental permit. https://www.gov.uk/government/publications/environmental-permitting-h4-odour-management

	Details of an odour abatement system should include: 1. scale floor plans and elevations showing the positioning and design of ventilation, flue/s and extraction equipment including termination points; 2. manufacturers details of the equipment proposed including odour abatement techniques; and 3. assessment of certain processes may require odour dispersion modelling to predict impact at sensitive receptors. **Guidance** Further guidance is contained in the Council's Sensitive Uses Supplementary Planning Guidance and Evening and Night-time Economy Supplementary Planning Guidance. Other relevant guidance includes: Environment Agency Additional guidance for H4 Odour Management - How to comply with your environmental permit. British Water Code of Practice Flows and Loads – 4 Sizing Criteria, Treatment Capacity for Sewage Treatment Systems UKWIR Odour Control in Wastewater Treatment – A Technical Reference Document. CIWEM Policy Position Statement - Control of Odour. NIW Development Encroachment - Odour Assessment Useful guidance concerning managing odour from commercial kitchens is provided by *Ricardo EMAQ+ - Control of odour and noise from commercial kitchen exhaust systems, Update to the 2004 Report Prepared by NETCEN for the Department of Environment, Food and Rural Affairs (Defra) (2nd EMAQ edition) (6th May 2022),* https://emaq.ricardo.com/course/view.php?id=231 ~~An associated **Noise and Vibration Impact Assessment** may also be required (see section 30).~~
31. Office Impact Assessment **Planning Policy** Policies SD2, EC6 and RET2 of the Belfast LDP Plan Strategy SPPS Para. 6.85 and 6.95 **SPG** Retail and Main Town Centre Uses Supplementary Planning Guidance	**What is it?** Policy EC6 of the Plan Strategy relates to proposals for office development. Proposals for Use Class B1(a) general offices outside specified areas must comply with the sequential approach with those in excess of 1,000 sqm gross floor space accompanied with an impact assessment and an assessment of need as set out in Policy RET2. Policy RET2 of the Plan Strategy relates to proposals for main town centre uses, including businesses (and offices). Proposals must demonstrate that there is not a sequentially preferable site in, or on the edge of, centres having regard to criteria of suitability, availability and viability; and submit a retail impact assessment of need for proposals that have a floor space of 1,000 sqm gross and above. An **Office Impact Assessment** sets out how the requirements of Policies EC6 and RET2 are addressed in respect of larger scale office proposals. **When is it required?** An **Office Impact Assessment** is required with planning applications for Use Class B1(a) general offices of 1,000 sqm gross floor space or greater outside the specified areas described in Policy EC6 of the Plan Strategy. **What should be included?** An **Office Impact Assessment** should:

	• demonstrate that there is not a sequentially preferable site in, or on the edge of, centres having regard to criteria of suitability, availability and viability; and • include a retail impact assessment that demonstrates the impact of the proposal either by itself, or in combination with other committed development proposals, on the vitality and viability of centres within Belfast and its catchment. Applicants should refer to the by step approach set out in paragraph 3.3 and paragraph 3.5 of the Retail and Main Town Centre Uses Supplementary Planning Guidance. **Guidance** Further guidance is contained in the Retail and Main Town Centre Uses Supplementary Planning Guidance.
32. Open Space Statement **Planning Policy** Policy OS3 of the Belfast LDP Plan Strategy SPPS Paras 4.4, 4.8, 6.199, 6.200, 6.201 and 6.211 **SPG** Residential Development Supplementary Planning Guidance	**What is it?** Policy OS3 of the Plan Strategy requires all new development to include appropriate provision for open space, including hard and soft landscaped areas and outdoor amenity areas, to serve the needs of the development. Where the provision of public open space is proposed or required under Policy OS3, the precise amount, location, type and design of such provision will be negotiated with applicants taking account of the specific characteristics of the development, the site and its context and having regard to the following: a. a normal expectation will be at least 10% of the total site area; and b. complementary and ancillary equipment and facilities, including for active or passive enjoyment of residents or occupiers, should be incorporated into the design of the development. An **Open Space Statement** sets out how the requirements of Policy OS3 have been addressed. **When is it required?** An **Open Space Statement** should be provided with all applications for Major development for non-residential uses such as employment, retail, leisure, tourism, cultural and community uses. Note: the requirement for open space for residential housing proposals are dealt with through a separate Residential Quality Statement (see section 38). **What should be included?** An **Open Space Statement** should address the requirements in Policy OS3 of the Plan Strategy, including the following. 1. how the policy requirement for at least 10% of the site area to be provided as public open space has been met – this should include a written description and annotated and scale plan showing the location of the open space; 2. how the policy requirement for complementary and ancillary equipment and facilities, including for active or passive enjoyment of residents or occupiers, are incorporated into the design of the development; 3. where the requirements of Policy OS3 are not fully met, the reasoning must be explained.
33. Parking Survey **Planning Policy**	**What is it?** Policy TRAN 8 of the Plan Strategy requires development proposals to provide adequate provision for car parking and appropriate servicing arrangement.

Policy TRAN8 and TRAN9 of the Belfast LDP Plan Strategy SPPS Para. 6.296, 6.297 and 6.304 **Guidance** Parking Standards (DfI) Creating Places (DfI)	Parking standards are set out in the Department's Parking Standards guidance, currently under review. A reduced level of car parking provision may be acceptable in a number of circumstances, including where the development would benefit from spare capacity available in nearby public car parks or adjacent on street car parking. A **Parking Survey** assesses the number and location of parked vehicles and available space 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 proposed development. **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. **What should be included?** A **Parking Survey** should include the following: 1. A survey of parked vehicles and available parking spaces within 200 metres radius (400 metres diameter) of the application site; 2. Parked vehicles and available spaces are to be shown on a plan; 3. Timed and dated photographs; 4. Areas of parking restriction (e.g. single yellow lines, double yellow lines, disabled parking spaces, waiting bays and other restrictions) must not be included and must be indicated on the plan; 5. Spaces within 15 metres of a junction should also not be included; 6. The survey should be undertaken over at least three days during the working week (i.e. Monday to Friday) and at least one day during the weekend; 7. Residential Parking Survey (in support of residential proposals) – the survey should take place between 7pm and 7am; and 8. Commercial Parking Survey (in support of commercial proposals) – the survey should take place between 7am and 7pm. **Guidance** Parking standards are set out in the Department's Parking Standards guidance, currently under review.
34. PBMSA Statement **Planning Policy** Policy HOU12 of the Belfast LDP Plan Strategy **SPG** PBMSA Supplementary Planning Guidance	**What is it?** Policy HOU12 of the Plan Strategy states that planning permission will be granted for large-scale Purpose Built Managed Student Accommodation (PBMSA) where certain criteria are met. A **PBMSA Statement** sets out how the requirements of Policy HOU12 are addressed. **When is it required?** A **PBMSA Statement** should be submitted with all applications for Purpose Built Managed Student Accommodation. **What must be included?** The **PBMSA Statement** should set out how the proposal addresses criteria a. to e. inclusive of Policy HOU12 of the Plan Strategy. Where a criterion is not satisfied, the statement should provide justification as to why this is the case.

	In respect of criterion e., a "statement of student housing need" should be submitted, which addresses the following points: 1. the specific need that is being addressed, with reference to relevant Corporate Plans published by the city's further and higher education institutions; 2. why this need is currently unmet by existing student accommodation stock, implemented and un-implemented planning permissions for PBMSA; 3. the type of existing accommodation the potential student occupiers are likely to be drawn from; 4. any recorded increase in student numbers; 5. university support, if available; 6. current waiting lists for student accommodation; 7. bedspace to student population ratio/percentage comparison to other university cities; and 8. bank funding available to deliver proposals. **Guidance** Further guidance is contained in the Council's Draft Purpose Built Managed Student Accommodation Supplementary Planning Guidance.
35. Phasing Plan **Planning Policy** Policies DES1 and DES2 of the Belfast LDP Plan Strategy SPPS Par. 6.301 **SPG** Masterplanning Approach For Major Development Supplementary Planning Guidance	**What is it?** Policy DES1 of the Plan Strategy relates to the principles of urban design. Policy DES2 of the Plan Strategy requires proposals for Major development to comply with specified masterplanning principles. 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. **When is it required?** A **Phasing Plan** should be provided with applications for • Major development; or • proposals intended to be implemented in phases. **What should be included?** A **Phasing Plan** should include the following: 1. A plan demarcating the various proposed phases of the development; 2. Supporting narrative that describes the sequencing of the phases and why the proposal is proposed to be implemented in that order; 3. The sequencing of delivery of any infrastructure necessary to support the proposal; 4. If necessary, financial viability information to support the case for phasing of the development (also see section 49, **Viability Assessment**). **Guidance** Further guidance is provided by the Masterplanning Approach For Major Development Supplementary Planning Guidance.

36. Planning Agreement (Heads of Terms Form) **Planning Policy** Policies DES1, HOU5, HOU12, RD1, CRG1, HC1, CI1, CC1, TRAN8, ENV5 and OS3 of the Belfast LDP Plan Strategy SPPS Para. 5.66, 5.67, 5,69 and 5.77 **Guidance** Developer Contributions Framework	**What is it?** The Plan Strategy includes a range of planning policies that identify the potential requirement for a Planning Agreement to secure developer contributions, infrastructure or other forms of planning obligation to make the proposed development acceptable. A **Heads of Terms Form** sets out the applicant's intention to enter into a **Planning Agreement** as part of the planning application process, and describes the planning obligations that it is expected to contain. The **Heads of Terms Form** also provides important administrative information to assist the preparation of the **Planning Agreement** including details of ownership of the site and the solicitor acting on behalf of the applicant. **When is it required?** **A Heads of Terms Form** should be provided with all applications where it is expected that a Planning Agreement will be a prerequisite to the granting of planning permission, having regard to the planning policies in the Plan Strategy. **What should be included?** Applicants should complete the **Heads of Terms Form** template, which can be obtained by emailing planning@belfastcity.gov.uk **Guidance** The Council will draft the **Planning Agreement** based on a review of the Heads of Terms Form by the Planning Service. The Council's Developer Contribution Framework sets out circumstances when a **Planning Agreement** will be required to secure developer contributions. Further guidance on planning agreements is provided by Development Management Practice Note 21: Section 76 Planning Agreements

37. Planning Statement Planning Policy Belfast LDP Plan Strategy – various policies
 	
Planning Policy
Belfast LDP Plan Strategy – various policies
	What is it?
	A **Planning Statement** is a written document that explains the rationale for the proposal and provides an assessment in the context of the relevant local and regional planning policies.
	
	When is it required?
	A **Planning Statement** should be provided with applications for:
	
	• Major development;
	• proposals that would result in the loss of existing open space, having regard to Policy OS1 of the Plan Strategy;
	• proposals that would result in the loss of employment land; having regard to Policy EC4 of the Plan Strategy;
	• proposals that would result in the loss of community infrastructure, having regard to Policy CI1 of the Plan Strategy;
	• proposals that require the exceptions test to be applied as described in the Planning and Flood Risk Supplementary Planning Guidance, having regard to Policy ENV4 of the Plan Strategy; and
	• proposals that would result in the demolition or part demolition of either:
	  - a Listed Building (Policy BH1); or
	  - an un-listed building within a Conservation Area that makes a material contribution to the character or appearance of that Conservation Area (Policy BH2); or
	  - an un-listed building within an Area of Townscape Character (including draft) that makes a material contribution to the

	character or appearance of that Area of Townscape Character (Policy BH3). **What should be included?** The **Planning Statement** should set out how a development proposal takes account of relevant planning policies and other material considerations. It should include: 1. a description of the site and its surrounding context; 2. a description of the proposal and why it is needed; 3. relevant planning history; 4. summary of the relevant regional and local planning policies, including the Local Development Plan, and how those planning policies have been applied; 5. other relevant material considerations; 6. assessment of how the proposal addresses the key planning issues; 7. explanation if the proposal is contrary to any of the relevant planning policies (e.g. loss of open space); 8. suggested draft planning conditions in the event that planning permission is granted.
38. Residential Quality Statement **Planning Policy** Policies RD1 and OS3 of the Belfast LDP Plan Strategy SPPS Para. 4.4, 4.8, 4.9, 6.199, 6.200, 6.201 and 6.211 **SPG** Residential Design Supplementary Planning Guidance **Guidance** Creating Places	**What is it?** Policy RD1 of the Plan Strategy requires new residential development to provide appropriate open space; to create a quality and sustainable residential environment in accordance with the space standards set out in Appendix C; and to ensure that living rooms, kitchens and bedrooms have access to natural light. Policy OS3 of the Plan Strategy requires all new development to include appropriate provision for open space. Specific requirements are set out for residential development including the provision of integral public open space and an equipped children's play area for certain scale residential proposals. Creating Places (Departmental guidance) provides guidance on garden and amenity standards. For dwellinghouses, the average space garden size should be around 70 sqm or greater. For any individual house, however, an area less than around 40 sqm will generally be unacceptable. In the case of apartment or flat developments, or 1 and 2 bedroomed houses on small urban infill sites, private communal open space will be acceptable in the form of landscaped areas, courtyards or roof gardens. These should range from a minimum of 10 sqm per unit to around 30 sqm per unit. The appropriate level of provision should be determined by having regard to the particular context of the development and the overall design concept. A **Residential Quality Statement** sets out how proposals for new residential development addresses policy requirements and guidance around open space, amenity space, space standards and natural light. **When is it required?** A **Residential Quality Statement** should be provided with applications for the following forms of residential accommodation, including new build, conversion, sub-division and material changes of use: • new residential housing (including dwelling houses, apartments, flats and maisonettes); • Houses in Multiple Occupation (HMOs); and • Purpose Built Managed Student Accommodation (PBMSA) accommodation.

What should be included?
A **Residential Quality Statement** should:

1. For proposals of 25 or more units, or on sites of 1 hectare of more, set out the proposals for integral public open space ~~and an equipped children's play area~~ within the development as per the requirements of Policy OS3. Where the requirements are not met, the statement shall provide justification as to why this is the case.

2. For proposals of 100 or more units, or for development sites of 5 hectares or more, provide details of the location and specification of an equipped children's play area. Where the requirements are not met, the statement shall provide justification as to why this is the case.

3. Detail the proposed amenity space (external and internal) for each proposed residential unit, based on the following table:

Unit / Plot	External Amenity Space (sqm)	Internal Amenity Space (sqm)	Total Amenity Space (Sqm)
1			
2			
3			
Communal			
Total			
Average			

4. The size of each proposed residential unit (sqm) against the space standards in Appendix C of the Plan Strategy, based on the following table:

Unit type	Minimum space standard in Appendix C (sqm)	Proposed floor space (sqm).	No. of Units
e.g. 2 person / 1 bed	50	55	
e.g. 4 person / 3 bed (two storey)	80	95	
Etc.			

Guidance
Further guidance is provided by the Residential Design Supplementary Planning Guidance.

Applicants should also refer to the Department's Creating Places: Achieving Quality in Residential Environments.

39. Retail Impact Assessment (and Assessment of Need)

Planning Policy
Policies SD2, RET1, RET2, RET3 and RET4 of the Belfast LDP Plan Strategy

SPPS Para. 6.283 and 6.290

SPG
Retail and Main Town Centre Uses Supplementary Planning Guidance

What is it?
Policy RET1 of the Plan Strategy establishes a retail hierarchy to focus new retail development in existing centres in order of preference according to their type.

Policy RET2 requires proposals for main town centre uses outside of existing centres to be supported by a **Retail Impact Assessment (and Assessment of Need)** for proposals that have a floorspace of 1,000 sqm gross and above.

A **Retail Impact Assessment (and Assessment of Need)** considers the impacts of proposals for retail or other main town centre uses on the vitality and viability of Belfast City Centre, District centres and Local centres.

When is it required?
A **Retail Impact Assessment (and Assessment of Need)** should be provided with applications for retail or other main town centre uses (including cultural and community facilities, retail, leisure, entertainment and businesses) outside of existing centres that have a floor space of 1,000 sqm gross and above.

What should be included?
A **Retail Impact Assessment (and Assessment of Need)** should consider:

- the impact of the proposal on existing, committed and planned public and private investment in centres in the catchment area of the proposal; and
- the impact of the proposal on the vitality and viability of centres, including local consumer choice and trade

The **Retail Impact Assessment (and Assessment of Need)** should adopt the step by step methodology as referred to in paragraph 3.3 of the Retail and Main Town Centre Uses Supplementary Planning Guidance.

In addition, the following information should be provided:

- detail the nature of and reasons for the proposal;
- identify and justify a catchment area from which the proposal will draw trade and customers taking account of factors including the nature of retailing of the proposal and transport links. Where a designated centre is located outside but adjacent to the catchment, that centre should also be included in the assessment;
- identify a catchment area based on drive time journeys from the application site, sub-divided into 5-minute isochrone intervals, and clearly identified on a supporting catchment area map;
- include commentary on the vitality and viability of existing centres within the catchment;
- use an appropriate base and design year. The design year should generally be not less than 4 years after the base year, and include justification for the chosen design year;
- identify and use public published evidence sources for establishing existing and projected population, expenditure, and turnovers of existing retail developments for base and design years;
- justify trade diversion figures from existing facilities and any perceived diversions from outside the catchment area of the proposal;
- identify, consider, and justify the cumulative impacts of extant permissions and taking account of the proposal;
- examine the ‘no development’ scenario;
- impact of the proposal on existing, committed and planned public and private investment in centres in the catchment area of the proposal;
- impact of the proposal on the vitality and viability of centres, including local consumer choice and trade; and
- an electronic copy of all supporting figures and tables.

Guidance
Further guidance is contained in the Council’s Retail and Main Town Centre Uses Supplementary Planning Guidance.

40. Sequential Test (main town centre uses) **Planning Policy** Policies SD2, RET1, RET2, RET3 and RET4 of the Belfast LDP Plan Strategy SPPS Par. 6.280 **SPG** Retail and Main Town Centre Uses Supplementary Planning Guidance	**What is it?** Policy RET1 of the Plan Strategy establishes a retail hierarchy to focus new retail development in existing centres in order of preference according to their type. Policy RET2 requires proposals for main town centre uses outside of existing centres to demonstrate that there is not a sequentially preferable site in, or on the edge of, centres having regard to criteria of suitability, availability and viability. 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. **When is it required?** The **Sequential Test** should be provided with applications for retail or other main town centre development (including cultural and community facilities, retail, leisure, entertainment and businesses) is proposed either in an edge of centre or an out of centre location. This advice is at officer level only and does not prejudice any future formal decision that the Council may wish to make. includes proposals for new build, extensions and changes of use. **What should be included?** A **Sequential Test** should follow the step by step approach set out in section 3.1 of the Retail and Main Town Centre Uses Supplementary Planning Guidance. The **Sequential Test** should: • be proportionate and appropriate for the proposal; • establish the appropriate catchment for the proposal based on the areas from which customers/visitors/users would be attracted Catchments should include, where appropriate, an assessment of centres outside of the Council boundary, where relevant; • identify a catchment area based on drive time journeys from the proposed site, sub-divided into 5-minute isochrone intervals, and clearly identified on a supporting catchment area map; • identify which designated centres should be assessed. Where a designated centre is located outside but adjacent to the catchment, that centre should also be included in the assessment; • identify the sequentially preferable sites which should be assessed; and • assess the suitability, availability and viability of those sites; and • include scope for flexibility in the format and scale of the proposed development. **Guidance** Further guidance is contained in the Council's Retail and Main Town Centre Uses Supplementary Planning Guidance.

41. Short-term Let Accommodation Statement **Planning Policy** Policies HOU3 HOU13 of the Belfast LDP Plan Strategy SPPS Para. 6.135, 6.136 and 6.137	**What is it?** Policy HOU3 of the Plan Strategy seeks to protect existing residential accommodation. Policy HOU13 of the Plan Strategy relates to proposals for short-term let accommodation and sets out criteria for assessing planning applications for such uses. A **Short-term Let Accommodation Statement** demonstrates how proposals for short-term let accommodation meet the requirements of Policy HOU13. **When is it required?** A **Short-term Let Accommodation Statement** should be provided with applications for short-term let accommodation – including short-term holiday lets; self-catering apartments; apart-hotels and serviced apartments. **What should be included?** The **Short-term Let Accommodation Statement** should address criteria a. to f. inclusive of Policy HOU13 of the Plan Strategy. Where a criterion is not fully met, this must be justified.
42. Specialist Housing Statement **Planning Policy** Policy HOU8 of the Belfast LDP Plan Strategy SPPS Para. 4.14. 4.16. 6.137	**What is it?** Policy HOU8 of the Plan Strategy sets out the circumstances where planning permission will be granted for specialist residential accommodation, including retirement villages and care facilities. A **Specialist Housing Statement** demonstrates how proposals for specialist residential accommodation meet the requirements of Policy HOU8. **When is it required?** A **Specialist Housing Statement** should be provided with applications for specialist residential accommodation – including both new build and extensions – such as sheltered housing, extra care housing, nursing homes and residential care homes. **What should be included?** The **Specialist Housing Statement** should address criteria a. and b. inclusive of Policy HOU8 of the Plan Strategy. Where a criterion is not fully met, this must be justified.
43. Tall Buildings Design Statement **Planning Policy** Policy DES3 of the Belfast LDP Plan Strategy SPPS Para. 3.3, 4.2, 4.11, 4.12, 4.23-4.36 **SPG** Tall Buildings Supplementary Planning Guidance	**What it is?** Policy DES3 of the Plan Strategy provides criteria for assessing proposals for tall buildings, defined as any building 35m above ordnance datum (AOD) or taller or those which are significantly higher than their surroundings. A **Tall Buildings Design Statement** sets out how proposals for tall buildings address the design criteria in Policy DES3. **When is it required?** A **Tall Buildings Design Statement** should be provided with applications for a tall building, defined as: • any building 35 metres above ordinance datum (AOD) or taller; or • any building which is significantly higher than their surroundings. **What should be included?** The **Tall Buildings Design Statement** should address criteria a. to h. inclusive of Policy DES3 of the Plan Strategy. Where a criterion is not met, this must be justified. **Guidance** Further guidance is contained in the Council's Tall Buildings Supplementary Planning Guidance.

44. Tele-communications Supporting Statement

Planning Policy
Policy ITU 1 of the Belfast LDP Plan Strategy

SPPS Para. 6.235-250

What is it?
Policy ITU 1 of the Plan Strategy sets out the requirements for proposals for telecommunications development.

A **Telecommunications Supporting Statement** sets out the proposal addresses the requirements of Policy ITU 1, including technical justification for the proposals and demonstration as to how it has been sited and designed to minimise visual and environmental impact, including investigation of mast sharing.

When is it required?
A **Telecommunications Supporting Statement** should be provided with applications for telecommunications infrastructure comprising masts, antennae and base stations.

What should be included?
A **Telecommunications Supporting Statement** should address criteria a. to h. inclusive of Policy ITU 1 of the Plan Strategy. Where a criterion is not met, this must be justified.

45. Transport Assessment

Planning Policy
Policy TRAN3 of the Belfast LDP Plan Strategy

SPPS Para. 6.303

SPG
Transportation Supplementary Planning Guidance

Guidance
Chapter 10 of the Developer Contributions Framework

What is it?
Policy TRAN 3 of the Plan Strategy states that a transport assessment will be required to evaluate the transport implications of the development proposal, where it is likely to have significant travel generating uses.

A **Transport Assessment** is a comprehensive and systematic process that sets out various transport issues relating to a proposed development. It identifies what measures will be taken to deal with the anticipated transport impacts of the scheme in relation to all forms of travel. Where that mitigation relates to matters that can be addressed by management arrangements, the mitigation may inform the preparation of Travel Plans. Its purpose is to provide enough information for the Council and Department for Infrastructure (Roads) to understand how the proposal is likely to function in transport terms.

When is it required?
A **Transport Assessment** should be provided with applications for proposed development that would likely have significant transport implications.

Applicants should complete a Transport Assessment Form (TAF) to help establish if a detailed **Transport Assessment** is needed (also see section 46).

The following table provides a 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

	What should be included? The requirement for and scope of a **Transport Assessment** should be discussed with the Council's Planning Service and DfI Roads as part of a Pre-Application Discussion. Detailed guidance is provided by the Department's Transport Assessment: Guidelines for Development Proposals in Northern Ireland (November 2006) (currently under review). Further guidance is provided by the Transportation Supplementary Planning Guidance.
46. Transport Assessment Form **Planning Policy** Policies TRAN 1, TRAN 2, TRAN 4 and TRAN 6 of the Belfast LDP Plan Strategy SPPS Par. 6.293-305 **SPG** Transportation Supplementary Planning Guidance	**What is it?** Policy TRAN 1 of the Plan Strategy promotes active travel – walking and cycling. Policy TRAN 2 relates to creating an accessible environment. Policy TRAN 4 requires travel plans to be submitted for proposals for significant travel generating uses. Policy TRAN 6 relates to proposals involving access to public roads. 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. It helps the Council and DfI Roads understand the transport impacts of the proposal and how those impacts may be mitigated. **When is it required?** A **Transport Assessment Form** (TAF) should be submitted with applications for the following proposals: • residential comprising 10 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. **What should be included?** Applicants should complete the **Transport Assessment Form** at Appendix A of the Department's Transport Assessment: Guidelines for Development Proposals in Northern Ireland (November 2006) (currently under review). **Guidance** Further guidance is provided by the Transportation Supplementary Planning Guidance. Further advice can be found on the Department of Infrastructure Roads website
47. Travel Plan **Planning Policy** Policy TRAN4 of the Belfast LDP Plan Strategy SPPS Par. 6.293-305 **SPG** Transportation Supplementary Planning Guidance **Guidance** Chapter 10 of the Developer Contributions Framework	**What is it?** Policy ENV4 of the Plan Strategy states that proposals for significant travel generating uses will require a travel plan. A **Travel Plan** sets out a package of complementary measures for the delivery of sustainable travel. The objective of a Travel Plan is to reduce single occupancy car travel. However, a Travel Plan should not be used to make a development acceptable. A Travel Plan is a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed. As such, critical elements of all successful Travel Plans include setting targets to improve sustainable travel, monitoring and review. **When is it required?** The requirement for a **Travel Plan** will be informed by the criteria set out in paragraph 3.4.3 of the Transportation Supplementary Planning Guidance.

	What should be included? Further guidance is provided by the Transportation Supplementary Planning Guidance.
48. Tree Report **Planning Policy** Policies TRE1 and LC1 of the Belfast LDP Plan Strategy SPPS Para. 6.192 **SPG** Trees and Development Supplementary Planning Guidance **Guidance** Creating Places	**What is it?** Policy TRE1 of the Plan Strategy seeks to protect existing trees from new development, particularly those that are of visual, biodiversity or amenity quality and significance, and there will be a presumption in favour of retaining and safeguarding trees that make a valuable contribution to the environment and amenity. The council will adopt the precautionary principle when considering the impacts of a proposed development on trees of visual, biodiversity or amenity quality and significance. . A **Tree Report** assesses the likely impact of new development on existing trees within or adjacent to the site. It assesses the health, condition and amenity value of the affected trees and proposes mitigation where appropriate. The **Tree Report** should also set out measures to protect the trees during construction. **When is it required?** A Tree Report should be provided with applications for proposals that have the potential to impact on existing trees on or adjacent to the site (including street trees). **What should be included?** The **Tree Report** should include the information set out at paragraph 3.3.1 of the Trees and Development Supplementary Planning Guidance. **Guidance** Further guidance is contained in the Council's Trees and Development Supplementary Planning Guidance.
49. Viability Assessment **Planning Policy** Policies HOU5, BH1, BH2 and BH3 of the Belfast LDP Plan Strategy SPPS Para. 6.13 **SPG** Development Viability Supplementary Planning Guidance	**What is it?** A scheme is viability where, after taking account of all costs, the proposal 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. The Plan Strategy recognises that certain planning policy requirements may raise the issue of viability, such as the requirement to provide affordable housing under Policy HOU5, demolition of a building under Policy BH2 or loss of tourism leisure and cultural facilities and assets under Policy TLC2. The financial viability of proposals may therefore in some circumstances be a material planning consideration. A **Viability Assessment** assesses whether a development proposal is viable. **When is it required?** A **Viability Assessment** should be provided with applications where the normal planning policy requirement cannot be achieved on grounds of viability, such as: • the provision of affordable housing in accordance with Policy HOU5 of the Plan Strategy • demolition of a building that makes a material contribution to the character and appearance of a Conservation Area, having regard to Policy BH2 of the Plan Strategy • loss of existing tourism or cultural facilities in the context of Policy TLC2 of the Plan Strategy

	What should be included? The **Viability Assessment** should be based on the factors set out at paragraph 6.2.2 of the Development Viability Supplementary Planning Guidance. It should include an "Executive Summary" based on the template at Appendix 2 of the Supplementary Planning Guidance (Please note that the Executive Summary will be published on the NI Planning Portal alongside the other main application documents). **Guidance** A **Viability Assessment** should be carried out by a suitably qualified professional such as a quantity surveyor. The Council may choose to commission an independent review of the **Viability Assessment** the cost of which will be met by the applicant. The **Viability Assessment** will often contain sensitive commercial information and will not be published on the NI Planning Portal. However, the Executive Summary provided as part of the Viability Assessment will be published. Further guidance is provided by the Council's Development Viability Supplementary Planning Guidance.
50. Waste Management Plan **Planning Policy** Policy DES1 of the Belfast LDP Plan Strategy SPPS Para. 3.3, 4.2, 4.11, 4.12, 4.23-4.36 **SPG** Waste Infrastructure Supplementary Planning Guidance	**What is it?** Policy DES1 sets out principles for urban design including protection of amenity and effective placemaking. A **Waste Management Plan** ensures that appropriate provision is made for accommodating the total waste generated from a development; facilitating the segregation of waste as necessary; and allowing convenient and safe access and egress for the storage and collection of waste. **When is it required?** A **Waste Management Plan** should be provided with applications for: • new commercial or mixed use developments of 500 sqm or greater; or • development that proposes use of communal waste storage (such as apartments, flats, sheltered housing~~, HMOs~~ and Purpose Built Managed Student Accommodation). **What should be included?** The **Waste Management Plan** should include the information contained in Table 2 (paragraph 4.3.1) of the Waste Infrastructure Supplementary Planning Guidance. **Guidance** Further guidance on waste management is contained in the Waste Infrastructure Supplementary Planning Guidance.
51. Waste Storage Plan **Planning Policy** Policy DES1 of the Belfast LDP Plan Strategy SPPS Para. 3.3, 4.2, 4.11, 4.12, 4.23-4.36 **SPG**	**What is it?** Policy DES1 sets out principles for urban design including protection of amenity and effective placemaking. A **Waste Storage Plan** shows the area/s within the site dedicated to the storage of waste, such as a bin storage area. This is to ensure that waste storage is appropriately designed and integrated into the development, is of sufficient size to accommodate the number of bins required to service the proposal and will not give rise to unacceptable amenity issues for neighbours.

Waste Infrastructure Supplementary Planning Guidance	**When is it required?** A **Waste Storage Plan** should be provided with all applications, including proposals for a change of use, which would give rise to increased waste storage requirements, except Householder proposals (e.g. domestic extensions, garages and outbuildings). **What should be included?** The **Waste Storage Plan** should comprise the following scaled drawings: • location of the waste storage area/s within the proposed site layout; • elevations showing how the waste storage area/s will be physically contained (if applicable). **Guidance** Further guidance on waste management is contained in the Waste Infrastructure Supplementary Planning Guidance. Appendix 2 of the Waste Infrastructure Supplementary Planning Guidance provides guidance on the volume of waste and size of waste storage area for different uses and types of development.
52. Wind Energy Statement **Planning Policy** Policy ITU 4 of the Belfast LDP Plan Strategy SPPS Para. 6.227, 6.230, 6.233 **Guidance** Wind Energy Developments in Northern Ireland's Landscapes Supplementary Planning Guidance	**What is it?** Policy ITU 4 of the Plan Strategy sets out the circumstances when planning permission will be granted for wind energy development. A **Wind Energy Statement** demonstrates how the proposal complies with the requirements of Policy ITU 4. **When is it required?** A **Wind Energy Statement** should be provided with applications for commercial wind energy development. **What should be included?** The **Wind Energy Statement** should set out how each of the policy criteria a. to l. inclusive in Policy ITU 4 of the Plan Strategy are addressed. Where a criterion is not satisfied, the statement should provide justification as to why this is the case. **Guidance** Further guidance is contained in the Department for Infrastructure's Wind Energy Development in Northern Ireland's Landscapes Supplementary Planning Guidance.

Appendix 4: Glossary

Additional information	Extra information required by the Council for a planning application to be valid in Belfast. Additional information is required on a case-by-case basis having regard to the nature, scale and location of the proposal and helps the Council's Planning Service fully assess the planning application. The Additional information requirements are set out at Appendix 3 of the Planning Application Validation Checklist. This includes an Indicative Guide on Additional information requirements by type of application.
Appeal	An appeal to the Planning Appeals Commission following the Council's decision to issue a Notice of invalidity that the planning application is invalid (either because it is not accompanied by the correct planning fee or because insufficient Basic information and/or Additional information has been provided with the application). An appeal must be made to the Planning Appeals Commission within 14 days of the date of the Council's Notice of invalidity.
Approval of reserved matters	Any of the following matters for which details have not been provided as part of an application for Outline planning permission, namely:- (a) siting; (b) design; (c) external appearance; (d) means of access; or (e) the landscaping of the site.
Area of Townscape Character (ATC)	Areas of Townscape Character exhibit a distinct character normally based on their historic built form or layout. For the most part, this derives from the cumulative impact of the area's buildings, their setting and other locally important features. Areas of Townscape Character are identified in the Belfast Urban Area Plan 2001 and draft Belfast Metropolitan Area Plan 2015. They will be updated in the Belfast Local Development Plan: Local Policies Plan once published.
Basic information	Basic information required by planning legislation for a planning application to be valid in NI. Typically, this includes an application form, ownership certificate, site location plan, plans and drawings. Other Basic information may be required according to the scale and location of the proposal.

	The Basic information requirements are set out at Appendix 2 of the Planning Application Validation Checklist. Additional information may also be required for the application to be confirmed as valid.
Belfast Local Development Plan 2035	The Local Development Plan for Belfast City Council's administrative area (also see Local Development Plan). It comprises two parts: the Plan Strategy and Local Policies Plan.
City Centre	Belfast City Centre provides a broad range of facilities and services and which fulfil a function as a focus both for the community and for public transport. The City Centre boundary is identified by the draft Belfast Metropolitan Area Plan 2015 and will be updated in the Belfast Local Development Plan: Local Policies Plan once published.
Conservation Area	A Conservation Area is an area of special architectural or historic interest designated by the council under Article 104 of the Planning Act (Northern Ireland) 2015 within its district where the character or appearance of which it is desirable to preserve or enhance. There are currently 13 Conservation Areas in Belfast. These are identified in the draft Belfast Metropolitan Area Plan 2015 and will be feature in the Belfast Local Development Plan: Local Policies Plan once published.
Full planning application	An application for full planning permission includes all the particulars needed to describe a development in such a way that when permission is granted the development can proceed immediately (subject to any planning conditions in the decision notice).
Householder application	A planning application for domestic proposals such as extensions, garages, outbuildings, satellite dishes etc. Householder applications only need to be accompanied by Basic information (there is currently no requirement for Additional information for Householder applications in Belfast).
Indicative Guide	Guidance as to the typical Additional information requirements by type of application. The Indicative Guide can be found at Appendix 3 of the Planning Application Validation Checklist.
Information Checklist	A tool to prompt and help applicants identify which information they need to provide with their application. The Information Checklist can be found at Appendix 1 of the Planning Application Validation Checklist. Applicants are

	advised to complete the Information Checklist in all cases and submit it with their application.
Invalid application	An application which is accompanied by insufficient information for the Council to register and process it. An Invalid application may be missing Basic information and/or Additional information, or incorrect planning fee.
Listed Building	A Listed Building is building and any man-made features attached to the building or within the curtilage the building that are listed by the Department for Communities under Article 80 of the Planning Act (Northern Ireland) 2015 for its special architectural and historic interest. It brings it under the consideration of the planning system, so that it can be protected for future generations. Listed Buildings are identified by the Department for Infrastructure's Historic Environment Map Viewer.
Local Development Plan	NI operates a plan-led planning system whereby planning decisions must by law be made in accordance with the Local Development Plan unless material considerations indicate otherwise. The Local Development Plan outlines a council's local policies and site specific proposals for new development and the use of land. It comprises two parts: a Plan Strategy and Local Policies Plan. The Belfast Local Development Plan: Plan Strategy was adopted in May 2023 and provides operational planning policies against which planning applications are assessed. The Local Policies Plan, once published, will include site specific proposals, designations and land use zonings required to deliver the council's vision for the city.
Local Policies Plan	Part of the Local Development Plan that, once published, will include site specific proposals, designations and land use zonings required to deliver the council's vision for the city.
Major development	Large-scale development proposals, the thresholds for which are defined by the Schedule in the Planning (Development Management) Regulations (Northern Ireland) 2015. Examples of Major development include: • Housing proposals of 50 or more residential units or sites of more than 2 hectares; • Business, industry, storage and distribution proposals of 5,000 sqm or more or sites of more than 1 hectare;

	• Retailing, community, recreation and culture proposals of 1,000 sqm or more outside city or town centres or sites of more than 1 hectare.
Notice of invalidity	A written notice issued by the Planning Service that formally confirms that an Invalid application has been submitted. The applicant has the right of Appeal against the Notice of invalidity to the Planning Appeals Commission. Such an appeal must be lodged within 14 days of the date of the Notice of invalidity. Where the Planning Service considers the application to be invalid on first review, it will normally discuss the further information requirements with the applicant and seek to negotiate a solution before issuing a Notice of invalidity.
Outline planning application	An outline planning application provides a means for an applicant to establish whether a proposal to build on any particular site is acceptable, in principle, before embarking on the preparation of detailed plans in full. The benefits of outline planning permission are a possible reduced initial expenditure and also the flexibility afforded to the applicant who may not necessarily wish to develop the land personally. Where outline planning permission is granted, development cannot proceed until an application for Approval of the Reserved matters (final details) has been submitted to and approved by the Council.
Plan Strategy	The first part of the Local Development Plan which sets out the strategic land-use planning vision for a council's administrative area. The Plan Strategy also provides operational planning policies against which planning applications are assessed.
Planning Appeals Commission (PAC)	The Planning Appeals Commission is an independent body which deals with a wide range of land use planning issues and related matters, including planning appeals.
Planning Application Validation Checklist	A document that prescribes Additional information required for a Valid application within a council's administrative area.
Pre-Application Discussion (PAD)	An informal discussion between a prospective applicant and the Council's Planning Service to discuss the merits of a proposal before a planning application is made. A PAD can be used to make sure that the proposal is on the right lines, how it can be improved to increase the chances of planning permission being granted and the issues that will need to be addressed through any application. A PAD provides opportunity for applicants to discuss Basic

	information and Additional information required by the Council's Planning Application Validation Checklist.
Proposal of Application Notice (PAN)	Notice given to the Planning Service by the applicant of their intention to submit an application for Major development. The PAN sets out the applicant's proposals for Pre-Community Consultation before the application is made, including the holding of a community consultation event. An application for Major development cannot be submitted until 12 weeks has elapsed from the date from the Proposal of Application Notice being given.
Section 76 planning agreement	A legally binding contract between the Council, applicant and any other interested parties in the land to secure planning obligations to make the proposed development acceptable, which cannot otherwise be secure by a planning condition. A Section 76 planning agreement is typically used to secure Developer Contributions such as affordable housing, Travel Plan, green travel measures, management of open space, Employability and Skills Plans and financial contributions towards improved infrastructure.
Strategic Planning Policy Statement (SPPS)	Regional planning policy published by the Department for Infrastructure for securing the orderly and consistent development of land in NI under the reformed two-tier planning system. The provisions of the SPPS must be taken into account in a council's preparation of its Local Development Plan.
Supplementary Planning Guidance (SPG)	Additional guidance which illustrates by example, supports, or clarifies planning policies. It also includes Development Control Advice Notes (DCANs) that explain criteria and technical standards to be considered when dealing with specific categories or particular aspects of development. Where relevant to a particular development proposal, Supplementary Planning Guidance will be taken into account as a material consideration in making decisions.
Town Centre Uses	Retail, office, leisure, entertainment, more intensive sports and recreation uses including cinemas, restaurants, casinos, health and fitness places, bowling centres, bars and pubs, culture and arts and tourism developments.
Validation	The process of the Planning Service checking whether the right information has been provided for a Valid application in accordance with the Planning Application Validation Checklist.
Valid application	An application accompanied by all the information that the Council requires to register and process it. In order for it to qualify as being a Valid application, it must be supported by the relevant Basic information and Additional information, as well as the correct planning fee

	(where applicable) in accordance with the Council's Planning Application Validation Checklist.
Valid date	The date of the Valid application – being the date that all the information required by the Planning Service to register and process the application was submitted in accordance with its Planning Application Validation Checklist.

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Belfast City Council

PLANNING COMMITTEE

Subject:	Delegation of Local applications with NI Water objections
Date:	18th March 2025
Reporting Officer(s):	Kate Bentley, Director of Planning and Building Control
Contact Officer(s):	Ed Baker, Planning Manager (Development Management) Ciara Reville, Principal Planning Officer

Restricted Reports				
Is this report restricted?	**Yes**		**No**	X
If Yes, when will the report become unrestricted?				
After Committee Decision				
After Council Decision				
Some time in the future				
Never				

Call-in				
Is the decision eligible for Call-in?	**Yes**	X	**No**	

1.0	**Purpose of Report or Summary of Main Issues**
1.1	The Planning Committee will recall that at its meetings on 27 June 2022, 15 November 2022 14 February 2023, 14 March 2023 18 April 2023, 15 August 2023 17 October 2023, 12 December 2023, 12 February 2024 19 March 2024, 24th May 2024, 27th June 2024, 13th August 2024 15th October 2024 and 21st January 2025 it agreed to delegate authority to the Director of Planning and Building Control the determination of a number of Local applications to which NI Water had objected.
1.2	The Council continues to receive objections from NIW to some Local applications. The purpose of this report is to seek the Committee's agreement to delegate to officers those Local planning applications to which NI Water has objected as set out at **Appendix 1**.
1.3	For the avoidance of doubt, it is only those applications which would have been delegated to officers under the Scheme of Delegation were it not for the objection from NI Water which are proposed to be delegated. Therefore, any of the Local applications listed at **Appendix 1** which it may later transpire require to be referred to the Committee for other reason/s (other

	than the NI Water objection) will be reported to the Committee to determine. Individual Members can also still request that the applications at Appendix 1 are referred to the Committee under paragraph 3.8.1 of the Scheme of Delegation.
2.0	**Recommendation**
2.1	That the Committee agrees to delegate to the Director of Planning and Building Control those Local planning applications to which NI Water has objected set out at **Appendix 1**.
3.0	**Main Report**
	Background
3.1	The Committee will be aware from the Committee Workshop on 18 November 2021 that NI Water has objected to a significant number of Local applications on grounds of insufficient waste-water infrastructure capacity.
3.2	As advised at the Committee Workshop, officers have been engaging with NI Water to try to resolve those objections. Whilst progress is being made, and NI Water is actively considering a threshold for the scale and nature of development above which they would like to be consulted on future planning application, the objections to these Local applications remain.
	Scheme of Delegation
3.3	Members will be aware that the Council operates a Scheme of Delegation for Planning which identifies which matters are to be determined by the Committee and which are delegated to officers.
3.4	Paragraph 3.8.5 (f) of the Scheme of Delegation (January 2020) states that planning applications are not delegated where '*There is an objection from a statutory consultee and the recommendation of the Planning Officer is to approve*.' This means that those applications are required to be determined by the Planning Committee.
3.5	The Planning (General Permitted Development) Order (Northern Ireland) 2016 identifies NI Water as a statutory consultee '…*where a development proposal is likely to significantly impact upon the availability of suitable water and sewerage infrastructure to service development proposals.'*
3.6	This means that where NI Water has lodged an objection to a Local application and the officer recommendation is to approve, the application cannot be delegated and must be determined by the Committee.
3.7	Therefore, at those previous meetings, the Committee agreed to delegate Local applications, as appended to the respective reports, with NI Water objections to the Director of Planning and Building Control. This has avoided the potential need to report to date 247 applications individually to the Committee. To have reported all those applications to the Committee would have been logistically extremely difficult, costly and would have resulted in further delays for applicants.
	Nature of NI Water objections
3.8	NI Water has lodged objections to Local applications for one or both of the following reasons. a) There is insufficient capacity at the local Waste Water Treatment Plant to support the proposed development, **and/or** b) There is insufficient network capacity within existing Combined Storm Overflows to support the development, **and/ or**

	c) There is insufficient network capacity within the foul sewerage system and a Wastewater Impact Assessment is required.
3.9	In broad terms, NI Water is concerned that a lack of infrastructure capacity would give rise to risk of environmental harm including pollution, flooding and adverse impact on existing property. In some cases, NI Water is concerned that the application site may be hydrologically linked to Belfast Lough and may harm its water quality.
3.10	However, despite requests, NI Water has to date not provided robust evidence to support individual objections including demonstration of actual specific impacts resulting from individual proposals that stems from their broad concerns outlined above.
3.11	Importantly, allowance must be made for existing significant committed development across the city including extant planning permissions. It is highly unlikely that all such development, which includes unimplemented permissions for over 20,000 houses and significant levels of commercial floor space across the city, will come forward at once, if at all. In practical terms it would be unreasonable for the Council to withhold planning permission given the fall-back of the need to connect those developments to existing waste water infrastructure.
3.12	In the case of Waste Water Treatment capacity, NI Water advises that there was an increased capacity from July 2023, albeit this will not be sufficient to address long term waste water treatment plant infrastructure requirements.
3.13	The Council must be mindful that were it to refuse planning permission based on NI Water's concerns, it would need to provide robust evidence to the Planning Appeals Commission in the event that the applicant appeals the decision. In the absence of robust evidence, it would be unreasonable to refuse planning permission. NIW have in recent months added further detail to their responses but sufficient robust evidence has not been provided.
	<u>Habitats Regulations Assessment</u>
3.14	Officers have met with Shared Environmental Services (SES). Belfast City Council is the Competent Authority under the Conservation (Natural Habitats, etc.) Regulations (Northern Ireland) 1995 (as amended) for undertaking an Appropriate Assessment where a proposal is likely to have a significant environmental effect on Belfast Lough, an environmentally protected Special Protection Area (SPA), RAMSAR and Special Area of Conservation (SAC). Water quality of the lough is a key consideration. The Habitats Regulations are framed in such a way that it is not only the impacts of individual development proposals that need to be considered, but also "in combination" impacts with other development.
3.15	Whilst a precautionary approach applies to Habitats Regulations Assessment (HRA), SES confirms that the onus is on NIW to provide evidence of likely actual impacts, rather than hypothetic impacts. As Competent Authority, the Council may take its own objective view on whether a proposal is likely to have a "significant effect" on water quality of the Lough. However, having regard to the precautionary approach, where there is clear intensification the Council will consult SES and ask them to undertake a HRA Appropriate Assessment Screening to ascertain whether there would be a likely significant impact. This would also trigger statutory consultation with DAERA NI Environment Agency. The Planning Service will consult SES and DAERA on a case by case basis as required.
	<u>Local applications for which delegated authority is sought to determine</u>
3.16	The further Local applications to which NI Water has objected and which delegated authority is sought to determine are listed at **Appendix 1**.

3.17	It should be noted that only those applications which would have been delegated to officers under the Scheme of Delegation were it not for the objection from NI Water are proposed to be delegated. Therefore, any of the Local applications listed at **Appendix 1** which it transpires need to be referred to the Committee for other reason/s under the Scheme of Delegation will be reported to the Committee to determine. Individual Members can also still request that the applications at Appendix 1 are referred to the Committee under paragraph 3.8.1 of the Scheme of Delegation.
4.0	**Financial & Resource Implications**
4.1	The cost, time and resources involved in individually reporting all Local applications to which NI Water has objected to the Planning Committee would be considerable. It would also require several additional sittings of the Committee. The recommended approach set out in this report is considered to be a much more efficient use of resources.
5.0	**Equality or Good Relations Implications / Rural Needs Assessment**
5.1	No adverse impacts identified.
6.0	**Appendices – Documents Attached**
	Appendix 1 – List of Local applications which are proposed to be delegated to officers to determine.

Appendix 1 – Local applications with NIW objections

(March 2025)

	DEA	REFERENCE	DATE RECEIVED	PROPOSED	ADDRESS
1	Lisnasharragh	LA04/2024/1741/F	18.11.2024	Cregagh Surgery - 36 Montgomery Road	2 storey extension to an existing GP surgery on Montgomery Road. Including additional GP and healthcare services, staff facilities and associated site works.
2	Oldpark	LA04/2024/1957/F	21.11.24	46 Duncairn Gardens	Change of use from office accommodation to HMO with 5no Bedrooms
3	Titanic	LA04/2024/2112/F	7.1.25	85 Ravenscroft Avenue	Change of use to 3 apts and first floor extension
4	Castle	LA04/2025/0004/F	7.1.25	20 Talbot Street	Change of use from gym to hotel and restaurant with external alterations
5	Orminston	LA04/2025/0109/F	27.1.25	Adjacent to 2a Abbey Park	Dwelling and garage
6	Lisnasharragh	LA04/2025/0122/F	28.1.25	Lands between 14 and 16 Lancedean Road	Demolition of 4 no garages and erection of 2 no. semi-detached two storey dwellings
7	Titanic	LA042023/4463/F	8.2.24	30M to south of 105 Moscow Road	Change of use of the site to research and development with ancillary office space.

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ADDENDUM REPORT 2	
Committee Decision Date: 18th March 2025	
Application ID: LA04/2017/1991/F	
Proposal: Construction of a new 5 storey office development for science and I.T. based business and associated car parking and public realm works.	**Location:** Land adjacent to Concourse Buildings Queens Road Belfast BT3 9DT.
Referral Route: Major development	
Recommendation: Approval subject to condition	
Applicant Name and Address: Catalyst Inc The Innovation Centre Queens Road Belfast BT3 9DT	**Agent Name and Address:** McAdam Design 1c Montgomery House 478 Castlereagh Road Belfast BT5 6BQ

Background

1. The application was previously approved by the Planning Committee in April 2020, then March 2024, subject to conditions and a Section 76 planning agreement.

2. At its March 2024 meeting, the Committee agreed to approve the application, subject to conditions and a Section 76 planning agreement and delegated authority to the Director of Planning and Building Control to finalise the wording of the conditions and Section 76 planning agreement, and to deal with any other issues that might arise provided that they were not substantive.

3. The Section 76 planning agreement has still not been completed and so the application is brought back to the Committee for reconsideration.

4. This addendum report should be read in conjunction with Addendum Report 1 to the March 2024 Committee and original Development Management Report to the April 2020 Committee, appended.

Section 76 planning agreement

5. The Section 76 planning agreement was originally required to secure the following:

    - To restrict the amount of floor space of the proposed office building that could be occupied until such time as the Eastern Access Road on Queens Island has been constructed. As reported to the Committee in March 2024, the Eastern Access Road has since been implemented and so this obligation is no longer required.

- Vibration monitoring of the adjacent Scheduled Thompson dock (located outside the application site to the west) during construction to ensure that construction of the proposed development does not adversely affect the structural integrity of the Scheduled dock.

6. The applicant has pointed to the fact that DfC HED, in responding to the consultation on the planning application for 5 and 3 storey extensions to the ECIT building on the adjoining land to the south (LA04/2024/0393/F), approved by the Committee in November 2024, recommended that vibration monitoring can be dealt with by condition rather than through a Section 76 planning agreement.

7. The draft planning agreement provides for the following in respect of the vibration monitoring of the Thompson Dock:

   - Evidence of consent from both Belfast Harbour Commissioners and Titanic Properties for the Development
   - Submission and approval by the Council of a survey of the Thompson Dock and vibration monitoring scheme
   - Actions required of the developer should there be exceedance of the vibration limits approved as part of the vibration monitoring scheme

8. HED has been asked to confirm whether they consider the matter can be dealt with by condition but has yet to formally respond. Nevertheless, officers advise that it would be appropriate to deal with the matter by condition rather than Section 76 planning agreement, based on the following principles:

   a) A negatively worded (Grampian) condition can be applied, even where the works or activity are to be carried out outside the application site, where there is reasonable prospect of the requirements of the condition being fulfilled. This is considered apply in this case.

   b) Where a matter can be addressed through a condition, it should be dealt with by condition rather than a Section 76 planning agreement.

   c) The approach is consistent with the DfC HED's advice and the Committee's decision to impose a condition to secure vibration monitoring for the neighbour ECIT planning permission (LA04/2024/0393/F).

Recommendation

9. Having regard to the Development Plan and material considerations, the recommendation is to approve the application subject to conditions, including a condition to deal with the vibration monitoring requirements rather than a Section 76 planning agreement.

10. Delegated authority is sought for the Director of Planning and Building Control to finalise the wording of the conditions and deal with any other issues that arise provided that they are not substantive.

DRAFT CONDITIONS:

1. The development hereby permitted shall be begun before the expiration of 5 years from the date of this permission.

   Reason: As required by Section 61 of the Planning Act (Northern Ireland) 2011.

2. Notwithstanding the Planning (Use Classes) Order (Northern Ireland) 2015 and Planning (General Permitted Development) Order (Northern Ireland) 2015 (or any order revoking and/or re-enacting those orders with or without modification), the development shall not be used other than for Class B1(c) research and development and shall not be used for any other purpose falling within Use Class B1 without express planning permission.

   Reason: Alternative use requires further consideration by the Council, having regard to the Zoning BHA01 of the Belfast Metropolitan Area Plan 2015 (v2014).

3. No development or works (including clearance of the site or site preparation) shall commence on site unless a Vibration Monitoring Method Statement has been submitted to and approved in writing by the Council. The Vibration Monitoring Method Statement shall include:

   - a conditions survey of the Scheduled Thompson Dock
   - vibration monitoring scheme
   - methodology for circumstances where the vibration limits set out in the vibration monitoring scheme are exceeded

   No development or works shall be carried out unless in accordance with the Vibration Monitoring Method Statement so approved.

   Reason: To protect the Scheduled Thompson Graving Dock from unacceptable levels of vibration during construction.

4. No part of the development hereby permitted shall become operational until the vehicular access, including visibility splays and any forward sight distance are provided in accordance with Drawing No. 15 'Queens Road Access Sightlines', bearing the Belfast City Council Planning Office date stamp 14 May 2019 and Drawing No. 16 'Sightlines and Car Parking Dimensions', bearing the Belfast City Council Planning Office date stamp 14 May 2019, prior to the occupation of any other development hereby permitted. The area within the visibility splays and any forward sight line shall, with the exception of existing trees, be cleared to provide a level surface no higher than 250 mm above the level of the adjoining carriageway and such splays shall be retained and kept clear thereafter.

   Reason: To ensure there is a satisfactory means of access in the interests of road safety and the convenience of road users.

5. The development hereby approved shall not be occupied or operated until the parking and turning areas have been provided in accordance with the approved plans. Such areas shall not be used for any purpose other than the parking and turning of vehicles and such areas shall remain free of obstruction for such use at all times.

   Reason: To ensure adequate car parking within the site.

6. A minimum of 24 No. secure cycle parking stands shall be provided and permanently retained close to the accesses to the proposed development for use by staff and visitors to the development.

Reason: To encourage the use of alternative modes of transport for development users.

7. The development hereby approved shall not be occupied or operated unless in accordance with the approved Travel Plan.

   Reason: To promote sustainable travel patterns and off-set the demand for vehicular movements and/or parking.

8. Notwithstanding the submitted details, no development shall commence on site (other than site clearance, site preparation, demolition and the formation of foundations and trenches) unless details of foul and surface water drainage, including a programme for implementation of these works, have been submitted to and approved in writing by the Council. The development shall not be carried out unless in accordance with the approved details, which shall be retained as such thereafter.

   Reason: To ensure appropriate foul and surface water drainage of the site. Approval is required upfront because the design of the drainage is an integral part of the development and its acceptability.

9. Notwithstanding the submitted details, no development shall commence on site (other than site clearance, site preparation, demolition and the formation of foundations and trenches) unless details of the porous public realm and hard surfaced areas have been submitted to and approved in writing by the Council. The development shall not be carried out unless in accordance with the approved details.

   Reason: In the interests of sustainable drainage of the site.

10. Prior to the commencement of development, a detailed Construction Environmental Management Plan (CEMP) shall be submitted to and agreed in writing by the Council. This should reflect all the mitigation and avoidance measures to be employed as detailed in the outline CEMP, Proposed Drainage Layout (May 2018), Piling Risk Assessment (March 2018) and all additional submitted information. The CEMP shall include a detailed environmental monitoring plan to include suitable groundwater and surface water monitoring to take place during and after the construction works. This should include at least three rounds of monitoring for a suitable analytical suite. Reported contaminant concentrations should be screened against Generic Acceptance Criteria (GAC) protective of the water environment and results should be submitted in writing to the Council for agreement. The development shall not be carried out unless in accordance with the approved details.

    Reason: Protection of environmental receptors to ensure that the site is suitable for use, and to ensure there are no adverse impacts on European site features.

11. Prior to the commencement of development, a detailed Remediation Strategy shall be submitted to and approved in writing by the Council. The Remediation Strategy shall consider all unacceptable risk to receptors and should identify the most appropriate remedial options and how these should be implemented and verified. The development shall not be carried out unless in accordance with the approved details.

    Reason: Protection of environmental receptors to ensure that the site is suitable for use.

12. Any piling work undertaken at the site should use a continuous flight auger piling method. Should the applicant which to change piling methods a revised piling risk assessment will need to be submitted to and approved in writing by the Council before such works are carried out. No piling works shall be carried out unless in accordance with the approved details.

    Reason: Protection of environmental receptors to ensure that the site is suitable for use.

13. If during the development works, new contamination and risks are encountered which has not previously been identified, works should cease and the Council shall be notified immediately in writing. This new contamination shall be fully investigated in accordance with the Model Procedures for the Management of Land Contamination (CLR11). In the event of unacceptable risks being identified, a remediation strategy shall be submitted to and approved in writing by the Council.

    Reason: Protection of environmental receptors to ensure the site is suitable for use.

14. After completing all remediation works required by the above conditions, and prior to occupation of the development, a Verification Report shall be submitted to and approved in writing by Council. This report should be completed by competent persons in accordance with the Model Procedures for the Management of Land Contamination (CLR11). The Verification Report should present all the remediation and monitoring works undertaken and demonstrate the effectiveness of the works in managing all the risks and achieving the remedial objectives.

    This report must demonstrate that all remedial measures outlined in the MCL Consulting Ltd report titled Phase 2 Generic Quantitative Risk Assessment (GQRA) Pierpont Office Development Queens Road, Belfast Harbour, dated March 2018, Project Number:P1509-1 have been implemented.

    The verification report shall demonstrate the successful completion of remediation works and that the site is now fit for the intended end-use (Commercial). It must demonstrate that the identified potential pollutant linkages are effectively broken.

    The Verification Report should be in accordance with current best practice and guidance as outlined by the Environment Agency. In particular, this Verification Report must demonstrate:

    - All Commercial Buildings have gas protection measures in line with CIRIA C665 Characteristic Situation 2.
    - For those areas not covered in hardstanding, the report must demonstrate that these areas have been encapsulated in a clean cover fill of at least 600mm. This fill material must be demonstrably suitable for end use (commercial).

    Reason: Protection of environmental receptors to ensure the site is suitable for use, and the protection of human health.

15. In the event that contamination not previously considered is encountered during the approved development of this site, the development shall cease and a written report detailing the nature of this contamination and its management must be submitted to and approved in writing by the Council. This investigation and risk assessment must be undertaken in accordance with current best practice.

Reason: Protection of human health.

16. A buffer of at least 10m must be maintained between the location of all construction works including refuelling, storage of oil/fuel, concrete mixing and washing areas, storage of machinery/material/spoil etc and Belfast Lough.

    Reason: to ensure there are no adverse impacts on European site features.

17. No external facing or roofing materials shall be applied unless in accordance with a written specification of the materials, which shall have first been submitted to and approved in writing by the Council.

    Reason: In the interests of the character and appearance of the area**.**

18. The building shall be constructed to BREEAM Excellent standard (or equivalent) and shall not be occupied until evidence and verification of such has been first submitted to and approved in writing by the Council.

    Reason: To mitigate and adapt to climate change.

19. No development shall commence on site (other than site clearance, site preparation, demolition and the formation of foundations and trenches) unless details of a Public Art Scheme have been submitted to and approved in writing by the Council. The scheme shall include details of individual public art installations, proposals for future management and maintenance, and a programme for implementation. The development shall not be carried out unless in accordance with the approved details.

    Reason: In the interests of place making and the amenities of the area. Approval is required upfront because public art may be integral to the design and layout of the scheme.

Informatives:

NOT03 Compliance with planning permission
Please make sure that you carry out the development in accordance with the approved plans and any planning conditions listed above. Failure to do so will mean that the proposal is unauthorised and liable for investigation by the Council's Planning Enforcement team. If you would like advice about how to comply with the planning permission, you are advised to the contact the Planning Service at Belfast City Council at planning@belfastcity.gov.uk.

NOT04 Discharge of condition(s)
This planning permission includes condition(s) which require further details to be submitted to and approved by the Council. Please read the condition(s) carefully so that you know when this information needs to be provided and approved. It could take a minimum of 8 weeks for the Council to approve the details, assuming that they are satisfactory, and sometimes longer depending on the complexity of the condition. You should allow for this when planning the timeline of your project.

NOT06 Non-planning requirements
The grant of planning permission does not dispense with the need to obtain licenses, consents or permissions under other legislation or protocols. The requirement for other authorisations may have been identified by consultees in their response to the application and can be accessed on the Northern Ireland Planning Portal website. The responses from consultees may also include other general advice for the benefit of the applicant or developer.

ADDENDUM REPORT 1	
Committee Decision Date: 19th March 2024	
Application ID: LA04/2017/1991/F	
Proposal: Construction of a new 5 storey office development for science and I.T. based business and associated car parking and public realm works.	**Location:** Land adjacent to Concourse Buildings Queens Road Belfast BT3 9DT.
Referral Route: Major development	
Recommendation: Approval subject to Section 76 planning agreement	
Applicant Name and Address: Catalyst Inc The Innovation Centre Queens Road Belfast BT3 9DT	**Agent Name and Address:** McAdam Design 1c Montgomery House 478 Castlereagh Road Belfast BT5 6BQ

Background

11. This application relates to a proposed 5 storey office building off Queens Road, Queens Island. The application was previously approved by the Planning Committee in April 2020, subject to conditions and a Section 76 planning agreement.

12. Delegated authority was given to the Director of Planning and Building Control to finalise the wording of conditions. The Section 76 planning agreement required the completion of the Eastern Access Road prior to occupation of more than 40% of the floor space of the proposed office building; and submission and implementation of a vibration monitoring and condition survey of the Thompson Dock. The Committee's decision was subject to no new substantive issues being raised by third parties by close of consultation. In the event such issues are raised a decision will be taken following consideration of any responses with members being consulted.

13. The Section 76 planning agreement has yet to be completed and so the decision is still to issue. The application is reported back to the Committee for re-assessment against the Belfast Local Development Plan: Plan Strategy 2035.

14. The Plan Strategy was adopted in May 2023. This provides a new policy framework for decision-making. In accordance with the advice given to Members at the April 2023 Committee, the application is required to be re-assessed having regard to the policies in the Plan Strategy.

15. This report should be read in conjunction with the original case officer report to the April 2020 Committee, appended.

Updated consultations

16. DfI Roads provided a final consultation response on the day before the April 2020 Planning Committee, advising no objection subject to conditions. These include limiting occupancy of no more than 40% of the floor space until the Eastern Access Road has been constructed; provision of the access and visibility splays; provision of the parking and servicing areas; securing 24 cycle parking stands; travel plan; and

removing any necessary street furniture or landscaping that interferes with the visibility splays or access.

Updated Policy Context

17. Section 6(4) of the Planning (Northern Ireland) Act 2011 states that in making any determinations under the Act, regard is to be had to the local development plan, and the determination must be made in accordance with the plan unless material considerations indicate otherwise.

18. Section 45(1) of the Act states that in determining planning applications, the Council must have regard to the local development plan, so far as material to the application, and to any other material considerations.

19. The Belfast Local Development Plan (LDP), when fully completed, will replace the Belfast Urban Area Plan 2001 as the statutory Development Plan for the city. The Belfast LDP will comprise two parts. Part 1 is the Plan Strategy, which contains strategic and operational policies and was adopted on 02 May 2023. Part 2 is the Local Policies Plan, which will provide the zonings and proposals maps for Belfast and has not yet been published. The zonings and proposals maps in the Belfast Urban Area Plan 2001 remain part of the statutory local development plan ("Departmental Development Plan") until the Local Policies Plan is adopted.

20. **Operational policies** – the Plan Strategy contains a range of operational policies relevant to consideration of the application, which are set out in the following section of the report. The Plan Strategy replaces the operational policies previously provided by the Departmental Planning Policy Statements (PPSs). Those policies no longer have effect, irrespective of whether planning applications have been received before or after the adoption date (par. 1.11 of the Strategic Planning Policy Statement).

21. **Proposals Maps** – until such time as the Local Policies Plan is adopted, the Council must have regard to the land-use zonings, designations and proposals maps in the Belfast Urban Area Plan 2001, both versions of the draft Belfast Metropolitan Area Plan (v2004 and v2014) (draft BMAP 2015) and other relevant area plans. The weight to be afforded to these proposals is a matter for the decision maker. It is considered that significant weight should be given to the proposals map in draft BMAP 2015 (v2014) given its advanced stage in the development process, save for retail policies that relate to Sprucefield which remain contentious.

22. The site is un-zoned "white land" in the Belfast Urban Area Plan 2001 (BUAP). It is within the Titanic Quarter in both version of draft Belfast Metropolitan Area Plan 2015 (dBMAP). It is within "Zone F" in dBMAP v2004.

Relevant Planning Policies

<u>Plan Strategy</u>

23. The following policies in the Plan Strategy are relevant to consideration of the Section 54 application.

    Policy SP1 – growth strategy
    Policy SP1a – managing growth and supporting infrastructure delivery
    Policy SP2 – sustainable development
    Policy SP3 – health and wellbeing
    Policy SP5 – positive placemaking

Policy SP6 – environmental resilience
Policy SP7 – connectivity
Policy DES1 – principles of urban design
Policy DES2 – masterplanning approach for major development
Policy BH1 – listed buildings
Policy BH4 – works to grounds affecting built heritage assets
Policy BH5 – archaeology
Policy HC1 – promoting healthy communities
Policy EC1 – delivering inclusive economic growth
Policy EC3 – major employment and strategic employment locations
Policy TRAN1 – active travel – walking and cycling
Policy TRAN 2 – creating an accessible environment
Policy TRAN3 – transport assessment
Policy TRAN4 – travel plan
Policy TRAN6 – access to public roads
Policy TRAN8 – car parking and servicing arrangements
Policy TRAN10 – design of car parking
Policy ENV1 – environmental quality
Policy ENV2 – mitigating environmental change
Policy ENV3 – adapting to environmental change
Policy ENV4 – flood risk
Policy ENV5 – SuDS
Policy OS3 – Ancillary open space
Policy NH1 – protection of natural heritage resources
Policy TRE1 – Trees

Supplementary Planning Guidance
Placemaking and Urban Design
Masterplanning Approach for Major Development
Transportation
Planning and Flood Risk

Updated Assessment

24. The adoption of the Plan Strategy requires the following updated assessment.

Consultation responses

25. Whilst consultees may have referred to the no longer extant Planning Policy Statements in their consultation responses, the substance of those policies remains sufficiently similar in the Plan Strategy so as not to require the consultees to re-evaluate the proposal in the context of the Plan Strategy.

Principle of development

26. The site is previously developed land (car park supporting the adjacent office uses) within the development limit in Titanic Quarter. The site is a sustainable location with good access to public transport including the Glider.

27. The site forms part of zoning BHA 01 in dBMAP v2014. Policy BHA01 zones the site and wider lands for mixed use development including employment. Acceptable uses include business uses Classes B1(a), (b) and (c). There is a limit on Class B1(a)

offices of 15,000 sqm, however, the proposal falls under Class B1(c) research and development and would be restricted as such by condition.

28. Policy BHA01 is subject to a number of Key Site Requirements (KSRs) including, amongst others, the restriction on Class B1(a) floor space. Other relevant KSRs include:

    - Development shall accord with an overall Development Framework for the area – a Development Framework was adopted by the former Department of Environment in 2008 and assigns the site and lands around it as the Northern Ireland Science Park. It is considered that the proposal is consistent with the Framework including use and provision of high quality landmark buildings. DfI Roads is satisfied that appropriate transport infrastructure is in place;
    - The Development Framework shall be accompanied by a Transport Masterplan – the Transport Masterplan is also in place;
    - The overall design concept shall have particular regard to the maritime heritage of the site, tourism potential and the need for connectivity with the rest of the City Centre – the architectural approach to the design of the building is considered bold, innovative and an appropriate reference to the industrial heritage of Titanic Quarter. The site has good connectivity to the City Centre and wider city;
    - Provision for appropriate public transport to the site – the site benefits from regular public transport services including the Glider;
    - Provision shall be made for appropriate pedestrian/cycle routes and facilities – there is a cycle lane as well as pedestrian pavement on Queens Road to the site. Provision is to be made for secure cycle parking.

29. The proposal is considered consistent with the relevant KSRs and would not undermine their objectives.

30. The proposed office building will be used for science and IT related businesses, which are supported by Policy EC1.

31. The site is within an existing employment area and therefore the proposal accords with Policy EC3.

32. The proposal would provide R&D employment for around 1,400 people and would support economic activity and the economy.

33. Having regard to these factors, the proposed development is considered to remain acceptable in principle.

Design and placemaking

34. The design and layout of the building and car park are considered to remain acceptable for the reasons set out in the original report. The architectural approach to the building is considered bold and innovative, being of appropriate high quality design, and a reference to the industrial heritage of the Titanic Quarter. There would be large areas of new public realm, providing an appropriate setting to the building and good connectivity. The design of the car parking is considered acceptable. The proposal is considered compliant with Policies DES1 and TRAN10.

35. In terms of masterplanning, the proposal is mindful of adjacent sites and has been designed to integrate with the existing concourse buildings. The proposal would help

enhance the waterside character and setting of the River Lagan. The building is to be constructed to BREEAM Excellent (or equivalent) standards. A public art scheme can be secured by condition. The proposal is considered to accord with the key objectives of Policy DES3.

Impact on adjacent uses

36. The proposal is considered compatible with the adjacent commercial uses and would not result in conflict in terms of noise, overlooking, loss of light or outlook. The proposal is considered compliant with Policies DES1 and ENV1, and relevant provisions of the SPPS.

Heritage impacts

37. The site is adjacent the Thompson Dock, a Scheduled Monument, beyond which is the Listed former pump house, converted into a distillery. DfC HED was consulted on the application and offers no objection to the proposal. It is considered that the proposal would respect the setting of the Scheduled Monument and setting of Listed Building, compliant with Policy BH1 and relevant provisions of the SPPS.

38. In relation to archaeology, as set out in the original Committee report, in view of the piling construction, monitoring of vibration levels is required to protect the structural integrity of the Scheduled Thompson Dock. As the vibration monitoring is to take place outside the application site, it should be secured by a Section 76 planning agreement. Subject to this provision, it is considered that the proposal would have an acceptable impact on archaeology, compliant with Policy BH5 and relevant provisions of the SPPS.

Access, parking and transportation

39. DfI Roads offers no objection to the proposal subject to conditions, which are recommended.

40. Due to concerns about capacity of the road network, it was originally required that only 40% of the floor space of the building could be occupied until such time as the Eastern Access relief road onto Sydenham Road was constructed. This has since been built out with the road having been certified as substantially complete. Accordingly, there is no longer a requirement to restrict the occupancy of the building and therefore this obligation in the Section 76 planning agreement can be removed.

41. The proposed building has previously been committed through the Committee's previous resolution to grant planning permission and the road network capacity is considered to remain acceptable. DfI Roads has confirmed that it has no technical objections to the proposal subject to conditions, including completion of the Eastern Access Road.

42. In terms of parking, the proposal would provide 716 car parking spaces to support the proposed and existing commercial buildings. DfI Roads has no objection to the level of parking, which is considered acceptable.

43. The site is a sustainable location with good access to public transport services including the Glider and cycle path. Provision will be made for cycle parking.

44. The proposal is considered compliant with Policies TRAN1, TRAN2, TRAN3, TRAN4, TRAN6, TRAN8 and TRAN10.

Climate change

45. The layout of the scheme will allow the building to benefit from solar gain. The building would be constructed to BREEAM Excellent standard (or equivalent), which is welcomed and should be secured by a planning condition. The proposal is considered compliant with Policy ENV2.

46. In terms of adapting to climate change, the Flood Risk Assessment and Drainage Strategy indicate that flood risk and surface water will be appropriately managed. There is no objection from DfI Rivers. The proposal complies with Policy ENV3.

47. SuDS measures are proposed via tree planting and permeable paving, and the approach is considered proportionate. The proposal complies with Policy ENV5.

Open space

48. Policy OS3 requires that all new development proposals include appropriate provision for open space. The precise amount, location, type and design of such provision will take account of the specific characteristics of the development, the site and its context. A normal expectation will be at least 10% of the total site area. The proposal would provide a significant area of public realm and around 30% of the site would be open space. The proposal is considered to satisfy Policy OS3.

Health impacts

49. The site has good connectivity and the travel plan will promote walking and cycling to encourage active travel, exercise and wellbeing. Hard and soft landscaping, as well as the general design quality of the building, will provide a pleasant working environment for employees. The proposal complies with Policy HC1.

Environmental impacts

50. Environmental Health offers no objection to the proposal and advises conditions in relation to contaminated land, which are recommended. No unacceptable impacts have been identified in respect of noise and air quality. The proposal is considered compliant with Policy ENV1.

Drainage and flood risk

51. DfI Rivers offers no objection and the proposal is considered to remain acceptable in relation to drainage and flood risk. The proposal complies with Policy ENV4.

Waste-water infrastructure

52. NI Water offers no objection and the proposal is considered acceptable in terms of waste-water infrastructure. The proposal accords with Policy SP1a.

Natural heritage

53. For the reasons set out in the original Committee report, the proposal is considered to remain acceptable in relation to natural heritage. The proposal complies with Policy NH1.

Section 76 planning agreement

54. For the reasons set out previously, it is considered necessary to secure a vibration monitoring scheme in order to protect the structural integrity of the Scheduled Thompson Dock. As the monitoring would take place outside the application site, this would need to be secured by means of a Section 76 planning agreement.

Other considerations

55. Regard is had to the longevity of the application which was submitted in 2017 and which was originally approved by the Council in April 2020.

56. Other aspects of the proposal acceptable, having regard to the policies in the Plan Strategy and SPPS.

Recommendation

57. Having regard to the Development Plan and material considerations, the recommendation remains to approve the application subject to conditions and a Section 76 planning agreement.

58. Delegated authority is sought for the Director of Planning and Building Control to finalise the wording of the conditions and Section 76 planning agreement, and deal with any other issues that arise provided that they are not substantive.

DRAFT CONDITIONS:

20. The development hereby permitted shall be begun before the expiration of 5 years from the date of this permission.

Reason: As required by Section 61 of the Planning Act (Northern Ireland) 2011.

21. Notwithstanding the Planning (Use Classes) Order (Northern Ireland) 2015 and Planning (General Permitted Development) Order (Northern Ireland) 2015 (or any order revoking and/or re-enacting those orders with or without modification), the development shall not be used other than for Class B1(c) research and development and shall not be used for any other purpose falling within Use Class B1 without express planning permission.

Reason: Alternative use requires further consideration by the Council, having regard to the Zoning BHA01 of the Belfast Metropolitan Area Plan 2015 (v2014).

22. No part of the development hereby permitted shall become operational until the vehicular access, including visibility splays and any forward sight distance are provided in accordance with Drawing No. 15 'Queens Road Access Sightlines', bearing the Belfast City Council Planning Office date stamp 14 May 2019 and Drawing No. 16 'Sightlines and Car Parking Dimensions', bearing the Belfast City Council Planning Office date stamp 14 May 2019, prior to the occupation of any other development hereby permitted. The area within the visibility splays and any forward sight line shall, with the exception of existing trees, be cleared to provide a level surface no higher than 250 mm above the level of the adjoining carriageway and such splays shall be retained and kept clear thereafter.

Reason: To ensure there is a satisfactory means of access in the interests of road safety and the convenience of road users.

23. The development hereby approved shall not be occupied or operated until the parking and turning areas have been provided in accordance with the approved plans. Such areas shall not be used for any purpose other than the parking and turning of vehicles and such areas shall remain free of obstruction for such use at all times.

Reason: To ensure adequate car parking within the site.

Reason: To ensure that adequate provision has been made for parking and servicing.

24. A minimum of 24 No. secure cycle parking stands shall be provided and permanently retained close to the accesses to the proposed development for use by staff and visitors to the development.

Reason: To encourage the use of alternative modes of transport for development users.

25. The development hereby approved shall not be occupied or operated unless in accordance with the approved Travel Plan.

Reason: To promote sustainable travel patterns and off-set the demand for vehicular movements and/or parking.

26. Notwithstanding the submitted details, no development shall commence on site (other than site clearance, site preparation, demolition and the formation of foundations and trenches) unless details of foul and surface water drainage, including a programme for implementation of these works, have been submitted to and approved in writing by the Council. The development shall not be carried out unless in accordance with the approved details, which shall be retained as such thereafter.

Reason: To ensure appropriate foul and surface water drainage of the site. Approval is required upfront because the design of the drainage is an integral part of the development and its acceptability.

27. Notwithstanding the submitted details, no development shall commence on site (other than site clearance, site preparation, demolition and the formation of foundations and trenches) unless details of the porous public realm and hard surfaced areas have been submitted to and approved in writing by the Council. The development shall not be carried out unless in accordance with the approved details.

Reason: In the interests of sustainable drainage of the site.

28. Prior to the commencement of development, a detailed Construction Environmental Management Plan (CEMP) shall be submitted to and agreed in writing by the Council. This should reflect all the mitigation and avoidance measures to be employed as detailed in the outline CEMP, Proposed Drainage Layout (May 2018), Piling Risk Assessment (March 2018) and all additional submitted information. The CEMP shall include a detailed environmental monitoring plan to include suitable groundwater and surface water monitoring to take place during and after the construction works. This should include at least three rounds of monitoring for a suitable analytical suite. Reported contaminant concentrations should be screened

against Generic Acceptance Criteria (GAC) protective of the water environment and results should be submitted in writing to the Council for agreement. The development shall not be carried out unless in accordance with the approved details.

Reason: Protection of environmental receptors to ensure that the site is suitable for use, and to ensure there are no adverse impacts on European site features.

29. Prior to the commencement of development, a detailed Remediation Strategy shall be submitted to and approved in writing by the Council. The Remediation Strategy shall consider all unacceptable risk to receptors and should identify the most appropriate remedial options and how these should be implemented and verified. The development shall not be carried out unless in accordance with the approved details.

Reason: Protection of environmental receptors to ensure that the site is suitable for use.

30. Any piling work undertaken at the site should use a continuous flight auger piling method. Should the applicant which to change piling methods a revised piling risk assessment will need to be submitted to and approved in writing by the Council before such works are carried out. No piling works shall be carried out unless in accordance with the approved details.

Reason: Protection of environmental receptors to ensure that the site is suitable for use.

31. If during the development works, new contamination and risks are encountered which has not previously been identified, works should cease and the Council shall be notified immediately in writing. This new contamination shall be fully investigated in accordance with the Model Procedures for the Management of Land Contamination (CLR11). In the event of unacceptable risks being identified, a remediation strategy shall be submitted to and approved in writing by the Council.

Reason: Protection of environmental receptors to ensure the site is suitable for use.

32. After completing all remediation works required by the above conditions, and prior to occupation of the development, a Verification Report shall be submitted to and approved in writing by Council. This report should be completed by competent persons in accordance with the Model Procedures for the Management of Land Contamination (CLR11). The Verification Report should present all the remediation and monitoring works undertaken and demonstrate the effectiveness of the works in managing all the risks and achieving the remedial objectives.

    This report must demonstrate that all remedial measures outlined in the MCL Consulting Ltd report titled Phase 2 Generic Quantitative Risk Assessment (GQRA) Pierpont Office Development Queens Road, Belfast Harbour, dated March 2018, Project Number:P1509-1 have been implemented.

    The verification report shall demonstrate the successful completion of remediation works and that the site is now fit for the intended end-use (Commercial). It must demonstrate that the identified potential pollutant linkages are effectively broken.

    The Verification Report should be in accordance with current best practice and guidance as outlined by the Environment Agency. In particular, this Verification Report must demonstrate:

- All Commercial Buildings have gas protection measures in line with CIRIA C665 Characteristic Situation 2.
- For those areas not covered in hardstanding, the report must demonstrate that these areas have been encapsulated in a clean cover fill of at least 600mm. This fill material must be demonstrably suitable for end use (commercial).

Reason: Protection of environmental receptors to ensure the site is suitable for use, and the protection of human health.

33. In the event that contamination not previously considered is encountered during the approved development of this site, the development shall cease and a written report detailing the nature of this contamination and its management must be submitted to and approved in writing by the Council. This investigation and risk assessment must be undertaken in accordance with current best practice.

Reason: Protection of human health.

34. A buffer of at least 10m must be maintained between the location of all construction works including refuelling, storage of oil/fuel, concrete mixing and washing areas, storage of machinery/material/spoil etc and Belfast Lough.

Reason: to ensure there are no adverse impacts on European site features.

35. No external facing or roofing materials shall be applied unless in accordance with a written specification of the materials, which shall have first been submitted to and approved in writing by the Council.

Reason: In the interests of the character and appearance of the area**.**

36. The building shall be constructed to BREEAM Excellent standard (or equivalent) and shall not be occupied until evidence and verification of such has been first submitted to and approved in writing by the Council.

Reason: To mitigate and adapt to climate change.

37. No development shall commence on site (other than site clearance, site preparation, demolition and the formation of foundations and trenches) unless details of a Public Art Scheme have been submitted to and approved in writing by the Council. The scheme shall include details of individual public art installations, proposals for future management and maintenance, and a programme for implementation. The development shall not be carried out unless in accordance with the approved details.

Reason: In the interests of place making and the amenities of the area. Approval is required upfront because public art may be integral to the design and layout of the scheme.

Informatives:

NOT02 Drawing Numbers
This decision relates to the following approved drawing numbers: [to be confirmed]

NOT03 Compliance with planning permission
Please make sure that you carry out the development in accordance with the approved plans and any planning conditions listed above. Failure to do so will mean that the proposal is unauthorised and liable for investigation by the Council's Planning Enforcement team. If

you would like advice about how to comply with the planning permission, you are advised to the contact the Planning Service at Belfast City Council at planning@belfastcity.gov.uk.

NOT04 Discharge of condition(s)
This planning permission includes condition(s) which require further details to be submitted to and approved by the Council. Please read the condition(s) carefully so that you know when this information needs to be provided and approved. It could take a minimum of 8 weeks for the Council to approve the details, assuming that they are satisfactory, and sometimes longer depending on the complexity of the condition. You should allow for this when planning the timeline of your project.

NOT05 Section 76 planning agreement
This planning permission is subject to a planning agreement under Section 76 of the Planning Act (Northern Ireland) 2011. This decision should be read in conjunction with the planning agreement.

NOT06 Non-planning requirements
The grant of planning permission does not dispense with the need to obtain licenses, consents or permissions under other legislation or protocols. The requirement for other authorisations may have been identified by consultees in their response to the application and can be accessed on the Northern Ireland Planning Portal website. The responses from consultees may also include other general advice for the benefit of the applicant or developer.

Development Management Officer Report

Committee Application	
Committee Decision Date: Tuesday 21 April 2020	
Application ID: LA04/2017/1991/F	
Proposal: Construction of a new 5 storey office development for science and I.T. based business and associated car parking and public realm works.	**Location:** Land adjacent to Concourse Buildings Queens Road Belfast BT3 9DT.
Referral Route: Major Application	
Recommendation: Approval	
Applicant Name and Address: Catalyst Inc The Innovation Centre Queens Road Belfast BT3 9DT	**Agent Name and Address:** McAdam Design 1c Montgomery House 478 Castlereagh Road Belfast BT5 6BQ

Executive Summary:

The application seeks full permission for the construction of a new 5 storey office development for science and I.T. based business and associated car parking and public realm works.

The key issues are:
- Principle of use on the site
- Access, movement, parking and transportation, including road safety
- Design
- Impact on natural environment
- Impact on built heritage
- Landscaping
- Flood Risk
- other environmental matters
- Legal Agreement

The site is located on land adjacent to Concourse Buildings, Queens Road, Belfast. The 3.18 ha site is located on both sides of Queens Road (to the front and rear of the Legacy Building) within the existing grounds of Catalyst Inc, formerly known as the Northern Ireland Science Park. The area is currently used for car parking on both sides of the road. Both areas are defined by a mix of hedging and fencing. The site is in proximity to a number of National, European and International designated areas, Thompson Dry Dock (archaeological site) as well as the Pump House (listed building). The site is sited within Belfast Harbour and is identified as whiteland in the BUAP 2001. The site is located within the development limits of Belfast in dBMAP and is identified as being within Zoning BHA 01 Titanic Quarter, a site zoned for mixed use development in the draft plan.

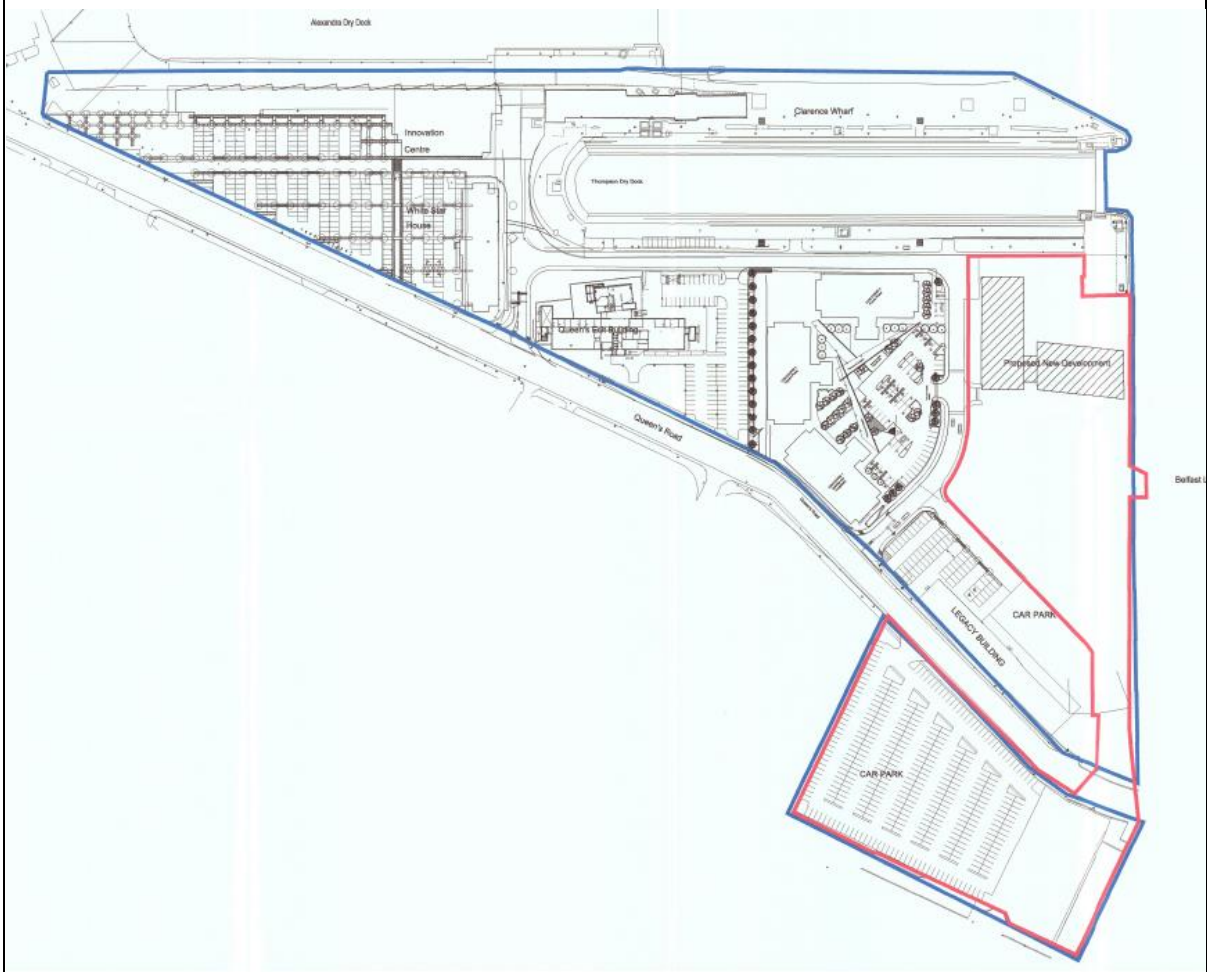
The proposal has been assessed against and is considered to comply with the Strategic Planning Policy Statement for Northern Ireland (SPPS), Belfast Urban Area Plan 2001 (BUAP), Draft Belfast Metropolitan Area Plan 2015 (dBMAP), PPS 2, PPS 3, PPS 4, PPS 6 and PPS 15.

All statutory and non-statutory consultees responded with no objections subject to conditions.

Accordingly, it is recommended that planning permission is granted with delegated authority given to the Director of Planning and Building Control to finalise the wording of conditions and to enter into a Section 76 planning agreement to provide a mechanism to linking the occupation of the proposed office building to the completion of the Eastern Access Road and to secure a vibration monitoring regime extending beyond the application site and a condition survey of the Thompson Dock subject to no new substantive planning issues being raised by third parties.

Page Break

Case Officer Report
Site Location Plan



Representations:	
Letters of Support	None received
Letters of Objection	1 received, then withdrawn
Number of Support Petitions and signatures	No petitions received
Number of Petitions of Objection and signatures	No petitions received

Characteristics of the Site and Area

1.0 Description of Proposed Development
The application seeks full planning permission for the construction of a new 5 storey office development for science and I.T. based business and associated car parking and public realm works.

2.0 Description of Site
The site is located on land adjacent to Concourse Buildings, Queens Road, Belfast. The 3.18 ha site is located on both sides of Queens Road (to the front and rear of the Legacy

Building) within the existing grounds of Catalyst Inc, formerly known as the Northern Ireland Science Park. The area is currently used for car parking on both sides of the road. Both areas are defined by a mix of hedging and fencing. The site is in proximity to a number of national, European and international designated areas, Thompson Dry Dock (archaeological site) as well as the Pump House (listed building). The site is sited within Belfast Harbour and is identified as whiteland in the BUAP. The site is located within the development limits of Belfast in dBMAP and is identified as being within Zoning BHA 01 Titanic Quarter, a site zoned for mixed use development.

Planning Assessment of Policy and Other Material Considerations

3.0 Site History

The most recent planning history on the site relates to a small portion of the overall site on the opposite side of the road from the Legacy Building under Z/2013/1511/F. This was for an "Existing building to be extended to the south-east and south to create additional 2330 sq metres of lettable work space and 98 car parking spaces remotely located 300 metres north east of the NISP building", and permission was granted on 26th November 2015. The proposal falls under the category of Major Development and Pre Application Community Consultation was carried out under the planning reference LA04/LA04/2017/0751/PAN.

4.0 Policy Framework

4.1 Belfast Urban Area Plan 2001 (BUAP)
4.2 (Draft) Belfast Metropolitan Area Plan (BMAP) 2004
4.3 (Draft) Belfast Metropolitan Area Plan (BMAP) 2015
4.4 Developer Contribution Framework 2020
4.5 Strategic Planning Policy Statement (SPPS)
4.6 Planning Policy Statement (PPS) 2: Natural Heritage
4.7 Planning Policy Statement (PPS) 3: Access, Movement and Parking
4.8 Planning Policy Statement (PPS) 4: Planning and Economic Development
4.9 Planning Policy Statement (PPS) 6: Planning, Archaeology and the Built Heritage
4.10 Planning Policy Statement (PPS) 15: Planning and Flood Risk

5.0 Statutory Consultees Responses

5.1 DfI Roads Service – No objection subject to conditions
5.2 DfC Historic Environment Division (Historic Monuments) – No objection subject to conditions
5.3 DfC Historic Environment Division (Historic Buildings) – No objection
5.4 NI Water – No objection
5.5 DAERA Regulation Unit – No objection subject to conditions
5.6 DAERA Natural Environment Division – No objection subject to conditions
5.7 DAERA Marine and Fisheries Division – No objection
5.8 DAERA Coastal Management – No objection
5.9 DAERA Water Management – No objection subject to conditions
5.10 DFI Rivers Agency – No objection

6.0 Non Statutory Consultees Responses

6.1 Belfast City Council (BCC) Environmental Health - No objection subject to conditions
6.2 Belfast City Council (BCC) Local Development Plan Team – No objection subject to conditions
6.3 Belfast City Council (BCC) Tree Officer – No objection subject to conditions
6.4 Belfast City Airport – No objection
6.5 Shared Environmental Services – No objection subject to conditions

7.0 Representations
7.1 The application has been neighbour notified and advertised in the local press. An objection was received from Strategic Planning dated 3rd July 2018, on behalf of IBM who occupy the Legacy Building. The issues raised were construction noise, discrepancy within the parking layout, parking provision already at full capacity, and discrepancy relating to the public walkway. Following direct dialogue between the Applicant and Objector this representation was withdrawn on 14th September 2018.

8.0 Other Material Considerations
8.1 Parking Standards (supplementary planning guidance)

9.0 Assessment
9.1 Following the Court of Appeal decision relating to BMAP, the extant development plan is now the Belfast Urban Area Plan 2001. However, given the stage at which the Draft BMAP had reached pre-adoption through a period of independent examination, the policies within the Draft BMAP still carry weight and are a material consideration in the determination of planning applications. The weight to be afforded is a matter of judgement for the decision maker. Given the advanced stage at which Draft BMAP had reached it is considered to hold significant weight (save for policies around Sprucefield which remained contentious). The site is located inside the development limits of Belfast as shown in the draft Belfast Metropolitan Area Plan 2015 and within Zoning BHA 01, Titanic Quarter.

9.2 The proposal will develop the existing site by erecting a five storey office building for science and I.T. based business, with associated car parking and public realm works. The proposed building will be located to the rear of the site adjacent to Thompson Dry Dock with car parking to the front (to the rear of the Legacy building), with further proposed car parking on the opposite side of the road. The proposed building is an 'L shape' with two main elements and a link between. Each section features a small projection for stairs, lift and WCs. The plans show the two main sections of the building on each floor as open plan office space with the link areas showing lifts, stairs, as well as showering facilities and two conference rooms on each floor, with the exception of the ground floor. This area is characterised by the entrance foyer, café and reception area.

9.3 The key issues are:
- Principle of use on the site
- Access, movement, parking and transportation, including road safety
- Design
- Impact on natural environment
- Impact on built heritage
- Landscaping
- Flood Risk
- other environmental matters
- Section 76 Planning Agreement

9.4 **Principle of use on the site**
The site is located within the settlement limits of draft BMAP 2015. The presumption is therefore in favour of development subject to the planning considerations discussed below. As stated the proposal is sited within dBMAP zoning BHA 01, and there are a number of key site requirements (KSRs) for the zoning which outline the acceptable uses in Titanic Quarter. These include business uses (as currently specified in Class B1 (a), (b) or (c) of the Planning (Use Classes) Order (Northern Ireland) 2004), now superseded by the 2015 Order. The KSRs go on to state that 'the total amount of floorspace for Use Class B1 (a) Offices shall not exceed 15,000m2 and that consideration may be given to office proposals above

15,000m2 where it can be demonstrated that the proposal cannot be accommodated within Belfast City Centre and which would otherwise result in a loss of significant inward investment'. The agent has confirmed the proposed use as B1(c) Research and Development. Under the KSRs for zoning BHA01 there is no floorspace restriction of B1(c). Following consultation with the BCC Local Development Plan Team they had no objection to the proposal and suggested a condition be included, should approval be granted, restricting the office use to B1(c). The site is within a commercial area and compatible with surrounding uses. The proposal, subject to planning considerations, is considered to make a positive contribution to the area.

9.5 **Access, Movement, Parking and Transportation**
The proposed car parking has been located to the front of the proposed building, as well as on the opposite side of the road (directly opposite the Legacy Building). A Transport Assessment Form, Transport Assessment, Travel Plan, and Service Management Plan were submitted with the application. DfI Roads were consulted and they raised a number of concerns regarding traffic and road safety.

9.6 After extended engagement and discussions between Planning, DfI Roads Service and the applicant's agent and roads consultant, an updated Travel Plan, traffic calculations as well as other supporting information was submitted and forwarded to DfI Roads for comment. They responded on 9th April 2020 stating no objection subject to a number of conditions, including a restriction on the occupation of the proposed office building. It is considered necessary to allow no more than 40% of the floor area of the proposed development to be occupied or otherwise operational until the 'Titanic Quarter Eastern Access Road', recommended for approval by the Planning Committee in March 2020 under planning reference LA04/2019/2810/F, has been constructed to the satisfaction of DfI Roads and become operational. The condition is considered necessary because if the building was wholly occupied in advance of the new road it would have an adverse impact on the existing road infrastructure.

9.7 **Design**
The proposed building is 5 storeys high, and consists of 2 main elements linked by a circulation core to form a general "L shaped" block. Plant is proposed to the roof and will be screened by parapet walls. The proposal is sited approximately 105m from the Legacy building to the front and 30m to the nearest of the three Concourse buildings adjacent to the East, also 5 storeys. The proposed height, massing and design are acceptable for the site and its surroundings. The Agent states that the design and materials been carefully considered in relation to the industrial history of the site.

9.8 The building is of a modern design with large areas of glazing. The external materials are a mix of grey curtain wall cladding; rainscreen cladding and grey brick (to the ground floor). The proposed mix of materials are similar to that of a number of buildings in the immediate area, which overall is characterised by a variety of building types and elevation treatment. Should approval be granted a condition shall be attached stating development shall not commence under materials have been submitted to and agreed in writing with the Council.

9.9 Impact on natural environment
The site is in proximity to a number of national, European and international designated areas, Belfast Lough Open Water ASSI, Belfast Lough Ramsar/SPA, The Maidens SAC, East Coast Marine Proposed SPA and North Channel SAC, as well as the Outer Belfast ASSI.

9.10 A Habitats Regulation Assessment (HRA) was submitted demonstrating the potential impacts on the above European Sites. This assessment determines if there could be any

significant effects on the features and conservation objectives, and hence integrity, of any European sites to meet the requirements of Regulation 43 (1) of the Conservation (Natural Habitats, etc.) Regulations (Northern Ireland) 1995 (as amended). This information was forwarded to Shared Environmental Services for comment, along with an Outline Construction Environmental Management Plan (CEMP), Piling Risk Assessment as well as the proposed drainage layout. They responded with no objections to the proposal subject to a condition relating to the submission of a final CEMP. They also placed emphasis on the importance of Conditions which had been suggested by DAERA's Regulation Unit.

9.11 DAERA Natural Environment Division assessed the same information as Shared Environmental Services, as well as the submitted GQRA. They are content the proposal is unlikely to significantly impact protected and/or priority species and habitats subject to conditions. They have also requested the submission of a final CEMP for agreement prior to works commencing. They also stated that a buffer of at least 10m must be maintained between the location of all construction works etc and Belfast Lough. This shall be conditioned should approval be granted.

9.12 DAERA Marine and Fisheries Division were content with the conclusions of the HRA and consider that provided the proposal is confined to the red line boundary and there is no significant noise disturbance associated with construction works there should be no impact on the natural environment. In conclusion the proposal is in keeping with PPS 2, Natural Heritage.

9.13 Impact on built heritage
The proposal is within the vicinity of archaeological sites (including Thompson Dock) and a listed building (Pump House) and therefore the policies in PPS 6 are a material consideration in this case. HED Historic Buildings assessed the application in relation to the setting of the listed Pump House. On the basis of the information provided, HED is content that the proposal is satisfactory and complies with the policies in the SPPS and Policy BH11 of PPS 6.

9.14 HED Historic Monuments (HM) was consulted given the site's proximity to a scheduled monument (Thomson Dock). HED HM raised concerns relating to any potential physical impacts of construction works upon the structural integrity and fabric of adjacent maritime sites. A structural engineer's report, piling methodology details, as well as details of a vibration monitoring scheme were forwarded to HED HM for consideration. In their response dated 8th April 2019 they made a number of recommendations. They stated in view of the proposed piling works it is essential that a robust monitoring regime is agreed and implemented. The regime will however require the monitoring of vibration levels outside the red line of the boundary of the application site and a condition survey of Thompson Dock. They suggested that any approval for the scheme should be conditional on the agreement and implementation of a piling and monitoring methodology that provides for the requirements described within their response. As the requirements for the monitoring of vibration levels relate and the condition survey of the dock relate to land beyond the red line of the application site, it is necessary that these requirements are secured as part of a Section 76 Planning Agreement. These measures will ensure the proposal is satisfactory to SPPS and PPS 6 archaeological policy requirements.

9.15 Landscaping
The site exhibits a small number of trees which the BCC Tree Officer has confirmed as more than likely the result of natural regeneration or self-seeded. These should be retained, where it is reasonably possible to do so. The proposed landscaping plan shows 50 semi mature trees of mixed species. These will soften the visual aspect of the proposed site.

The BCC Tree Officer responded to consultation with no objection subject to a number of standard conditions.

9.16 **Flood Risk**
A flood risk and drainage assessment was submitted for consideration, and consultation undertaken with Rivers Agency in relation to these matters. They responded on 23rd November 2017 with no objection to the proposal, and it is therefore considered that the proposal complies with the policy requirements set out in PPS15 as acceptable drainage and flood risk protection measures are proposed. On reviewing the updated Flood Risk Assessment on 19th February 2019 their previous comments remained the same.

9.17 **Other Environmental Matters**
A Preliminary Risk Assessment and Generic Quantitative Risk Assessment were submitted and comments were invited from both BCC Environmental Health and DEARA. BCC and DEARA both responded suggesting conditions to be included should approval be granted. These are included below as part of this report.

9.18 **Section 76 Planning Agreement**
A current application, under LA04/2019/2810/F, for "Titanic Quarter eastern access road including new signalised junction on Sydenham Road and associated works." was recommended for approval at the BCC Planning Committee meeting on 10th March 2020 with powers delegated to the Director of Planning and Building Control to finalise the wording of conditions and resolve any outstanding matters. DfI Roads Service have recommended by condition that no more than 40% of the floor area of the proposed development shall be occupied or otherwise become operational until the 'Titanic Quarter Eastern Access Road' has been constructed to the satisfaction of DfI Roads and become operational. This will be generally in accordance with the approval LA04/2019/2810/F 'Titanic Quarter eastern access road including new signalised junction on Sydenham Road and associated works '. The condition is considered necessary because if more than 40% of the building was occupied in advance of the new road it would adversely impact on the existing roads infrastructure.

9.19 As the new road is outside the red line for the office development, and subject to a separate planning permission, it is considered that should planning permission be granted for the new office development, the developer will be required to enter into a Section 76 planning agreement with the Council to provide a mechanism to link the occupation of the proposed office development, if granted, under LA04/2017/1991/F to the completion of the Eastern Access Road (LA04/2019/2810/F).

9.20 In addition the planning agreement should include the HED HM requirements for monitoring of vibration levels outside the red line boundary of the application site and a condition survey of the scheduled dock. The developer has expressed a willingness and commitment to enter into such a legal agreement.

9.21 **Economic Benefit**
The Planning Design and Access Statement submitted in support of the proposal states the development will provide accommodation for 1400 people approximately with of course a number of short term construction jobs and will bring an injection of vitality to this area of Chichester Street. The increased footfall to the area will also boost trade for local restaurants and retailers.

10.0 Conclusion
10.1 Having regard to the policy context and other material considerations above, the proposal is considered acceptable and it is recommended that planning permission is granted with delegated authority given to the Director of Planning and Building Control to

finalise the wording of conditions and to enter into a Section 76 planning agreement to provide a mechanism to linking the occupation of the proposed office building to the completion of the Eastern Access Road and to secure a vibration monitoring regime extending beyond the application site and a condition survey of the Thompson Dock subject to no new substantive planning issues being raised by third parties.

Neighbour Notification Checked: Yes

Summary of Recommendation: Approval subject to conditions and a Section 76 Planning Agreement

Conditions:

1.The development hereby permitted shall be begun before the expiration of 5 years from the date of this permission.

Reason: As required by Section 61 of the Planning Act (Northern Ireland) 2011.

2. No part of the development hereby permitted shall become operational until the vehicular access, including visibility splays and any forward sight distance are provided in accordance with Drawing No. 15 'Queens Road Access Sightlines', bearing the Belfast City Council Planning Office date stamp 14 May 2019 and Drawing No. 16 'Sightlines and Car Parking Dimensions', bearing the Belfast City Council Planning Office date stamp 14 May 2019, prior to the occupation of any other development hereby permitted. The area within the visibility splays and any forward sight line shall, with the exception of existing trees, be cleared to provide a level surface no higher than 250 mm above the level of the adjoining carriageway and such splays shall be retained and kept clear thereafter.

Reason: To ensure there is a satisfactory means of access in the interests of road safety and the convenience of road users.

3. The development hereby permitted shall not become operational until hard surfaced area have been constructed in accordance with the approved layout Drawing No. 16 'Sightlines and Car Parking Dimensions', bearing the Belfast City Council Planning Office date stamp 14 May 2019 to provide adequate facilities for parking, servicing and circulating within the site. No part of these hard surfaced areas shall be used for any purpose at any time than for the parking and movement of vehicles.

Reason: To ensure that adequate provision has been made for parking and servicing.

4. A minimum of 24 No. secure cycle parking stands shall be provided and permanently retained close to the accesses to the proposed development for use by staff and visitors to the development.

Reason: To encourage the use of alternative modes of transport for development users.

5. The development hereby permitted shall operate in accordance with the approved Travel Plan published by the Belfast City Council Planning Office on 22 January 2020. This shall include provision of the Translink iLink Initiative and the Bike2Work Initiative or equivalent measures agreed by DfI Roads. This Travel Plan will be issued as a standalone document and the measures contained within will be monitored and assessed from the inception of the Plan on a minimum of an annual basis to ensure the Plan's effectiveness.

Reason: To encourage the use of alternative modes of transport to the private car in accordance with the Transportation Principles.

6. Prior to the commencement of development, a detailed Construction Environmental Management Plan (CEMP) shall be submitted to, and agreed in writing by the Council. This should reflect all the mitigation and avoidance measures to be employed as detailed in the outline CEMP, Proposed Drainage Layout (May 2018), Piling Risk Assessment (March 2018) and all additional submitted information. The CEMP shall include a detailed environmental monitoring plan to include suitable groundwater and surface water monitoring to take place during and after the construction works. This should include at least three rounds of monitoring for a suitable analytical suite. Reported contaminant concentrations should be screened against Generic Acceptance Criteria (GAC) protective of the water environment and results should be submitted in writing to the Council for agreement. In the event of unacceptable risk to receptors being identified, works shall cease and the requirements of Condition 11 will apply.

Reason: Protection of environmental receptors to ensure that the site is suitable for use, and to ensure there are no adverse impacts on European site features.

7. Prior to the development proceeding, a detailed remediation strategy shall be presented to the planning authority for agreement. The remediation strategy should consider all unacceptable risk to receptors and should identify the most appropriate remedial options and how these should be implemented and verified. The remediation strategy should be completed in accordance with the Model Procedures for the Management of Land Contamination (CLR11).

Reason: Protection of environmental receptors to ensure that the site is suitable for use.

8. Any piling work undertaken at the site should use a continuous flight auger piling method. Should the applicant which to change piling methods a revised piling risk assessment will need to be submitted to the planning authority for agreement.

Reason: Protection of environmental receptors to ensure that the site is suitable for use.

9. If during the development works, new contamination and risks are encountered which has not previously been identified, works should cease and the Council shall be notified immediately. This new contamination shall be fully investigated in accordance with the Model Procedures for the Management of Land Contamination (CLR11). In the event of unacceptable risks being identified, a remediation strategy shall be agreed with the Planning Authority in writing and subsequently implemented and verified to its satisfaction.

Reason: Protection of environmental receptors to ensure the site is suitable for use.

11. After completing all remediation works required under Conditions 7-10, and prior to occupation of the development, a Verification Report shall be submitted and agreed in writing with the Council. This report should be completed by competent persons in accordance with the Model Procedures for the Management of Land Contamination (CLR11). The verification report should present all the remediation and monitoring works undertaken and demonstrate the effectiveness of the works in managing all the risks and achieving the remedial objectives.

This report must demonstrate that all remedial measures outlined in the MCL Consulting Ltd report titled Phase 2 Generic Quantitative Risk Assessment (GQRA) Pierpont Office

Development Queens Road, Belfast Harbour, dated March 2018, Project Number:P1509-1 have been implemented.

The verification report shall demonstrate the successful completion of remediation works and that the site is now fit for the intended end-use (Commercial). It must demonstrate that the identified potential pollutant linkages are effectively broken. The Verification Report should be in accordance with current best practice and guidance as outlined by the Environment Agency.

In particular, this Verification Report must demonstrate:

- All Commercial Buildings have gas protection measures in line with CIRIA C665 Characteristic Situation 2.
- For those areas not covered in hardstanding, the report must demonstrate that these areas have been encapsulated in a clean cover fill of at least 600mm. This fill material must be demonstrably suitable for end use (commercial).

Reason: Protection of environmental receptors to ensure the site is suitable for use, and the protection of human health.

12. In the event that contamination not previously considered is encountered during the approved development of this site, the development shall cease and a written report detailing the nature of this contamination and its management must be submitted to the Council for approval. This investigation and risk assessment must be undertaken in accordance with current best practice.

Reason: Protection of human health

13. A buffer of at least 10m must be maintained between the location of all construction works including refuelling, storage of oil/fuel, concrete mixing and washing areas, storage of machinery/material/spoil etc and Belfast Lough.

Reason: to ensure there are no adverse impacts on European site features.

14. The development hereby approved shall be used only for B1(c) Research and Development, as described within The Planning (Use Classes) Order (Northern Ireland) 2015.

Reason: To control the use at this location and to secure a satisfactory mix of land uses.

15. The development hereby permitted shall not commence until details and samples and a written specification of the materials to be used in the external elevations, have been submitted to and have been approved in writing by the Council. The development shall not be carried out unless in accordance with the approved details.

Reason: To protect the visual amenities of the area.

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ADDENDUM REPORT	
Committee Meeting Date: 18th March 2025	
Application ID: LA04/2022/1924/F	
Proposal: Stepped four to one storey mixed-use proposal comprising 13 apartments (with 13 car parking spaces) and ground floor coffee shop.	**Location:** 160-164 Kingsway Dunmurry BT17 9RZ
Referral Route: Through 3.8.2 of the Scheme of delegation where a representation has been received which conflicts with the Planning Officer's recommendation	
Recommendation: Approval subject to conditions and Section 76 planning agreement (refusal if the Section 76 planning agreement is not completed by 27th March 2025)	
Applicant Name and Address: Glenoak Limited 44 Carnaree Road Templepatrick BT39 0BZ	**Agent Name and Address:** Place Lab Limited 18 Osborne Park Belfast BT9 6JN
Valid date: 19th October 2022	
Target date (15 weeks): 1st February 2023	
Contact Officer: Ed Baker, Planning Manager (Development Management)	

Background:

1. This application was approved by the Committee at its 29th June 2023 meeting. The Committee granted planning permission, subject to conditions and a Section 76 planning agreement to secure affordable housing. Delegated authority was given to the Director of Planning and Building Control to finalise the wording of the conditions and Section 76 planning agreement and to deal with any other matters which may arise.

2. The Section 76 planning agreement has not been completed and so the application is being reported back to the Committee.

3. This report should be read in conjunction with the original report to the 29th June 2023 Committee, appended.

Section 76 planning agreement

4. The Section 76 planning agreement is required to secure three of the proposed 13 apartments as affordable housing (Discounted Market Rent) in accordance with Policy HOU5 of the Plan Strategy.

5. The Section 76 planning agreement has yet to be agreed, signed and returned to the Council by the applicant. It is considered that the provision of the three affordable housing units is necessary to make the development acceptable, in compliance with Policy HOU5. The Section 76 planning agreement is the appropriate vehicle for securing the affordable housing and without it the proposal is considered unacceptable.

Recommendation

6. The Committee previously resolved to grant planning permission, subject to conditions and a Section 76 planning agreement to secure affordable housing. Delegated authority was given to the Director of Planning and Building Control to finalise the wording of the conditions and Section 76 planning agreement and to deal with any other matters which may arise.

7. It is recommended that should the Section 76 planning agreement not be completed by 30th April 2025, the application is refused with delegated authority given to the Director of Planning and Building Control to finalise the refusal reason/s.

Development Management Officer Report
Committee Application

Summary	
Committee Meeting Date: 29th June 2023	
Application ID:LA04/2022/1924/F	
Proposal: Stepped four to one storey mixed-use proposal comprising 13 apartments (with 13 car parking spaces) and ground floor coffee shop.	**Location:** 160-164 Kingsway Dunmurry BT17 9RZ.
Referral Route: Through 3.8.2 of the Scheme of delegation where a representation has been received which conflicts with the Planning Officer's recommendation	
Recommendation: Approval	
Applicant Name and Address: Glenoak Limited 44 Carnaree Road Templepatrick BT39 0BZ	**Agent Name and Address:** Place Lab Limited 18 Osborne Park Belfast BT9 6JN

Executive Summary:
This application seeks full planning permission for a stepped 4 to one storey mixed-use proposal comprising 13 apartments (with 13 car parking spaces) and coffee shop.

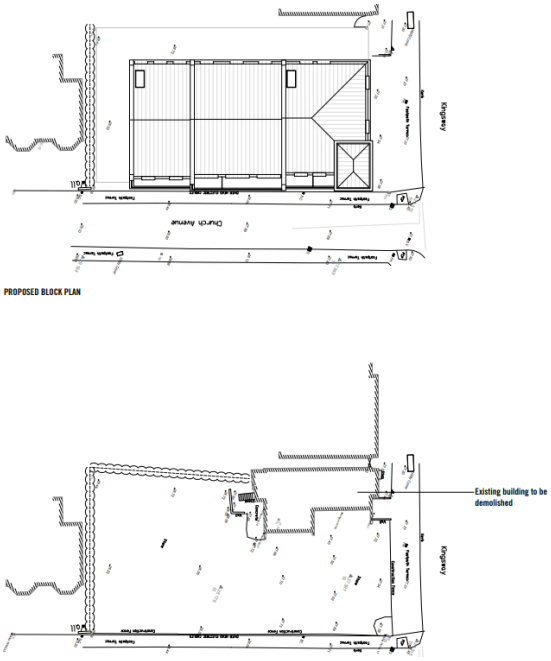
The key issues are:

- Principle of development
- Design, Layout and impact upon the character and appearance of the area
- Climate Change
- Affordable Housing and Housing Mix
- Accessible and Adaptable Accommodation
- Access and Parking
- Drainage
- Access and Parking
- Waste-water Infrastructure
- Noise, odour and other environmental impacts including contamination

Recommendation
Having regard to the development plan and other material considerations, including the extant planning permission, the proposal is considered on balance acceptable. It is recommended that planning permission is granted subject to conditions and a Section 76 planning agreement being entered into to secure affordable housing.

Delegated authority is sought for the Director of Planning and Building Control to finalise the conditions, Section 76 planning agreement, and deal with any other matters which may arise.

Officer Report

1.0	**Drawings**
1.1	**Fig 1. Site Location Plan**
1.2	**Fig.2 Proposed Site Layout** 
2.0	**Characteristics of the Site and Area**
2.1	The site is currently a brownfield plot of land that has been cleared of buildings and fenced off. The site occupies a corner position at the junction of Kingsway and Church Avenue, a residential road mainly occupied by Victorian/Edwardian detached villas. The eastern or Church Avenue boundary of the site is directly opposite to Dunmurry Park, a public green open space. The southern boundary is contingent with the garden of No.5 Church Avenue.

2.2	The western boundary of the site backs onto rear service/parking areas belonging to commercial properties on Kingsway. There is a previous approval on the site for the erection of 2No. commercial units and 10 No. apartments and car parking (LA04/2018/0386/F).
3.0	**Description of Proposal**
3.1 3.2	Mixed-use proposal comprising thirteen apartments (with 13 car parking spaces) and coffee shop. There are ten proposed 3-person 2 bed apartments, two 2 person 1 bed apartments and one, 4 person 2 bed apartment. The proposed building will range in height from one storey to three storeys plus roof/attic level. A four-storey element will turn the corner at Kingsway and Church Avenue
4.0	**Planning Policy and Other Material Considerations**
4.1 4.2 4.3 4.4 4.5 4.6	**Development Plan – operational policies** Belfast Local Development Plan, Plan Strategy 2035 **Development Plan – zoning, designations and proposals maps** Belfast Urban Area Plan (2001) BUAP Draft Belfast Metropolitan Area Plan 2015 (v2004) Draft Belfast Metropolitan Area Plan 2015 (v2014) **Regional Planning Policy** Regional Development Strategy 2035 (RDS) Strategic Planning Policy Statement for Northern Ireland (SPPS) **Other Policies** Developer Contribution Framework (BCC) Belfast Agenda Creating Places (DfI) **Relevant Planning History** *LA04/2018/0386/F* *160-164 Kingsway, Dunmurry, Belfast* *Erection of 2o No. Commercial units and 10 No. Apartments and car parking* *Permission Granted at Appeal*
5.0	**Consultations and Representations**
5.1 5.2 5.3	**Statutory Consultations** DfI Roads – Content subject to conditions DfI Rivers – Content NI Water – Approval DAERA NIEA – Content **Non-Statutory Consultations** BCC Environmental Health – Content subject to conditions BCC Plans & Policy team – Advice. Whilst consultees may have referred to the no longer extant Planning Policy Statements in their consultation responses, the equivalent policies in the Plan Strategy are either the same or sufficiently similar to not require the consultees to re-evaluate the proposal in the context of the Plan Strategy.

5.4	**Representations** The application has been advertised and neighbours notified. The Council has received the following representations in support and objection. Objections: 1 The objection raises issues regarding density, site parking provision, height, scale, and massing which are all addressed within the main report. Queries on the boundary lines with the development and the property at 5 Church Avenue have been resolved.
6.0	**PLANNING ASSESSMENT**
	Development Plan Context
6.1	Section 6(4) of the Planning (Northern Ireland) Act 2011 states that in making any determinations under the Act, regard is to be had to the local development plan, and the determination must be made in accordance with the plan unless material considerations indicate otherwise.
6.2	Section 45(1) of the Act states that in determining planning applications, the Council must have regard to the local development plan, so far as material to the application, and to any other material considerations.
6.3	The Belfast Local Development Plan (LDP) when fully completed will replace the Belfast Urban Area Plan 2001 as the statutory Development Plan for the city. The Belfast LDP will comprise two parts. Part 1 is the Plan Strategy, which contains strategic and operational policies and was adopted on 02 May 2023. Part 2 is the Local Policies Plan, which will provide the zonings and proposals maps for Belfast and has not yet been published. The zonings and proposals maps in the Belfast Urban Area Plan 2001 remain part of the statutory local development plan until the Local Policies Plan is adopted.
6.4	Operational policies – the Plan Strategy contains a range of operational policies relevant to consideration of the application. These are listed in the report.
6.5	Proposals Maps – until such time as the Local Policies Plan is adopted, the Council must have regard to the land-use zonings, designations and proposals maps in the Belfast Urban Area Plan 2001, both versions of the draft Belfast Metropolitan Area Plan (v2004 and v2014) (draft BMAP 2015) and other relevant area plans. The weight to be afforded to these proposals maps is a matter for the decision maker. It is considered that significant weight should be given to the proposals map in draft BMAP 2015 (v2014) given its advanced stage in the development process, save for retail policies that relate to Sprucefield which remain contentious.
6.6	**Relevant Planning Policies** The following policies in the Plan Strategy are relevant to consideration of the application. • Policy SD2 – Settlement Areas • Policy HOU1 – Accommodating new homes • Policy HOU2 – Windfall housing • Policy HOU4 – Density of residential development • Policy HOU5 – Affordable housing • Policy HOU6 – Housing mix • Policy HOU7 – Adaptable and accessible accommodation • Policy DES1 – Principles of urban design

- Policy RD1 – New residential developments
- Policy BH3- Areas of townscape Character
- Policy TRAN1 – Active Travel – Walking and Cycle
- Policy TRAN6 – Access to public roads
- Policy TRAN8 – Car parking and servicing arrangements
- Policy TRAN10 – Design of car parking
- Policy ENV1 – Environmental quality
- Policy ENV2 – Mitigating environmental change
- Policy ENV3 – Adapting to environmental change
- Policy ENV5 – SuDS
- Policy OS3 – Ancillary open space
- Policy NH1 – Protection of natural heritage resources
- Policy TRE1 – Trees

6.7 **Key Issues**

The key issues are:

- Principle of development
- Design, Layout and impact upon the character and appearance of the area
- Climate Change
- Affordable Housing and Housing Mix
- Accessible and Adaptable Accommodation
- Access and Parking
- Drainage
- Access and Parking
- Waste-water Infrastructure
- Noise, odour and other environmental impacts including contamination

The adoption of the Plan Strategy requires the following updated assessment.

Additional Information

6.8 Officers requested that the applicant provides a “Plan Strategy Statement” that sets out how the proposal complies with the relevant policies in the Plan Strategy. Where the proposal does not meet the policy requirements, the applicant was asked to either modify the proposal or justify why they are not proposing to change the proposal. The applicant has subsequently provided a Plan Strategy Statement, which seeks to demonstrate compliance with the relevant policies.

The Planning Service’s Plans and Policy team has been consulted on the applicant’s Plan Strategy. No further consultations have been considered necessary following adoption of the Plan Strategy.

Principle of development

6.9 The site is located within the development limit in the Belfast Urban Area Plan 2001 and both versions of the draft Belfast Metropolitan Area Plan 2015 (v2004 and v2014). The presumption is therefore in favour of development subject to planning considerations detailed below. A previous approval on the site LA04/2018/0386/F has established that the principle of an apartment development is acceptable at this location.

6.10	The proposal is complaint with Policy HOU1, accommodating new homes as it will meet the delivery of housing supply in the Belfast City Council area. Policy HOU2, Windfall Housing is also met as the proposal is situated on previously developed land and is currently white land within the BMAP 2004 and 2015 versions. The proposed scheme is considered to be a suitable site for an apartment scheme, it is accessible and convenient to public transport and walking and cycling infrastructure.
6.11	**<u>Design, layout and impact upon the character and appearance of the area</u>** Policy RD1 seeks to promote quality residential development that creates places that are attractive, locally distinctive, and appropriate to their surroundings. The proposal is compliant with Policy RD1 of the Plan Strategy 2035 and meets the below criteria:
6.12	a. *Will not create conflict with adjacent land uses, remaining in conformity with the character of any established residential area:* The site is located within an area which has a mix of residential and commercial units. The proposal is for a ground floor coffee shop with 13 apartments situated above. There is an existing apartment scheme opposite the proposed site which is part two-part three storey. The site is considered to represent a prominent plot on the approach from the city centre, however, views are filtered in part by the mature trees fronting the adjacent Park. The proposal breaches the established building line along the Church Avenue elevation; however, it is acknowledged that historically the building line here was breached by the building that previously occupied the site. There is no uniformity in the design of buildings, differing in size, sale, massing and finishes along Kingsway. The proposal along Church Avenue, comprises of a one storey (3.51m), rising to a two storey with a mansard roof, rising to three-storey with a mansard roof, culminating in a four storey (13.86m) element at the corner of the site with Kingsway. Along Kingsway, there is a one storey (3.84), rising to three storeys with mansard roof and culminating in a four-storey tower element (13.86) at the corner of the site with Church Avenue. The proposed recessed balconies are modest in scale in comparison to the prominence of numerous balconies and terraces on the two large developments opposite. They are considered to tie in with the existing character and appearance and will not unduly dominant in the streetscape. The proposed finish to the principal elevation is red brick with flush pointing. This finish will tie the new block in with the red brick finish of the existing No.5 Church Road and the terrace beginning with No.166 Kingsway. The proposal incorporates some glazed brick decorative features to the eaves level of the corner tower. The windows are proposed to be finished in black coloured ppc aluminium, and the roofing material is a dark grey standing seam system redolent of lead. The proposed development, by reason of its form, scale, layout, design and materials, is in keeping with the site and its surrounding area and draft ATC and therefore is complaint with Policy BH2.
6.13	b. *Does not unduly affect the privacy of amenity of neighbouring residents, including overlooking, loss of light, overshadowing, dominance, noise or other disturbance:* The layout/aspect of the building within the site is such that there will be no significant overlooking into neighbouring properties. In addition, there is sufficient separation distances to existing neighbouring properties to ensure that dominance and overshadowing will not occur to an unacceptable degree. The property at No. 5 Church Avenue, is approximately 0.81m from the proposed rear boundary of the proposed building. Although this does not meet the 15m separation distance as

	outlined in paragraph 7.17 of Creating Places, paragraph 7.18 allows for greater flexibility in inner urban locations. The elevation closest to this property is only one storey reducing any sense of dominance from the proposal. There will be no opportunity for overlooking into any other neighbouring properties due to the separation distances on both the elevations looking onto Kingsway and the outlook onto a Dunmurry public park on the Church Road elevation. It is considered that the design, layout and separation distances proposed are acceptable and will not impinge on residential amenity via overlooking, dominance, loss of light or overshadowing.
6.14	c. *Makes provision for, or is accessible and convenient to public transport and walking and cycling infrastructure* The development site located on a major arterial route linking Lisburn and Belfast, with regular bus services between the two centres. It is also within a convenient walking distance (300m) to/from Dunmurry rail halt, on the Belfast-Portadown/Portadown-Belfast Line.
6.15	d. *Provides adequate open space:* There is approximately 118.13 sqm of private communal open space which equates to around 9sqm per unit. This is in the form of a first-floor external deck area. This is marginally below the guidance in Creating Places; however, this is counterbalanced through the provision of private amenity space per each apartment ranging from approximately 4.4sqm to 19.76sqm per unit. Creating Places also states that the appropriate level of provision should be determined by having regard to the context of the development. There is a park adjacent to the proposal also which is easily accessed. Therefore, on balance, it is considered that there an appropriate amount of private and private communal space to create a quality residential environment.
6.16	e. *Keeps hard surfacing to a minimum* Car parking is considered to not dominate the residential development as parking is provided within the ground floor of the scheme.
6.17	f. *Creates a quality and sustainable residential environment in accordance with the space standards set out in appendix C.* There are ten proposed 3 person 2 bed apartments ranging from 68.4 sqm-81.4sqm , two 2 person apartments at 54.8sqm and one, 4 person 2 bed apartment at 83.4sqm. The proposed scheme is in keeping with the space standards as set out in appendix C.
6.18	g. *Does not contain units which are wholly in the rear of the property, without direct, safe and secure access form the public street; and* The entrances to the properties are from the Church Avenue Street elevation allowing for safe access from the footpath. There is a sizable communal area as you enter the building, in line with para 7.3.13 of the Plan Strategy 2035, providing a sense of security and safety for residents and visitors, maximising opportunities for natural surveillance.
6.19	h. *Ensures that living rooms, kitchens and bedrooms have access to natural light* In terms of prospective residents, each unit has adequate outlook to the public street, Dunmurry Park and external amenity areas.

6.20	Further to Policy RD1, the proposal complies with the criteria set out in A-K of Policy DES 1- Principles of Urban Design in that the scheme is of a high quality, sustainable design and makes a positive contribution to placemaking.
	Climate change
6.21	Policy ENV2 of the Plan Strategy states that planning permission will be granted for development that incorporates measures to mitigate environmental change and reduce greenhouse gases by promoting sustainable patterns of development. All new development proposals will maximise opportunities to incorporate sustainable design features where feasible (such as grey water recycling, green roofs, maximising use of recycled materials, orientating buildings to optimise solar gain, energy efficiency). Development proposals should, where appropriate, demonstrate the highest feasible and viable sustainability standards in the design, construction, and operation. The applicant provided a Climate Change statement which outlines sustainable travel measures through the implementation of a travel plan and how the location is within walking distance of Train Halt and Bus Stops.
6.22	The applicant has updated their DAS setting out that the following features are incorporated into the design: (i) Photovoltaic panels on the roof. These will be placed on the shallow slope of the mansard roof which faces south-west. The power generated from these will contribute a renewable element of the electricity required to run the building. (ii) Grey water storage installation will be incorporated to supply the site with water for the irrigation of the planting which is planned within the first floor courtyard spaces. (iii) Efficient heating system in common areas. The building will be fitted with high efficiency smart heaters within the landlord areas. These will react to rapid temperature changes and low occupancy, obviating the need for heaters to be kept at a constant temperature at all times. (iv) Heating installations. The apartments will be fitted with high efficiency gas-fired combination boilers which will be have flue gas heat recovery to maximise energy efficiency. (v) Lighting. The building will be fitted with a high efficiency LED lighting installation. The proposal is considered on balance to satisfy the requirements as set out in ENV2, ENV3 and ENV5 of the Plan Strategy. A pre commencement condition is proposed to ensure that soft landscaping within the site introduces SUDS measures to partially meet ENV3 and comply with ENV 5.
	Density of Residential Development
6.23	Policy HOU4 sets density bands to be used as a guide to inform proposed developments within the relevant settlement/character areas and states development proposals outside of these broad bands will be considered on their merits, subject to meeting all other policy requirements.
6.24	The site is located within the Dunmurry Local Centre (ML 10) as designated in 2014 version of draft BMAP and therefore in terms of Policy HOU4 the assigned average density band of 75-150dph would apply. At approximately 0.08 ha, the provision of 13 units represents a density of over 160 units, which is marginally above the density threshold. However, given the location of the development, the extant approval on the site and the ability to meet other the design requirements, of policies DES1 and RD1, the density marginally above the broad band is considered acceptable in this instance.

	Affordable housing and Housing Mix
6.25	HOU5- Affordable Housing of the of the Plan Strategy 2035 states that planning permission will be granted for residential development on sites greater than 0.1 hectares and or more dwelling units where a minimum of 20% of units are provided as affordable housing.
6.26	The applicant has provided two 3-person 2 bed apartments (accessible units), and one 2-person 1 bed apartment at a discount market rented price which meets the definition of affordable housing. The delivery and monitoring of the DMR units will require a Section 76 planning agreement and delegated authority is requested to allow officers to finalise this.
6.27	The application is considered to comply with HOU5 of the Plan Strategy subject to the S.76.
6.28	The proposed apartment block would comprise two one-bedroom apartments and eleven two bedroom apartments, which responds to this local analysis and the broader evidence of demographic changes across the housing market in Belfast, including an ageing population, showing a reduction in household size and a decline in the number of households with children. This emphasises the need for future accommodation which are 'suitable for smaller household types.' The mix of smaller apartments is therefore deemed appropriate in this particular location based on the evidence provided. The proposal is therefore complaint with Policy HOU6- Housing Mix in that the applicant has demonstrated a range of apartment types, sizes and proposed tenures.
	Adaptable and Accessible Housing
6.29	Policy HOU7 of the Plan Strategy states that all new homes should be designed in a flexible way to ensure that housing is adaptable throughout all stages of life, maximising the ability for occupants to remain in their homes and live independent lives for as long as possible. For schemes of 10 units or more, at least 10% of the units should be wheelchair accessible. The applicant has provided two designated accessible residential units. They have addressed the following requirements of Policy HOU7: - Criteria g: Wheelchair accessible environment- The two proposed units are wheelchair accessible but fall short of meeting the space standards for wheelchair housing as set out in appendix C by 5 sqm. - Criteria h- there are two designated disabled parking bays to accommodate disabled users in line with the parking standards. - Criteria i- The applicant has confirmed that all pathways have been designed to exceed the minimum width of 900mm to accommodate wheelchair users. The narrowest width of the pathway from the covered car park to the apartments lift is 1200mm at the proposed bins store. The area in front of the lift complies with the 1500 x 1500mm building regulation for wheelchair manoeuvrability. All entrance doors to the apartment's reception, to the apartment's lift/stair core and to each apartment entrance there will be generous 926mm door leafs. From the covered car park to the lift there is a change of level. This will have a gentle slope with a handrail to comply with Part R of the building regulations. The passenger lift serving the apartments will be an 8-person capacity designed to accommodate wheelchair users. - Criteria j- The two designated apartments shown on drawing 03C (our reference) have room for an unobstructed turning circle within the entrance hallway, kitchen, living, dining area, bathroom, and main bedroom. The bathroom turning circle is no however unobstructed. - Criteria k- Drawing 03C (our reference) shows that the two apartments have entrance, doorways and halls at an appropriate width and length for wheelchair access. - Criteria l- Drawing 03C (our reference) shows that the two apartments have space provided to enable storage of a second wheelchair.

	- Criteria n- The two designated accessible residential units are each 3-person 2 bed 67sqm. This generates a requirement for a minimum of 2sqm built-in storage shown in drawing 03C (our ref). - Criteria o- The private amenity space within the two designated accessible residential units are to be to be level/gently sloping.
6.30	On balance having regard to the extant permission on the site and the measures taking to address the LDP policy requirements as a whole, the above living arrangements are considered to satisfy the accessibility requirements of Policy HOU7.
	Access, movement, and parking
6.31	The proposal has been assessed against Policy TRAN 8- Car Parking and Servicing Arrangements. It is considered that adequate parking has been provided for the proposal. Policy TRAN 10 has been met in that the design of car parking meets the following criteria: a. It respects the character of the local townscape/landscape b. It will not adversely affect visual and residential amenity c. Provision has been made for security, and the direct and safe access and movement of pedestrians and cyclists within the site; and d. Provision has been made for accessible parking bays which facilitate safe, convenient access for people with a disability or impaired mobility.
6.32	The means of access to the development would be safe. There is sufficient parking available having regard to the location and sustainability of the site.
6.33	DfI Roads were consulted and is satisfied that parking on-street is unlikely to have a significant impact on the local road network in terms of traffic and road safety.
6.34	A condition has been proposed to ensure sufficient secure cycle parking is provided to meet TRAN 1.
	Drainage
6.35	DfI Rivers were consulted and offer no objections to the proposal. In addition to the measures outlined at 6.24(ii) above the updated DAS confirms that the overall design includes storm water attenuation complete with a hydrobrake to restrict flow to that of greenfield rate. A pre-commencement condition is proposed to secure these measures to assist in mitigating against environmental change and flood risk.
	Waste-water infrastructure
6.36	NI Water has offered no objection to the proposal; therefore, it is acceptable having regard to Policy SP1A of the Plan Strategy. DAERA has been consulted and the Water Management Unit and Regulation Unit, have no concerns with the proposal. In this regard, the proposal is considered compliant with Policy NH1 of the of the Belfast Local Development Plan, Plan Strategy 2035, and paragraphs 6.176 and 6.177 of the Strategic Planning Policy Statement; and taking account of all relevant material considerations.
	Noise, odour and other environmental impacts including Contamination
6.37	The proposed site has been assessed by Environmental Health in terms of noise, air pollution, general amenity, ambient air quality, contaminated land, and other considerations. The ground floor part of the development, while the agent advises is intended to operate more as a 'coffee shop' by the prospective tenant, will still fall under sui generis use class (there is no separate class for a 'coffee shop' unless it falls under

	retail with only ancillary sit-in consumption of hot and cold food on the premises). Consequently, in view of the potential for a future operator to extend the type of cooking methods, it is necessary to restrict this potential to protect residential amenity conditions, given that it is not intended to install a commercial extraction and odour abatement system at the herby approved coffee shop. A condition relating to air quality will also be attached to any approved scheme.
7.0	**Recommendation**
7.1	Having regard to the development plan and other material considerations, the proposal is considered on balance acceptable. It is recommended that planning permission is granted subject to conditions and a S.76 planning agreement to secure 20% affordable housing.
7.2	Delegated authority is sought for the Director of Planning and Building Control to finalise conditions and the S.76, and deal with any other matters which may arise.

DRAFT CONDITIONS:

1. The development hereby permitted must be begun within five years from the date of this permission.

   Reason: As required by Section 61 of the Planning Act (Northern Ireland) 2011.

2. Prior to installation of window units within the hereby permitted development, the applicant shall submit to the planning authority, for review and approval in writing, the final window schedule detailing the glazing configuration and sound reduction performance of the proposed windows to habitable rooms on all facades and floors of the hereby permitted development. The window specification for habitable rooms shall be in accordance with the specification presented in Table 5, section 4.4 'Summary of Impact Mitigation Measures' of the Lester Acoustics report titled: 'Inward, Intra and Outward Sound Level Assessment' dated the 7th October 2022, referenced: MRL/1569/L01.

3. Prior to installation of any alternative means of ventilation to be incorporated within the hereby permitted development, the applicant shall submit to the planning authority, for review and approval in writing, confirmation of the specification of the alternative means of ventilation to serve habitable rooms. The sound reduction specification for the alternative means of ventilation shall be in accordance with the specification presented in Table 5, section 4.4 'Summary of Impact Mitigation Measures' of the Lester Acoustics report titled: 'Inward, Intra and Outward Sound Level Assessment' dated the 7th October 2022, referenced: MRL/1569/L01.

4. Prior to occupation of the hereby permitted development, the window schedule and approved alternative means of ventilation shall be installed, as approved, to achieve suitable internal noise levels in all habitable rooms in accordance with BS8233:2014, with the windows closed and the alternative ventilation Page 3 of 5 provided. The approved windows and alternative means of ventilation shall be retained thereafter.

5. Prior to occupation of the hereby permitted development, the applicant shall submit to the planning authority, for review and approval in writing, the final details of the construction of the intervening floor between the ground floor coffee shop and the apartments above. The details shall include a statement from a competent acoustic consultant to confirm that the proposed construction will achieve the sound reduction recommended in section 5, paragraph 5.0.2 of the Lester Acoustics report titled: 'Inward, Intra and Outward Sound Level Assessment' dated the 7th October 2022, referenced: MRL/1569/L01

6. Prior to occupation of each phase or block hereby permitted, a report verifying that all construction elements including walls, roofs, the window schedule and alternative means of ventilation as approved have been installed shall be submitted to the planning authority for review and approval in writing. The report shall comprise the following lines of evidence:

    - a written declaration from the suppliers and installers of the glazing and alternative means of ventilation confirming that the scheme of windows and alternative means of ventilation have been installed as approved.
    - a review of the declarations and specifications by a competent acoustic consultant and a summary report verifying that all facades and habitable rooms have been successfully installed with the recommended glazing and alternative means of ventilation specifications.

7. The hereby approved ground floor coffee shop shall not operate outside the hours of 8am to 10pm daily.

8. The outdoor seated area to the hereby approved coffee shop shall not be permitted for use outside the hours of 8am to 8pm Monday to Friday or outside the hours 10am to 9pm on a Saturday and between the hours of 10am to 8pm on a Sunday.

9. If at any time cooking, other than the preparation of hot beverages or the cooking/reheating of food in a panini machine, toaster or microwave, is undertaken on the premises, details of a the kitchen extraction / odour abatement system shall be submitted to and approved in writing to the Local Planning Authority. The approved scheme shall be implemented in full prior to the first use with the additional cooking equipment and be maintained and retained thereafter.

10. No service collections from or deliveries to the hereby approved development are permitted beyond the hours of 07:00hrs-23:00hrs Monday to Friday, 09:00hrs- 23:00hrs on Saturdays or beyond 13:00hrs-23:00hrs on a Sunday. 10.The rating level (dBLAr,T) from the operation of all combined plant and equipment shall not exceed 50dB and 36dB during the day and night respectively at the nearest window of a residential habitable room, when measured or determined in accordance with BS4142:2014+A1:2019 'Methods for rating and assessing industrial and commercial sound'.

Reason for conditions 2-10: Protection of residential amenity against adverse noise and odour (condition 9) impact.

11. In the event that any centralised combustion sources (boilers, CHP, biomass or generators) are proposed and there is a risk of impact at relevant receptor locations as per the criteria detailed within the Environmental Protection UK and Institute of Air Quality Management, Land-use Planning & Development Control: Planning For Air Quality (January 2017), this Service would request that an updated Air Quality Impact Assessment be submitted to and approved in writing by the Planning Authority prior to the installation of the plant. The assessment shall include details of the combustion plant to be installed, to include emission rates and flue termination heights of the proposed combustion systems and must demonstrate that there will be no exceedances of the Air Quality Strategy objectives at relevant human receptor locations, associated with operation of the proposed combustion plant and with the overall development.

    Reason: To ensure that ambient air pollution related to the site is appropriately dealt with, in the interests of human health.

12. The development hereby permitted shall not be occupied until hard surfaced areas have been constructed within the site in accordance with the approved plan. This area shall not be used at any time for any purpose other than for parking and movement of vehicles in connection with the approved development.

    Reason: To ensure that adequate provision has been made for parking and traffic circulation within the site.

13. The vehicular access, including visibility splays, shall be provided in accordance with the approved plan, prior to the commencement of any other works or other development hereby permitted.

    Reason: To ensure there is a satisfactory means of access in the interests of road safety and the convenience of road users.

14. The development shall not be occupied until secure and covered cycle parking facilities have been provided on the site. These facilities shall be permanently retained on the site.

    Reason: To ensure acceptable cycle parking on the site and to encourage alternative modes of transport to the private car.

15. The development hereby permitted shall operate in accordance with the approved Travel Plan.

    Reason: To encourage the use of alternative modes of transport to the private car in accordance with the Transportation Principles.

16. The development hereby permitted shall operate in accordance with the approved Service Management Plan.

    Reason: In the interests of road safety and convenience of road users.

17. Prior to the commencement of the development hereby approved a landscape management plan shall be submitted and agreed in writing with the council. The landscape management plan should detail all soft landscaping including species, size and type, and include details of appropriate SUDs measures to assist in minimising flood risk. All agreed landscaping and SUDs measures shall thereafter be retained and managed as agreed.

    Reason: In the interests of mitigating against environmental change.

DRAFT INFORMATIVES:

1. This decision relates to the following approved drawing numbers:
   Site location plan 01
   Site Block Plan 02
   Affordable Accessible floor plans 03C
   Proposed Elevations 04A
   Drainage Layout 05A

2. Please make sure that you carry out the development in accordance with the approved plans and any planning conditions listed above. Failure to do so will mean that the proposal is unauthorised and liable for investigation by the Council's Planning Enforcement team. If you would like advice about how to comply with the planning permission, you are advised to the contact the Planning Service at Belfast City Council at planning@belfastcity.gov.uk.

3. This planning permission includes condition(s) which require further details to be submitted to and approved by the Council. Please read the condition(s) carefully so that you know when this information needs to be provided and approved. It could take a minimum of 8 weeks for the Council to approve the details, assuming that they are satisfactory, and sometimes longer depending on the complexity of the condition. You should allow for this when planning the timeline of your project.

4. The grant of planning permission does not dispense with the need to obtain licenses, consents or permissions under other legislation or protocols. The requirement for other authorisations may have been identified by consultees in their response to the application and can be accessed on the Northern Ireland Planning Portal website. The responses from consultees may also include other general advice for the benefit of the applicant or developer.

ADDENDUM REPORT	
Committee Date: 18th March 2025	
Application ID: LA04/2024/0626/F	
Proposal: Erection of 104no. social rented residential units (comprising a mix of General Social Housing and Category 1 over 55's accommodation) across two detached blocks [ranging between 3 and 5 storeys], landscaping, communal and private amenity space, ancillary cycle and car parking provision, and other associated site works	**Location:** 1 Havelock House Havelock Place, Ormeau, Belfast, BT7 1EB
Referral Route: Application for Major development	
Recommendation: Approval subject to conditions and Section 76 planning agreement	
Applicant Name and Address: Genova North West Limited The Factory 184 Newry Road Banbridge BT32 3NB	**Agent Name and Address:** TSA Planning Ltd 20 May Street Belfast BT1 4NL
Date Valid: 17th April 2024	
Target Date: 13th November 2024	
Contact Officer: Ed Baker**,** Planning Manager (Development Management)	

Background:

1. This application was approved by the Committee at its 10th December 2024 meeting. The Committee resolved:

   '*That the application is approved on the basis that all 104 residential units be provided as social rented housing (100%) and that this shall be secured by the Section 76 planning agreement.*

   That the Committee grant planning permission, subject to conditions and a Section 76 planning agreement and delegates authority to the Director of Planning and Building Control to finalise the wording of the conditions and Section 76 planning agreement and deal with any other matters that arise, provided that they are not substantive.'

2. The Section 76 planning agreement is currently being prepared and has yet to be completed.

3. On 10th February 2025, a Pre-Action Protocol letter was issued to the Council by solicitors acting on behalf of a local resident. The letter sets out a range of concerns relating to the adequacy of consultation on the application, that local residents' objections were not adequately reported to the Committee, the Council's interpretation of planning policy and procedural matters relating to its handling of the application.

4. Following advice from Legal Services, the application is being reported back to the Committee for procedural reasons. Firstly, in view of Donegall Pass Residents Association's letter of 25th November 2024 in which it refers to its previous request for a meeting with the Planning Service and Planning Committee. Officers advise that the Residents Association should be afforded opportunity to appear before and be heard by the Committee. Secondly, whilst the original Committee report was published within the prescribed period, due to technical issues, it was published on a different part of the website and may not have been as easily accessible. Thirdly, due to the amended description which states that all 104 residential units are to be provided as social housing, in line with the Committee's resolution at its December meeting. In addition, NIHE has provided a further consultation response, dated 10th March 2025.

5. This addendum report should be read in conjunction with the original report to the 10th December 2024 Committee meeting, appended.

Further representations from NIHE

Representation received on 10th December 2024:

6. NIHE provided an additional representation on 10th December 2024, the day of the previous Committee and after the original Committee report had been published. It was verbally reported to the Committee as part of the officer presentation.

7. The representation is summarised below:

    - NIHE reaffirms full support for 84 units. Mixed tenure is essential to create sustainable/thriving communities and success of the *Belfast Agenda.*
    - It is committed to supporting the implementation and delivery of affordable housing policy and will continue to work with Clanmill Housing to consider alternative tenures for remaining units.
    - Social stock in area is higher than Belfast average (35% compared with 26.3%). Higher-than-average private rented sector (45.1% compared to 22.7%). Owner-occupation data shows 19.9% compared to a Belfast average of 51%.
    - Waiting list applicants have different circumstances, needs and levels of points. Principle of affordable housing policy is to deliver choice and wider range of homes to suit different households.
    - This scheme is programmed for Year 2 (2025/26), reviewed annually based on budget.
    - 'Shared Housing Scheme': this scheme will not be assessed for 'Housing for All' funding until funding position is confirmed for 2025/26.
    - NIHE has worked collaboratively and flexibly on mono-tenure legacy applications, however a consistent approach and clear communication is important to implement affordable housing policy post Plan Strategy adoption to realise ambitions of the recently published Housing Supply Strategy.

Representation received on 10th December 2024:

8. NIHE has provided a further representation, dated 10th March 2025, in response to the amended description of development. It states that its letter should be treated as a formal objection to the amendments to deliver a fully social housing scheme at this location.

9. The representation is summarised below:

   - NIHE reaffirms its position regarding the original proposal for 84 social housing homes with the remaining 20 homes to be occupied by another tenure. This position has been clear and consistent with the Planners, Applicant and Housing Association throughout the application process.
   - NIHE considers that approval of 100% social housing on a scheme of this size is contrary to Policy HOU5 of the Plan Strategy, Affordable Housing and Housing Mix Supplementary Planning Guidance (SPG) and paragraph 6.137 of the SPPS in that the proposal is a 100% social housing mono-tenure scheme that fails to provide affordable housing as an integral part of mixed tenure.
   - It is understood that the applicant purchased the site in 2023 and would have been aware of the relevant planning policy and SPG.
   - There are significant benefits in effectively delivering affordable homes in mixed tenure development in the city via Policies HOU5 and HOU6 in terms of meeting affordable housing need by opening access to land, reducing pressures on government funding and minimising issues associated with mono-tenure development.
   - Paragraph 5.26 of the Development Management Report notes that the SPG states that 'in all cases, whether or not a proposal for mono-tenure social housing is deemed to deliver sustainable and balanced communities will be assessed on a case-by-case basis using the following factors:

     1. The level of social housing need in the vicinity of the site and the availability of land to address such needs
     2. The wider tenure and characteristics of the area, in order to minimise large areas of single tenure social housing; and,
     3. Whether a scheme is proposed as 'shared housing'.

10. In applying these factors to this proposal, there is a strong need for all types of affordable housing and mixed tenure development are essential to support balanced and sustainable communities. Given the importance of the specific locational context, it should be noted with regard to points 1 and 2, NIHE research has shown that there is a higher than Belfast average of social housing stock in the area (35% compared with 26.3%). There is also a lower-than-average owner-occupier sector (19.1% compared to Belfast average of 51%). There is therefore a sound factual basis to include a broader tenure mix.

11. The Right to Buy Scheme for Housing Associations has been removed by legislation, meaning that Housing Association tenants can no longer purchase their homes from a Housing Association. This further reinforces concerns that NIHE has regarding a single tenure scheme at this location. It is essential that we support and enable a broad range of homes to suit the wide variety of housing needs.

12. With regard to point 3, the applicant has indicated their preference that the scheme would be shared. The area has been considered an interface and remains subject to anti-social behaviour. It is not currently included in the 'Housing for All' programme and it is not possible to confirm its inclusion at this time. NIHE would certainly support an inclusive approach to the creation of a shared waiting list.

13. NIHE does not agree that there is a factual basis on which to premise the statement at paragraph 5.26 of the Development Management Report that 'having regard to these factors, and on balance, 100% social housing scheme would be considered acceptable in this case' and therefore disputes the accuracy and validity of this assertion. The evidence clearly does not support this statement.

14. In terms of funding, the scheme has always been considered for inclusion in year 2 (2025/26) of the Social Housing Development Programme to deliver 84 social homes. The scheme has never been considered for a start in 2024/25. There is no funding provision for a start this year. There are no guarantees at this time as to the level of funding that will be allocated to new build social housing for 2025/26.

15. The applicant's representative commented at the December Planning Committee meeting that the scheme would not be viable unless it was 100% social housing. However, NIHE has not seen any evidence of viability testing as part of this application.

16. It is for NIHE as Housing Authority to confirm that the scheme meets identified need and is a housing mix suitable for the profile of households on the waiting list. NIHE therefore objects to the proposed wording of the Section 76 planning agreement which stipulates that 49 of the social housing units shall be general social housing and 35 as Category 1 over 55s accommodation, unless otherwise agreed in writing. The allocation of social homes is through the Housing Selection Scheme and the wording of the Section 76 planning agreement should be amended accordingly.

17. NIHE states its commitment to work collaboratively with partners to deliver much needed homes across Belfast, facilitating and enabling a wide variety of homes to meet the wide variety of needs. It fully supports the Belfast Agenda commitment to "working in partnership to ensure that all residents have access to the high-quality, sustainable homes they deserve". NIHE would be happy to attend the Planning Committee to discuss any matters raised and would also welcome a session with Members, at a future date, on matters relating to the delivery of housing.

Updated Assessment

18. NIHE maintains its position that the scheme should provide no more than 80% of the residential units as social housing, to avoid mono-tenure development and promote sustainable and balanced communities.

19. As stated in the original Committee report, paragraph 4.4.12 of the SPG states that: '*In all cases, whether or not a proposal for mono-tenure social housing is deemed to deliver sustainable and balanced communities will be assessed on a case-by-case basis using the following factors:*

- *The level of social housing need in the vicinity of the site and the availability of land to address such needs;*
- *The wider tenure characteristics of an area, in order to minimise large areas of single tenure social housing; and*
- *Whether a scheme is proposed as 'shared housing*'.

20. The level of social housing need in the vicinity of the site is significant and undisputed. There is a marked level of social housing stock in the area, which is higher than the Belfast average. There is also less than average owner-occupation. NIHE states that the scheme is not currently included in the 'Housing for All' programme and it is not possible to confirm its inclusion at this time. Therefore, less weight can be given to the proposal coming forward as shared housing.

21. NIHE is the Housing Authority for NI and its advice on housing policy matters should be given due weight. It is clear that it is unsupportive of a 100% social housing scheme. It is also the case that the applicant has not provided evidence to date that a mixed tenure scheme would not be viable. As it stands, the Council's stipulation that all 104 residential units are provided as social housing could result in a deliverability issue and the provision of up to 80% social housing, which still far and away exceeds the minimum 20% requirement set by Policy HOU5, would afford greater flexibility. In view of these factors, it is recommended that the social housing requirement for this scheme should be set out a maximum of 84 residential units (80%), but with potential allowance for up to 100% social housing, should these issues be satisfactory addressed at a future point and subject to approval by the Council in consultation with NIHE. This proposal would be secured through the Section 76 planning agreement.

22. Regarding NIHE's concerns about the balance of general social housing units and Category 1 over 55s accommodation, the current draft Section 76 planning agreement already includes a revised approach whereby the final mix must be agreed in consultation with NIHE prior to commencement of development. Ensuring a suitable mix of these units is considered important in view of the mono-tenure considerations.

23. The Pre-Action Protocol letter also raised concerns about the Council's interpretation of planning policy; namely Policy HOU5 (affordable housing), Policy HOU6 (housing mix) and Policy HOU7 (adaptable and accessible accommodation).

24. The issues concerning affordable housing and mono-tenure are dealt with in this updated assessment. The Pre-Action Protocol letter does not detail the concerns in respect of Policies HOU6 and HOU7. The issue of housing mix (Policy HOU6) – including the type and size of units, as well as the balance of Category 1 over 55s and general needs accommodation – is dealt with in the original report and this updated assessment. With regard to Policy HOU7, the original report confirms that the proposal does not fully comply with this policy in that it falls short by one wheelchair unit. However, the report goes onto advise that this is acceptable in the planning balance given the flexible design of all the units and the provision of a significant level of affordable housing to help meet local housing need. For the avoidance of doubt, the proposal meets the requirements of criteria a. to f. of Policy HOU7.

Recommendation

25. Having regard to the Development Plan and material considerations, it is still recommended that planning permission is granted subject to conditions and a Section 76 planning agreement. It is recommended that the social housing requirement for this scheme should be set at a maximum of 84 residential units (80%), but with potential allowance for up to 100% social housing, should the issues be satisfactory addressed and subject to approval from the Council in consultation with NIHE.

26. Delegated authority is sought for the Director of Planning and Building Control to finalise the wording of the conditions and Section 76 planning agreement.

Development Management Report

Summary	
Committee Date: 10th December 2024	
Application ID: LA04/2024/0626/F	
Proposal: Erection of 104no. residential units across two detached blocks [ranging between 3 and 5 storeys] including 84 no. Social Rented Housing Units (comprising a mix of General Social Housing and Category 1 over 55's accommodation), landscaping, communal and private amenity space, ancillary cycle and car parking provision, and other associated site works.	**Location:** 1 Havelock House Havelock Place, Ormeau, Belfast, BT7 1EB
Referral Route: Application for Major development	
Recommendation: Approval subject to conditions and Section 76 planning agreement	
Applicant Name and Address: Genova North West Limited The Factory 184 Newry Road Banbridge BT32 3NB	**Agent Name and Address:** TSA Planning Ltd 20 May Street Belfast BT1 4NL
Date Valid: 17th April 2024	
Target Date: 13th November 2024	
Contact Officer: Ed Baker**,** Planning Manager (Development Management)	

Executive Summary:

The application proposes the construction of 104no. residential units, including 84no. social rented units (approximately 80%) comprising a mix of General Social Housing and Category 1 over 55s accommodation.

The development would comprise two detached blocks, ranging in height from 5 storeys along the Ormeau Road elevation, stepping down to 3 storeys to the rear. The scheme also includes internal courtyard gardens, communal amenity provision and landscaping, 29 car parking spaces within the site (to the rear) accessed via Ormeau Street, cycle parking and associated works.

The key issues for consideration of the application are set out below.

- Principle of housing in this location
- Housing density
- Affordable housing
- Housing mix
- Adaptable and accessible accommodation
- Design and placemaking
- Impact on heritage assets

- Residential quality and impact on amenity
- Community cohesion and good relations
- Security and design
- Open space
- Space Standards
- Access and transport
- Health impacts
- Environmental protection and climate change
- Flood risk and drainage
- Waste-water infrastructure
- Waste management
- Natural heritage
- Employability and Skills
- Section 76 planning agreement
- Pre-application Community Consultation
- Matters raised in representations

In the Belfast Urban Area Plan 2001 (BUAP 2001), the site is located within the city centre and is not zoned for any use.

In the draft Belfast Metropolitan Area Plan 2015 (dBMAP) (versions 2004 and 2014), the site is located within the city centre and within Shaftsbury Square Character Area and is not zoned for any specific use.

The site is a suitable and highly sustainable location for housing; the proposal would make effective use of previously developed land and would support City Centre Living.

Following negotiations and amendments, the design of the scheme is considered to be of good quality and appropriate to its context. There would be no harmful impacts on neighbour amenity.

The proposed access and parking arrangements would be suitable.

The provision of 84no. social housing units that respond to local housing need is welcomed.

NIHE is supportive of the on-site social housing proposals. No objections have been received from any statutory consultations, subject to conditions, informatives and Section 76 legal agreement.

There are no objections from non-statutory consultees, including amongst others, the Urban Design Officer, Environmental Health and Translink.

A total of 52 representations have been received. This includes 1no. petition objecting to the proposal with 462no. signatories, 49no. letters of objection, 1no. letter of mixed response, and 1no. letter objecting to the petition.

All concerns are addressed in the report.

Recommendation

Having regard to the Development Plan and material considerations, it is recommended that planning permission is granted subject to conditions and a Section 76 planning agreement.

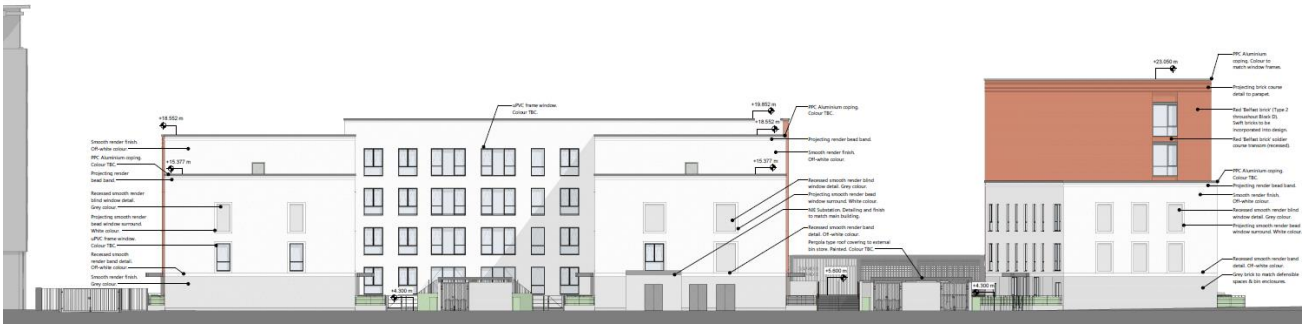
Delegated authority is sought for the Director of Planning and Building Control to finalise the wording of the conditions and Section 76 planning agreement.

DRAWINGS AND IMAGERY

Site Location Plan:

Proposed Front Elevation (east):

Proposed Rear Elevation (west):



Proposed Side Elevations (north):

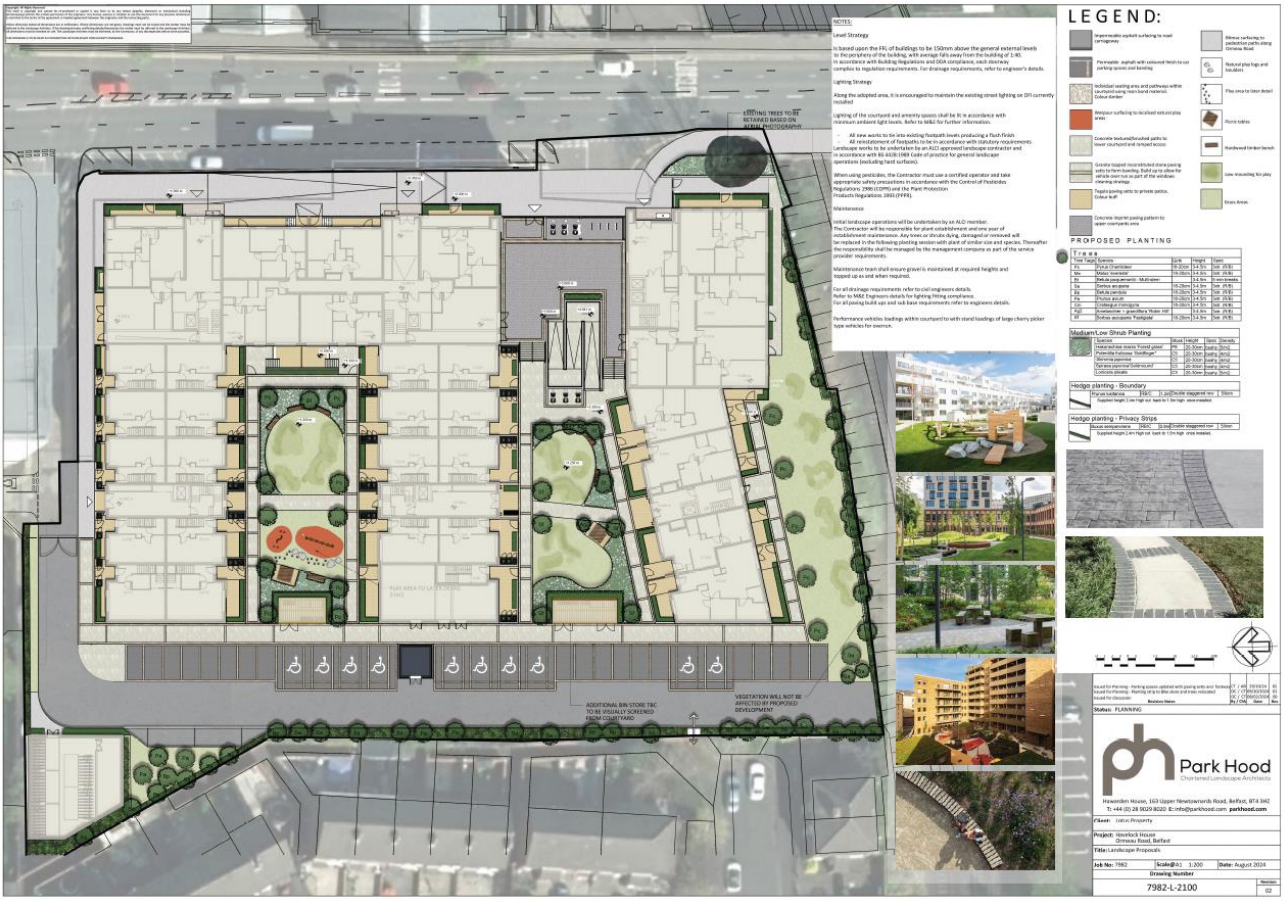
Proposed Side Elevations (south):

Proposed Side Elevations – Inner courtyard (south):

Proposed Side Elevations – Inner courtyard (north):

Contextual Front Elevation (east):

Landscaping proposals:



CGI: Front elevation, looking northwards on Ormeau Road:

CGI: Front elevation, looking southwards on Ormeau Road:

CGI: Side elevation, looking northwards from McClure Street:

CGI: Rear elevation, looking eastwards from Vernon Street:

CGI: Key view looking west from Cromac Avenue, Gasworks:

CGI: Key view looking west from Lagan:

1.0	**Characteristics of the Site and Area**
1.1	The site fronts onto Ormeau Road and is currently a vacant site, measuring approximately 0.73 hectares (1.81 acres). It was previously the site of a 3-storey building known as Havelock House, formerly the home of UTV, which has since been demolished. The southern boundary of the site is bounded by the railway line and is defined by a sloping embankment. The western boundary is defined by a mixture of brick wall and paladin fence. An existing layby is located along the Ormeau Road frontage of the site which accommodates approximately 7 parking spaces. The Ormeau Road rises on an incline along the site frontage before falling towards the city centre. The site itself falls from the Ormeau Road to the west. <u>Existing site condition:</u>
1.2	The surrounding area is comprised of a mix of uses including residential, office, commercial and educational. Terraced and semi-detached dwellings are located to the immediate west/northwest of the site on Walnut Street/Vernon Street and Walnut Court. The site is bounded to the north by Coyle's Place, where the 8-storey residential block (Portland 88) sits, also fronting onto Ormeau Road.
1.3	The site sits immediately opposite the listed Klondyke Building and its adjoining contemporary extension (Gasworks site). Number 7 Walnut Court (Rose Cottage) is also a listed building and abuts part of the northern boundary of the site.
	Description of Proposed Development
1.4	The application seeks full planning permission for the erection of 104no. residential units. This would include 84no. social rented units (approximately 80%) comprising a mix of General Social Housing and Category 1 over 55s accommodation. The remaining 20no. units (approximately 20%) would be other tenures.
1.5	The scheme also includes internal courtyard gardens, communal amenity provision and landscaping, 29 car parking spaces to the rear of the site, accessed via Ormeau Street, cycle parking and associated works.
1.6	The application follows Pre-Application Discussions with officers.

2.0	**PLANNING HISTORY**
2.1	*The following were undertaken in advance of this application being submitted*: • **LA04/2023/4400/PAD** ***Decision**: PAD concluded 14/03/2024* • **LA04/2023/4409/PAN** ***Decision**: PAN acceptable 28/11/2023* • **LA04/2022/0896/PAN** ***Decision**: PAN acceptable 23/05/2022*
2.2	*Previous planning history on this site:* • **Planning Appeal PAC Reference 2020/A0107 (appeal against refusal of LA04/2020/0067/F)** Demolition of existing buildings and erection of 270 no. apartment building comprising 8, 5 and 3 storey elements, provision of hard and soft landscaping including communal courtyard gardens, public realm, provision of 40 no. car parking spaces, cycle parking, substation and associated works. (Further information and amended plans received). ***Decision**: Appeal dismissed 05/10/2021* • **LA04/2020/0067/F** Demolition of existing buildings and erection of 270 no. apartment building comprising 8, 5 and 3 storey elements, provision of hard and soft landscaping including communal courtyard gardens, public realm, provision of 40 no. car parking spaces, cycle parking, substation and associated works. ***Decision**: Planning permission refused 18/11/2020* • **LA04/2018/2562/PAD** Demolition of existing building and erection of a 13 storey build to rent development with associated residents' amenity space, access, parking and landscaping. ***Decision**: PAD concluded 05/12/2022* • **LA04/2018/1982/PAN** Demolition of existing properties and erection of new purpose-built, multi-unit residential development for rental, C/W shared amenity spaces, all necessary ancillary/support accommodation, car parking and landscaping. ***Decision**: PAN Acceptable 16/08/2018*
2.3	*Relevant planning history adjacent to the application site*: • **LA04/2016/0967/F** Proposed erection of an eight storey residential development comprising 88 apartments with car parking, amenity space and associated site works, 55-71 Ormeau Road, Belfast, BT7 1EB. ***Decision**: Planning permission approved 10/03/2017* • **LA04/2017/1998/NMC** Non Material Change to LA04/2016/0967/F. ***Decision**: Non-material change approved 11/10/2017*

3.0	**PLANNING POLICY**
3.1	**Development Plan – local development plan** <u>Belfast Local Development Plan, Plan Strategy 2035</u> *Strategic Policies:* • Policy SP1: Growth Strategy • Policy SP1A: Managing growth and supporting infrastructure delivery • Policy SP2: Sustainable development • Policy SP3: Improving health and wellbeing • Policy SP4: Community cohesion and good relations • Policy SP5: Positive placemaking • Policy SP6: Environmental resilience • Policy SP7: Connectivity • Policy SD2: Settlement Areas *Operational Policies:* • Policy HOU1: Accommodating new homes • Policy HOU2: Windfall housing • Policy HOU4: Density of residential development • Policy HOU5: Affordable housing • Policy HOU6: Housing Mix • Policy HOU7: Adaptable and accessible accommodation • Policy DES1: Principles of urban design • Policy DES2: Masterplanning approach for major development • Policy RD1: New residential developments • Policy CGR1: Community cohesion and good relations • Policy BH1: Listed Buildings • Policy BH4: Works to grounds affecting built heritage assets • Policy BH5: Archaeology • Policy TRAN1: Active travel – walking and cycling • Policy TRAN 2: Creating an accessible environment • Policy TRAN4: Travel plan • Policy TRAN8: Car parking and servicing arrangements • Policy ENV1: Environmental quality • Policy ENV2: Mitigating environmental change • Policy ENV3: Adapting to environmental change • Policy ENV4: Flood Risk • Policy ENV5: Sustainable drainage systems (SuDS) • Policy HC1: Promoting healthy communities • Policy OS3: Ancillary open space • Policy TRE1: Trees • Policy NH1: Protection of natural heritage resources

	Supplementary Planning Guidance • Affordable Housing & Housing Mix • Residential Design • Placemaking & Urban Design • Masterplanning Approach for Major Developments • Sustainable Urban Drainage Systems • Transportation
3.2	**Development Plan – zoning, designations and proposals maps** • Belfast Urban Area Plan (2001) BUAP • Draft Belfast Metropolitan Area Plan 2015 (v2004) • Draft Belfast Metropolitan Area Plan 2015 (v2014)
3.3	**Regional Planning Policy** • Regional Development Strategy 2035 (RDS) • Strategic Planning Policy Statement for Northern Ireland (SPPS)
3.4	**Other Material Considerations** • Developer Contribution Framework (2020) • Belfast Agenda (Community Plan)
4.0	**CONSULTATIONS AND REPRESENTATIONS**
4.1	Statutory Consultees Responses from statutory consultees are summarised below. Further detail concerning their feedback is provided in the main assessment section of the report, where appropriate. • ***DfI Roads**: No objection subject to conditions & Section 76 Planning Agreement* • ***DfC HED**: No objection subject to informatives* • ***DfI Rivers**: No objection subject to informatives* • ***DAERA (NIEA)**: No objection subject to conditions & informatives* • ***NI Water**: No objection subject to conditions* • ***NIHE**: No objection subject to Section 76 Planning Agreement*
4.2	Non-statutory Consultees Responses from non-statutory consultees are summarised below. Full details are provided in the main assessment section of the report, where appropriate. • ***BCC Urban Design**: No objection* • ***BCC Trees**: No objection subject to conditions* • ***BCC Environmental Health**: No objection subject to conditions & informatives* • ***BCC Landscape Planning & Management Team**: No objection* • ***BCC Waste Management**: No objection* • ***Translink**: No objection subject to conditions & informatives* • ***Shared Environmental Services**: No objection*

	<u>Representations</u>
4.3	The application has been advertised in the newspaper and neighbours notified.
4.4	A total of 52no. representations have been received and are summarised as follows: • *1 x petition of objection (462 x signatories)* • *49 x objections* • *1 x mixed response* • *1 x objecting to the petition*
4.5	The key material issues identified in the objections are: • *Wrong form of development* • *Wrong form of social housing* • *Not social regeneration* • *High density* • *Lack of retail use* • *Height* • *Dominance* • *Inappropriate design* • *High-rise residential development unsuccessful* • *Privacy impact* • *Loss of light* • *Overshadowing* • *Lack of amenity space* • *Security, anti-social issues, crime, nuisance* • *Noise impact* • *Pollution* • *Impact from construction & demolition* • *Impact on services / infrastructure* • *Parking* • *Traffic increase, noise & pollution* • *Community impact* • *Community not engaged / heard* • *Mental health impact* • *Human rights* • *Distribution of homes to NIHE priority list*
4.6	Two representations registered objections without giving specific reasons.
4.7	One representation of mixed support was received which noted support for the proposed social housing and density but registered objection to the lack of retail use and active frontage at ground floor level.

4.8	One further representation noted that they objected to the submitted petition.
4.9	All concerns noted in representations are fully considered within the assessment of the proposal below.
5.0	**PLANNING ASSESSMENT**
	Main Issues
5.1	The main issues relevant to consideration of the application are summarised in the executive summary above and set out in detail below.
	Development Plan Context
5.2	Section 6(4) of the Planning (Northern Ireland) Act 2011 states that in making any determinations under the Act, regard is to be had to the local development plan, and the determination must be made in accordance with the plan unless material considerations indicate otherwise.
5.3	Section 45(1) of the Act states that in determining planning applications, the Council must have regard to the local development plan, so far as material to the application, and to any other material considerations.
5.4	The Belfast Local Development Plan (LDP) when fully completed will replace the Belfast Urban Area Plan 2001 as the statutory Development Plan for the city. The Belfast LDP will comprise two parts. Part 1 is the Plan Strategy, which contains strategic and operational policies and was adopted on 02 May 2023. Part 2 is the Local Policies Plan, which will provide the zonings and proposals maps for Belfast and has not yet been published. The zonings and proposals maps in the Belfast Urban Area Plan 2001 remain part of the statutory local development plan until the Local Policies Plan is adopted.
	<u>Operational Polices</u>
5.5	The Plan Strategy contains a range of operational policies relevant to consideration of the application. These have been listed at paragraph 3.1.
	<u>Proposals Maps</u>
5.6	Until such time as the Local Policies Plan is adopted, the Council must have regard to the land-use zonings, designations and proposals maps in the Belfast Urban Area Plan 2001, both versions of the draft Belfast Metropolitan Area Plan (v2004 and v2014) (draft BMAP 2015) and other relevant area plans. The weight to be afforded to these proposals maps is a matter for the decision maker. It is considered that significant weight should be given to the proposals map in draft BMAP 2015 (v2014) given its advanced stage in the development process, save for retail policies that relate to Sprucefield which remain contentious. • **Belfast Urban Area Plan 2001**: the site is un-zoned land within Belfast City Centre. • **Belfast Metropolitan Area Plan 2015 (2004**): the site is un-zoned land within Belfast City Centre and falls with the Shaftesbury Square Character Area. • **Belfast Metropolitan Area Plan 2015 (v2014)**: the site is un-zoned land within Belfast City Centre and falls with the Shaftesbury Square Character Area.

	Background
5.7	This application represents the outcome of a number of previous PANs, PADs and a full application for the site. Where the previous refused scheme proposed 270no. units with a maximum height of 8 storeys, and included the demolition of Havelock House, the proposal as now submitted has now been reduced significantly to 104no. units with a maximum height of 5 storeys. As Havelock House has since been demolished, this is no longer a relevant consideration in the assessment of this application nor required to be included in the application description.
5.8	As before, this proposal was the subject of a PAN, and the council is satisfied that the pre-application community undertaken fulfilled the legislative requirements regarding engagement with the local community.
5.9	PAD discussions with the agent/applicant were undertaken over a period of 4 months prior to submission of this planning application, which included input from statutory consultees and BCC's Urban Design Officer.
5.10	Following submission of the application, concerns were raised by NIHE through the consultation process regarding the proposed tenure, which was initially 100% social housing. The scheme has since been amended to propose 84.no social housing units (approximately 80%), with a mixed split of General Social and Category 1 over 55s. The remaining 20 units are to be another tenure.
	Site context
5.11	The proposed site is located within Belfast City Centre along the key arterial transport route of the Ormeau Road, directly opposite the Listed Buildings associated with the Gasworks site to the south of the city centre.
5.12	Given its location, the site has excellent connectivity to wider parts of the city and further, within walking distance (approximately 950m) of the new Belfast Grand Central transport hub. The site is also 800m walking distance from Botanic Train station and is located on the new anticipated North/South Glider Bus Route.
5.13	The surrounding area is characterised by a mix of uses at this location including residential, employment/offices, commercial and educational uses.
5.14	The site does not fall within a Conservation Area or an Area of Townscape Character (ATC), and as noted above while it was previously developed, it is now a vacant site.
	Principle of housing in this location
5.15	Policy HOU1 of the Plan Strategy sets out the housing requirements for the plan-period. This includes a total of 2,000 windfall homes. The proposal comprises windfall housing and so Policy HOU2 applies. Policy HOU2 requires windfall housing to be delivered on previously developed land, which the application site is. Policy HOU2 goes onto require that such proposals also satisfy the three criteria below. a. *The site is suitable for housing,* b. *The location is accessible and convenient to public transport and walking cycle infrastructure; and* c. *Provision is made for any additional infrastructure required as a result of the development.*

5.16	In respect of each of the above, the site is considered a suitable location within the city centre and suitable in principle for housing. It is located in an area that is accessible to shops, services, amenities and public transport. Suitable infrastructure is in place and no additional measures would be required.
5.17	The proposal for 104no. units will provide a form of quality residential housing that will add to the variety of housing stock in the city, delivering a new and sustainable mixed tenure scheme in a city centre location. It is within walking distance of the city core and can take advantage of the proximate waterside location for amenity value, providing the opportunity to mix residential development with other economic uses already established along the Waterfront and further strengthen a key city corridor. It will promote city centre living and given its proximity will support the city centre including shops, bars, restaurants, leisure and other amenities.
5.18	Due to the accessible location of the site within the City Centre, the proposal will also contribute to the creation of a high quality and healthy environment for people to work, live and stay connected. The subject site sits adjacent to the Donegall Pass and Lower Ormeau Communities which was a focus of the pre-application community engagement.
5.19	For these reasons, the principle of housing in this location complies with Policies HOU1 and HOU2 and is considered acceptable. For the same reasons it is also compliant with Strategic Policies SP1, SP1A, SP2 and SP4, and the relevant objectives of the RDS and SPPS.
	<u>Housing density</u>
5.20	Policy HOU4 seeks to promote appropriate housing densities to ensure effective use of land, a finite resource, in sustainable locations.
5.21	With a site area of approximately 0.73 hectares, the proposed density equates to 142 dwellings per hectare (dph). This falls marginally below the policy bracket of 150-350dph for the city centre, roughly 6no. units short of what would be required to meet 150dph. In this instance however it is noted that through the design discussions it was agreed that the building height should be restricted to 5 storeys to the front and 3 storeys to the rear in order to suitably respect the built heritage and streetscape on Ormeau Road and residential properties to the rear of the site respectively. Furthermore, the number of 1-bed units was purposely reduced from an initial 40% to approximately 25% in response to community consultation feedback at the PAN stage.
5.22	For these reasons, and whilst the density is slightly below the recommended minimum, the shortfall is considered minor and enables subsequent, wider benefits to be achieved, resulting in overall planning gain. As such it is considered that the proposal does not conflict with the overall objectives of Policy HOU4.
	<u>Affordable housing</u>
5.23	Policy HOU5 of the Plan Strategy requires housing schemes of 5 units or more, or sites of 0.1 hectares or greater, to deliver a minimum 20% affordable housing. Provision should be an integral part of mixed tenure development, integrated with general needs housing, and should include an appropriate mix in terms of size, type and tenure. In this case, in response to concerns raised by NIHE about a mono-tenure scheme, the application as revised proposes 80% social housing, which exceeds the minimum 20% policy requirement. This would be integral to the development and would be made up of 49no. General Social Housing units and 35no. Category 1 Over 55s accommodation. Given the high percentage of affordable units being proposed, this mix is considered

acceptable and is welcomed. The actual breakdown of these units is set out in the table below.

Unit size	General Needs Apartment	General Needs Maisonette	General Needs Accessible	Category1 Over 55s	Category1 Over 55s Accessible	Total
1B2P	5		1	12	2	20
2B3P	13	16	4	19	2	54
2B4P	2					2
3B5P	4	2	1			7
3B6P	1					1
Total	25	18	6	31	4	84

5.24 NIHE has confirmed it is supportive of the proposed 80% social provision and that a mixed tenure proposal on the site is in line with Policy HOU5 and the SPPS. In an earlier consultation response, NIHE confirmed the level of housing need. It advised that in March 2024 there were 5,252 total applicants and 4,130 stress applicants on the South and East Belfast Waiting List. There was a total of 622 allocations. NIHE recognises that a variety of house types, sizes and tenures is fundamental to the successful delivery of the Local Development Plan with housing that can meet the full range of housing needs. The provision of affordable housing will be secured by way of a Section 76 Planning Agreement.

Tenure mix

5.25 It is noted that the initial application proposed a 100% social housing scheme, which has been reduced to 80% on the basis that this would represent a better tenure mix having regard to Policy HOU5 and the 'Affordable Housing and Housing Mix Supplementary Planning Guidance', and that agreement has not yet been reached with NIHE on a 100% social housing scheme. The applicant has confirmed that discussions are continuing on this and there is potential for agreement to be reached with NIHE in the future about a 100% social housing scheme.

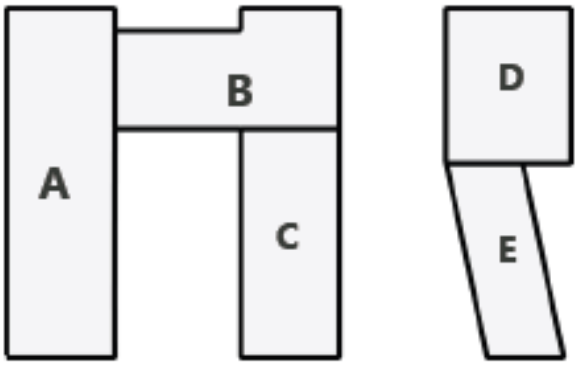
5.26 The council's 'Affordable Housing and Housing Mix' Supplementary Planning Guidance (SPG) states that: '*In all cases, whether or not a proposal for mono-tenure social housing is deemed to deliver sustainable and balanced communities will be assessed on a case-by-case basis using the following factors*:

- *'The level of social housing need in the vicinity of the site and the availability of land to address such needs,*
- *The wider tenure and characteristics of an area, in order to minimise large areas of single tenure social housing; and*
- *Whether a scheme is proposed as 'shared housing'*

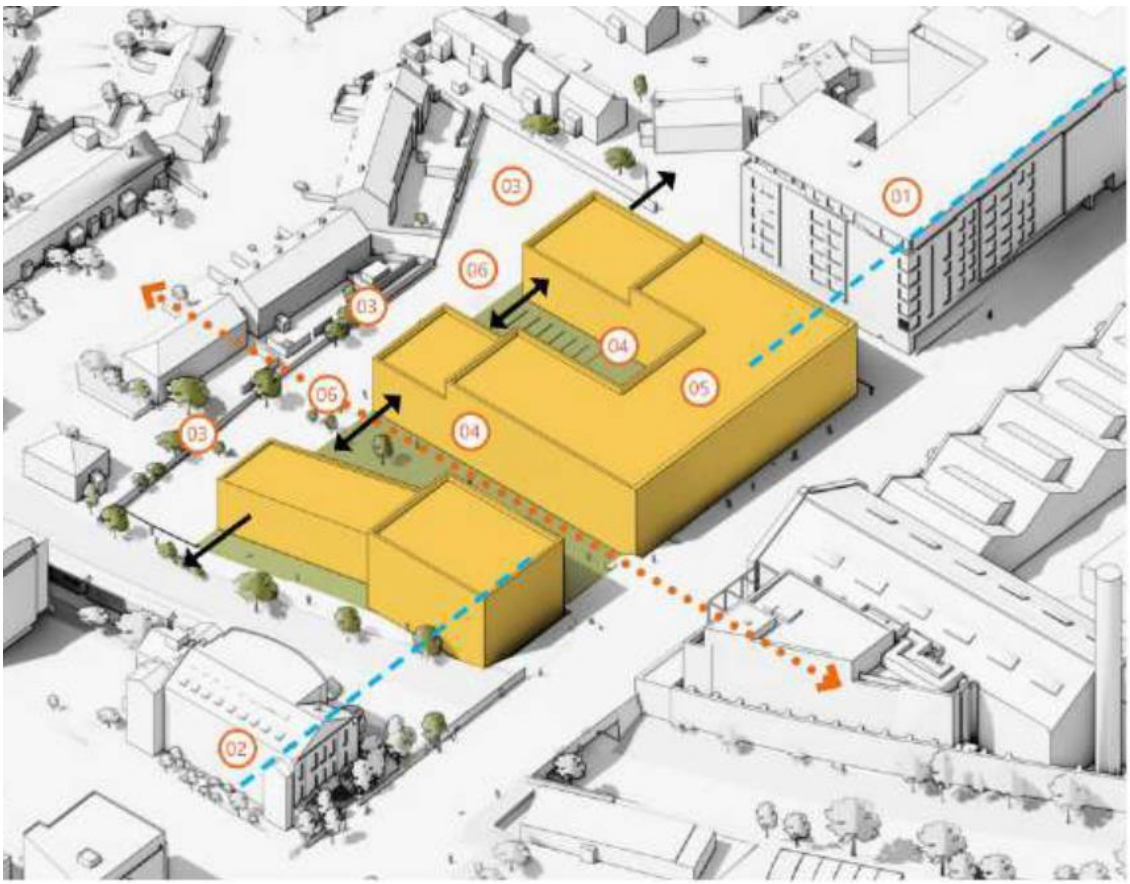
5.27 In respect of the first factor, NIHE has confirmed that there is a significant level of social housing need in the area. In relation to the second factor, there is a high level of social housing in the locality. Regarding the third factor, the applicant has indicated that the proposal is for shared housing.

5.28 The applicant has indicated their ultimate objective of a 100% social housing scheme. The application therefore needs to be assessed on this basis, notwithstanding the applicant's agreement to limit the scheme to 80% social housing. Whilst there is a high level of social housing already in the locality, regard is had to the significant social housing need; the applicant's commitment to both general and Category 1 social

	housing which would of itself provide a mix of accommodation type; as well as the applicant's proposal to provide the scheme as shared housing.
5.29	Having regard to these factors, and on balance, a 100% social housing scheme would be considered to be acceptable in this particular case.
	Housing mix
5.30	Policy HOU6 requires that provision should be made for small homes across all tenures to meet future household requirements and that the exact mix of house types and sizes will be negotiated on a case-by-case basis. The requirement for a mix of house types will not apply to single apartment developments such as the proposal, and in such cases, the housing mix will be considered acceptable through greater variety in the size of units. The SPG also suggests that 3 and 4-bedroom apartments should be encouraged to promote choice and facilitate the creation of sustainable and balance neighbourhoods.
5.31	The scheme proposes a good range of house types consisting of 1 bed, 2 bed and 3 bed units, including family maisonettes, and 10no. wheelchair accessible units. Whilst it does not include any 4 bed units, the proposed mix of 1B2P to 3B6P is considered to provide a satisfactory range of size and type. Taking these considerations into account, on balance, the proposed housing mix is acceptable under Policy HOU6.
	Adaptable & accessible accommodation
5.32	Policy HOU7 requires that all new homes should be designed in a flexible way to ensure that housing is adaptable throughout all stages of life. Policy HOU7 sets six criteria (a.) to (f.) to be met in order to help deliver adaptable and accessible homes. The policy also requires that at least 10% of units in residential developments of 10 units or more to be wheelchair accessible and provides an additional nine criteria (g.) to (o.) which these units must meet. With the scheme proposing 104no. units, 10% would equate to 11 accessible units (rounded up).
5.33	In this regard, the proposal includes 10no. wheelchair accessible units, which falls one unit short of the requirement. It is noted however that the Housing Mix Statement and Affordable Housing Proposal Form which were submitted in support of the application clarify that in addition to the 10no. wheelchair accessible units, all the new apartments have been designed with flexibility in mind for various stages of life. This includes the over 55's units as well as 1, 2 and 3 bed apartments for various family sizes, which will ensure that occupants can adapt and remain within the proposed development even as their needs change. Whilst the proposal falls short by one wheelchair accessible unit, this should be balanced against the fact that all the units within the whole development will be flexibly designed and the significant level of provision of much needed social housing. Therefore, the approach is considered acceptable in the planning balance, having regard to Policy HOU7 of the Plan Strategy.
	Design & placemaking
5.34	The proposal has been assessed against the SPPS, Creating Places and Policies SP5, DES1, DES2 and RD1 of the Plan Strategy.
5.35	Policies SP5 and DES1 promote good placemaking, high quality design and the importance of proposals responding positively to local context addressing matters such as scale height, massing, proportions, rhythm, and materials avoiding any negative impact at street level. Policy DES1 states that planning permission will be granted for

	new development that is of a high quality, sustainable design that makes a positive contribution to placemaking and goes onto list 11 criteria, (a.) to (k.).
5.36	Policy DES2 advocates adopting a holistic approach to site layout that is mindful of adjacent development. Planning permission will be granted for major development where it accords with the principles (a.) to (j.). Policy RD1 requires new residential development to be in accordance with general urban design policies and other relevant policy requirements such as land use, neighbouring amenity, space standards, access, standard of living etc.
5.37	In respect of the above, the proposed scheme has evolved through close discussions with the Planning Service and its urban design team through both the PAD and application stage to ensure that each policy and relevant criteria have been met.
	Scale, height & massing
5.38	As now proposed, the scheme consists of five individual blocks, connected and contained within two larger separate blocks. These have been designed to take advantage of the site layout and surrounding context, in particular the relationship to the front of the site with the adjoining Portland 88 building to the north and Former Methodist Church to the south. To the rear a key design principle was to ensure an appropriate step-down in both form and mass towards the 2-storey residential housing.
	
5.39	Looking specifically to the east of the site and fronting onto Ormeau Road, the higher 5 and 4 storey blocks will respond to the topography of the site, the shoulder height of Portland 88 and the roofline of the Former Methodist Church. Contextually, the height of the blocks to the front are considered sympathetic to their wider context and would provide an appropriate addition to the streetscape.
5.40	Moving westwards towards the rear of the site the blocks will step down to 3 storeys in height across three separate linear east/west blocks. These have been specifically designed to reference the historic street plan and will improve privacy to and reduce potential impact on neighbouring residential properties.
5.41	The council's SPG 'Residential Design' states that suitable separation is required between properties to ensure all residents benefit from adequate daylight and sunlight, and to achieve sufficient outlook and privacy. It recommends that a minimum of 20m should be maintained between facing windows of habitable rooms and 10m between blank gable walls or non-habitable rooms. In this instance, at its nearest point the elevation closest to the rear boundary will achieve a minimum separation distance of 20.7m from the closest neighbouring property to the west. The remaining distances from rear elevations will range from 22.4m to increasing to 24.6m at their furthest point.

5.42	Each of these rear elevations would be blank gables, with the internal layout specifically designed to provide inward facing apartments to further minimise overlooking issues to neighbouring dwellings. These distances are therefore considered sufficient to prevent impact on neighbours and are in line with the guidance.
5.43	Inner courtyards to the rear will provide high quality south-west facing amenity spaces, providing light and useable amenity space for residents and an opportunity to create visual links through entrances to the Ormeau Road.
5.44	The extract below from the DAS shows how each of these elements have been specifically designed to take cognisance of the surrounding context.



01 Relationship with neighbouring Portland 88 building
02 Relationship with former Methodist Church
03 Step-down in form and mass towards the 2-storey residential housing to the rear
04 Building form creates internal courtyards providing light, amenity space & visual links
05 Linear east/west blocks to rear of main front blocks referencing historic street plan
06 Inward facing apartments to minimise overlooking to the rear

<u>Shaftesbury Square Character Area Urban Design Criteria</u>

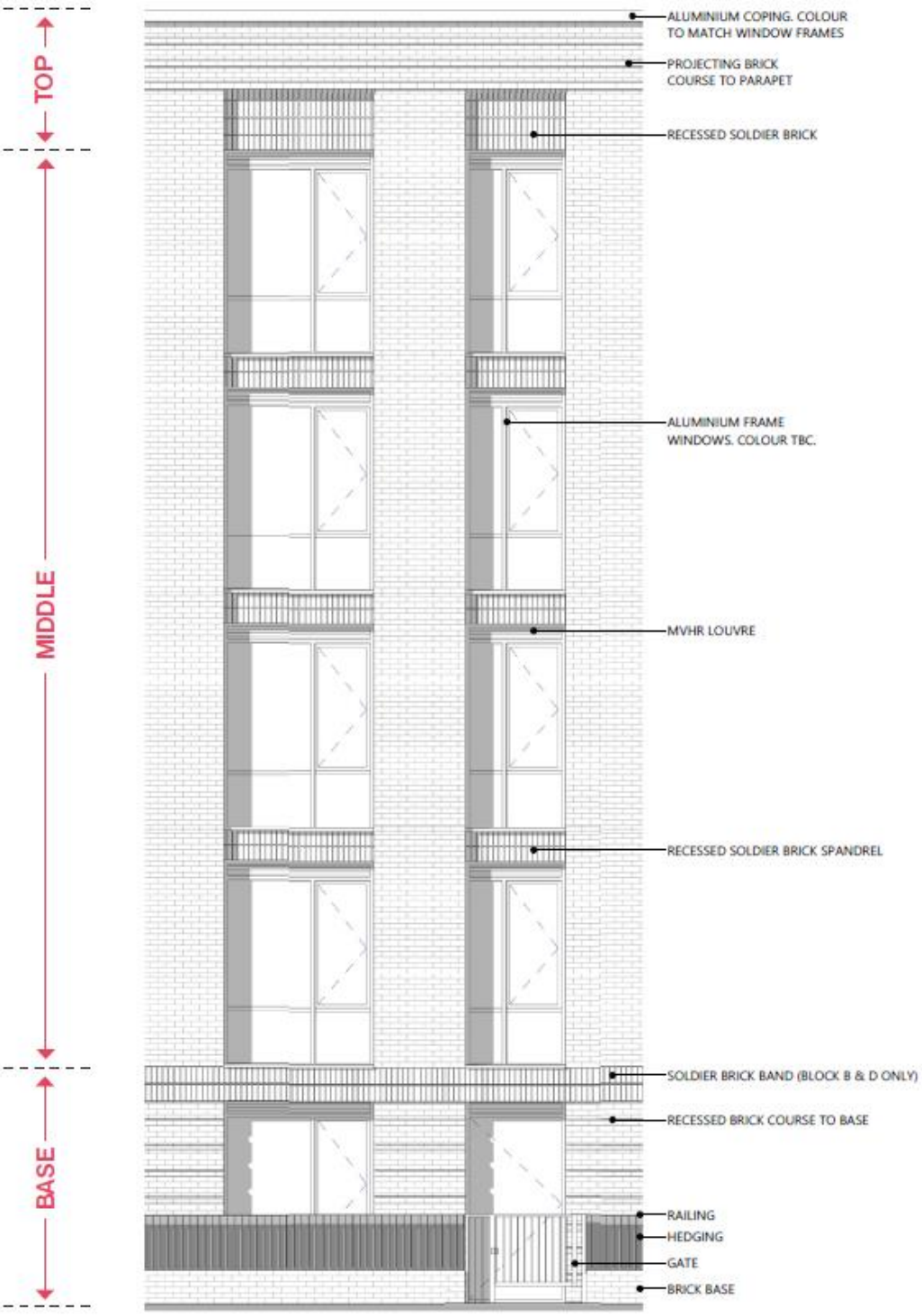
5.45 The site falls within Shaftesbury Square Character Area and Draft BMAP 2015 sets out the following design criteria to be applied within the area:

1. *Development proposals shall take account of the height of adjoining buildings Street Frontages*

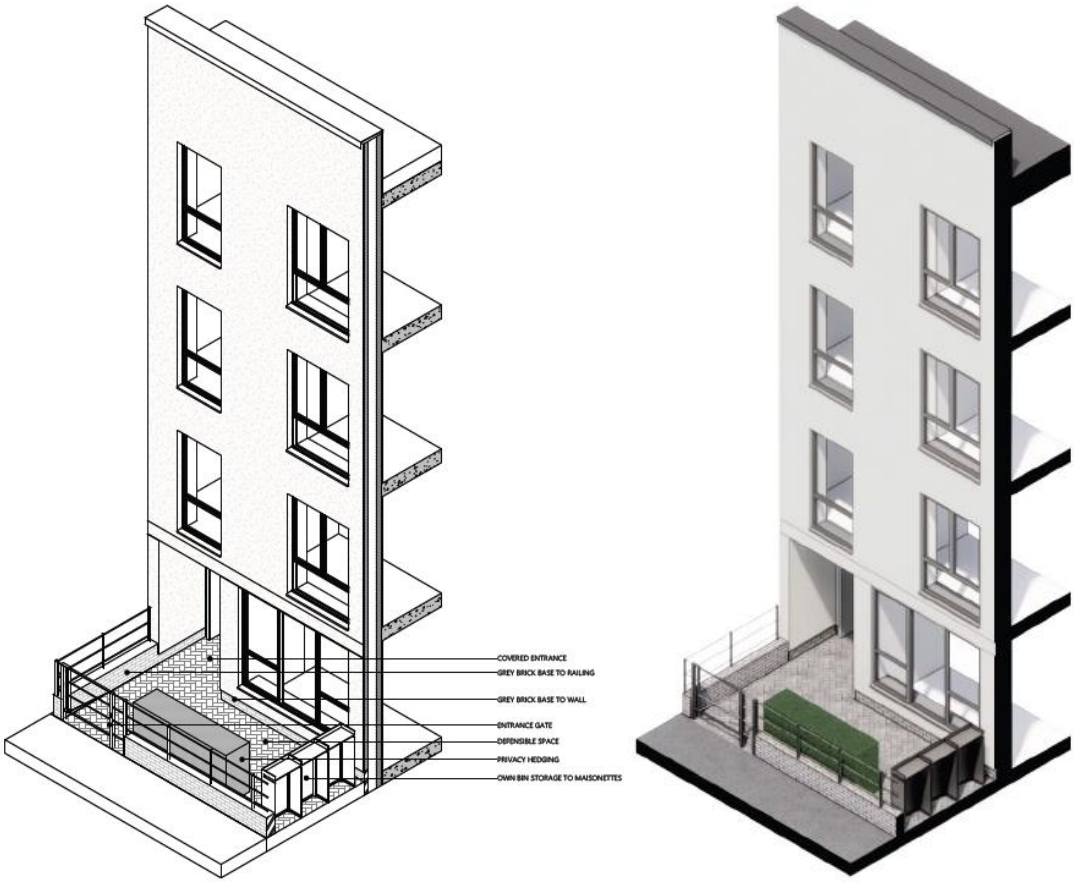
	2. *That part of any development which fronts Dublin Road or Bradbury Place shall be a minimum building height of 5 storeys, or 17 metres to building shoulder height, and a maximum height of 7 storeys,* 3. *Shopfronts shall be of high quality materials consistent with Conservation Area policy (where applicable),* 4. *New development shall respect the established building line,* 5. *Building heights shall be a minimum of 2 storeys and a maximum of 3 storeys; and* 6. *Development shall be fine grain in nature and aim to reflect traditional plot widths. The façade of larger development proposals shall be broken up visually to reflect the scale of traditional units.*
5.46	The proposal takes account of the height of surrounding buildings and meets the first criterion above. The second and third criteria do not apply given the location and nature of the proposal.
5.47	Whilst the fourth criterion states that building heights shall be a minimum of 2 storeys and a maximum of 3 storeys the first criterion is also relevant. Building heights within the area vary from 2 storeys to 8 storeys. The height of the proposed development varies from 3 storeys to 5 storeys which accurately reflects and respects existing building heights in the area. The adjacent Portland 88, at 8 storeys high, exceeds the maximum height set out in the urban design criteria above and must be given material weight in this assessment.
5.48	Given the variety of building heights adjacent and in the immediate area, it is concluded on balance that the proposal does not conflict the Character Area design guidance. <u>*Articulation & materiality*</u>
5.49	With regards to façade articulation and materials, it is considered that the proposed composition achieves a subtle and tonal distinction through red brick to the main blocks to the front. Various options were explored through the PAD and application process for these blocks, and officers are satisfied that the final composition would be the most contextually appropriate.
5.50	Facing Ormeau Road, the main blocks would be clad in brick in order to harmonise with the surrounding streetscape and Gasworks site and include simple yet intricate detailing. Variation between blocks across the main frontage would be achieved through slight tonal differences in the brick colour and changes in detailing between blocks, including spandrel detailing and base band, as shown on the next page. All windows and doors within the brick portion of the building are to be PPC aluminium.

5.51 In terms of articulation, significant time was again spent between officers and the applicant regarding the visual presentation of each elevation, in particular those fronting onto Ormeau Road and those to the side and rear of the site which may be visible from adjoining streets.

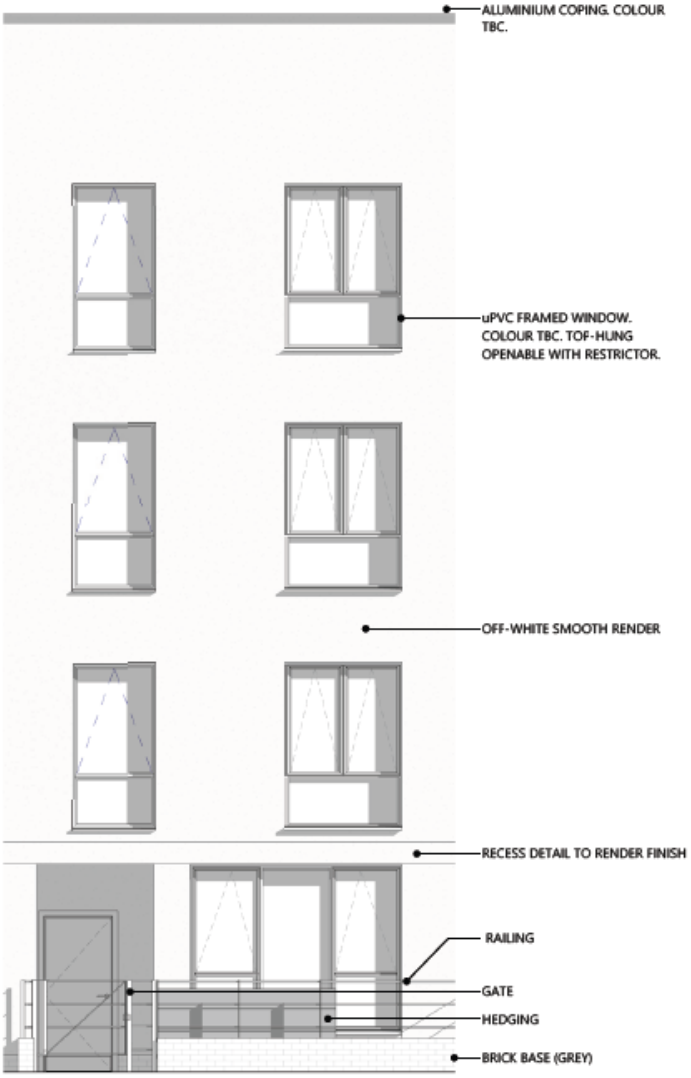
5.52 A key driver for all brick portions to the front sections was to provide a distinct top, middle and base, as shown in the next image. This has been achieved through the use of projecting brick coursing together with an elongated window head detail to denote the top section. The middle is identified by consistent soldier course detailing to the spandrel zones, whilst the base is established through recessed brick coursing in addition to a horizontal band in some locations to provide a degree of rustication. Due to the internal layouts of some units, blind window detail has had to be used in some instances however this is not dissimilar to the language of the coal shed buildings of the Gasworks site opposite the application site.



5.53 The rear sections, as shown in the following images, would be smooth render finish with additional articulation and tonal variety on those aspects that will be visible from adjoining streets and public vantage points, which again is considered acceptable. Given the less prominent nature of these elevations, the level of detailing and articulation is restrained in comparison to the brick portions.



5.54 As shown above and on the next page, recess detail would be provided at first floor to help visually articulate the base of the elevation which generally contains the maisonette living room windows, with three courses of grey brick at the base of the wall to improve longevity. The same brick is carried through to the defensible spaces for aesthetic continuity. All windows and doors in rendered portions of the building would be uPVC framed.



Public realm

5.55 The landscaping plan includes a variety of measures to provide an acceptable public realm within the site, with a number of quality materials proposed to external areas. Main external pathways will be granite topped reconstituted stone paving with paving sett banding, whilst paths to the lower courtyard and access ramps would be textured/brushed concrete. Individual seating areas and pathways within the courtyard areas will be amber resin bond, with concrete imprint paving pattern to the upper courtyard area, and wetpour surfacing to the localised natural play aeras. Picnic tables and benches will be hardwood timber, and private patio areas will be finished in feature buff tegula paving setts. The main driving areas will be permeable asphalt, with parking spaces and banding distinguished through a varying coloured finish. The external pedestrian paths on Ormeau Road would be bitmac surfacing to tie in with the existing. All of the above will be further complimented through a variety of natural landscaping including open grassed areas, tree planting, medium and low shrub planting and hedge planting to boundaries and privacy strips. Back of house uses such as car-parking, cycle parking and bin storage areas have been specifically located to maximise the amount of high quality landscaping and useable amenity space. Overall officers are satisfied that the proposed materials and features will provide a suitable and pleasant environment for users in accordance with Policies DES1, DES2 and RD1.

	Masterplanning
5.56	Policy DES2 requires a holistic approach to development to ensure it is appropriately located, designed and sensitive to surrounding uses and sites. As noted above, the proposal is considered to provide an appropriate development for the site and its context, providing a suitable addition to a vacant site that respects existing buildings within both the streetscape and surrounding area. It will provide a suitable density in a key city centre location, with suitable landscaping and public realm.
5.57	The DAS confirms that the proposal will adopt a fabric first approach, maximising insulation and airtightness to ensure a long-life building fabric that is environmentally sustainable. Indoor light and air quality have been carefully considered together with use of sustainable materials. The scheme has been designed to achieve an EPC rating of B which equates to SAP 81-91, through the use of both active and passive measures. The energy strategy is based on all-electric power supply, omitting the traditional use of oil or gas ensuring a level of futureproofing and promoting decarbonisation as the power network transitions to more renewable sources. Various sustainable measures have been incorporated, with a solar PV being provided for each associated unit and MVHR ventilation installed throughout the scheme. Window placement has been designed to provide optimal levels of thermal gain while preventing overheating. The overall orientation of the scheme's layout will improve access to light and natural ventilation. All relevant building elements will be insulated to meet Building Regulations performance requirements and achieve the targeted EPC rating, whilst the public realm and landscaping will supplement the overall SUDS strategy of permeable surfaces and stormwater attenuation.
5.58	Reduced parking provision together with suitable bicycle storage and inclusion of a green travel fund will promote green and active travel alternatives. Existing and planned (Glider) public transport links ensure a reliable and convenient connection to the City Centre further reducing the reliance on personal vehicle use.
5.59	The evolution of the scheme has also taken account of community feedback to ensure the protection of residential and neighbouring amenity through suitable scale, massing and separation distances. For these reasons it is considered that the proposal complies with the overall objectives of Policy DES2.
	Design summary
5.60	In light of the above, officers are satisfied that the scheme as now proposed will respond positively to local context and character through appropriate architecture and an urban form which addresses height, scale, massing, proportion, plot width, building lines, rhythm, roofscape and materials and any impact on built and natural heritage. For these reasons it complies with Policies SP5, DES1, DES2 and RD1 of the Plan Strategy, the Residential Design SPG and the SPPS. The final materials selection will be subject to a condition.
	Impact on built heritage assets
5.61	Policy BH1 seeks to safeguard the setting of Listed Buildings. Policies BH4 and BH5 seek to protect built heritage and archaeological assets respectively.
5.62	There are a number of Listed Buildings in the vicinity of the site which could be affected by the proposal, as described below:

- *Former Presbyterian Church, 159-161 Donegall Pass – Grade B2*
- *The Meter House, Belfast Gasworks – Grade B+*
- *The Klondyke Building, Cormac Avenue – Grade B1*
- *The Gas Office, 4-14 Cromac Quay – Grade A*
- *Rose Cottage, 7 Walnut Court – Grade B*

5.63 DfC Historic Environment Division (HED) and Historic Monuments have been consulted and confirmed that there are no objections to the proposal, subject to informatives. HED is satisfied that the scheme now presented will not create a significant negative impact, harm or adversely affect the setting of the above listed buildings, built heritage assets or archaeological assets, and is compliant with SPPS and Policies BH1, BH4 and BH5. Officers are satisfied that the proposed development would respect the setting of the nearby Listed Building and that it complies with the relevant policies in these regards.

Residential quality and impact on amenity

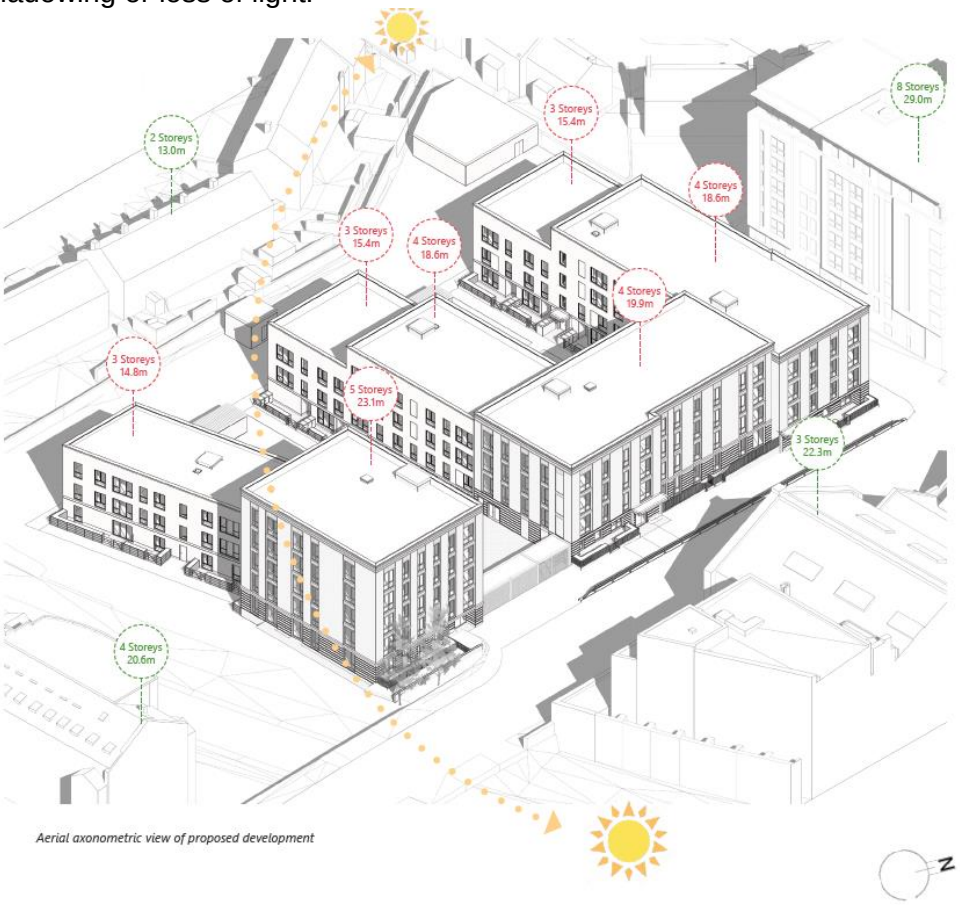
5.64 Policies DES1, DES2 and RD1 highlight the need to minimise the impact of new development, the protection of both new and existing residents and the promotion of quality residential environments.

Dominance

5.65 It is acknowledged that the overall scale and massing of the proposal is significantly greater than that found in the surrounding residential streets to the west (Walnut Street, Vernon Street, Walnut Court etc.) and a degree of dominance will result. In determining to what level this degree will impact neighbouring areas, there are a number of distinguishing factors which require to be taken into account.

5.66 Firstly, the impact on neighbouring properties has been carefully considered by providing a stepped down approach to minimise dominance. In terms of massing, studies provided in the DAS show that the relationship is actually an improvement on the previous situation residents would have experienced with Havelock House. The massing diagrams below help to demonstrate the comparative massing of what previously existed on site (green in first image) and what is now being proposed. The second image shows how the proposed scheme would step down from Ormeau Road to the 3 storey elements at the rear, highlighting that the new massing, combined with open space between, would be visually less dominant than the previous building when viewed from Walnut Court and the rear gardens of Walnut Street.

5.67	When viewed from the existing residential streets to the west, the 8 storey Portland 88 is significant in terms of its scale and height. The impact of the proposed development would be significantly less in terms of height, scale and massing. In this regard, the site depth is significantly deeper (c. 67 – 78.5m) compared to Portland 88 (c. 34-36m) which, while resulting in a larger footprint, has also allowed the building to incrementally step down to respond to the scale of the adjoining dwellings to the west.
5.68	It is also acknowledged that it would not be unusual in an urban context to have a hierarchical scale of development with taller elements fronting onto main/arterial routes and the scale, height and massing of such developments reducing towards a more domestic, subservient scale to the rear. In terms of separation distances between the existing dwellings to the rear and the proposed 3 storey blocks, these would be: • *c20m to the side of No. 71 Vernon Street,* • *c21 to 24m to the rear of Nos. 34 to 50 Walnut Street* • *c21m to the rear of No. 5 Walnut Court; and* • *c21m to the rear of the listed Rose Cottage, No. 7 Walnut Court*
5.69	Having regard for the separation distances between the rear elevations and the nearby dwellings, the proposed approach is considered an appropriate design response to development on the site. Whilst a degree of dominance will exist, the level to which it impacts neighbouring dwellings would be no greater than that which existed with Havelock House and would be significantly less than that of Portland 88. In these regards, there would be no harmful impact on neighbour amenity by way of dominance. <u>*Overlooking & loss of privacy*</u>
5.70	As noted in paragraph 5.43, the council's SPG 'Residential Design' requires suitable separation distances between buildings, with a recommended minimum of 20m between facing windows of habitable rooms and 10m between blank gable walls or non-habitable rooms. It also clarifies that in an urban context with higher density development, shorter distances may be deemed appropriate on a case-by-case basis and where there are material considerations that justify a reduction.
5.71	To ensure protection of adjoining residents' privacy, no windows or balconies are proposed to the rear elevations of the 3 storey blocks that extend westwards. The separation distance between these gables and the neighbouring properties ranges from 20.7m to the side gable of No. 71 Vernon Street and between 22.4m to 24.6m to the rear elevations of Nos. 34-50 Walnut Street. The main outlook for new residents has been intentionally orientated inwards towards the internal, communal courtyards, onto Ormeau Road at the front, or the railway embankment to the south side. The west facing windows on the inner central core of the main 4 storey block would be more than 50m from the nearest neighbouring property. For these reasons, officers are satisfied that there would be no adverse impact arising from direct overlooking or loss of privacy. The proposed distances are in line with the guidance and considered acceptable.
5.72	To the immediate north of the site is the existing 8 storey residential development of Portland 88. Apartments within this block have windows looking onto Coyle's Pace which separates the Portland 88 development from the site. It is considered that the proximity of the buildings, approximately 10.8m at its closest point, is not unusual in a city centre urban context where densities are higher than greenfield sites. There are many examples of similar developments with separation distances of less than 15m in the city, and the juxtaposition of the two schemes is on balance considered acceptable.

5.73	Residential units fronting the Ormeau Road will have an aspect looking onto this arterial route which will not cause an adverse impact on neighbouring amenity and is considered acceptable.
5.74	Along the southern elevation residential units will look onto an area of public realm within the site and the railway embankment which runs along the southern boundary. In terms of amenity for proposed residents and in particular the distance from the railway, the 5 storey Block D would be c10m at is closest point and c14m at its furthest. The lower Block E would be c19.5m at its closest point and c20m at its furthest. It is noted that the site is elevated above the railway embankment which sits at a significantly lower level, and with private amenity space between the building and boundary with the railway line, combined with boundary screening to the embankment, officers are satisfied that the distance from the railway line would not have a detrimental impact on the quality of living or amenity of the southerly facing units. The impact of noise on residents arising from the railway is assessed separately later in this report. *<u>Impact on daylight & sunlight</u>*
5.75	Concerns have been raised that the proposal will detrimentally impact neighbouring amenity by way of overshadowing and sunlight/daylight disruption.
5.76	In this regard details provided in the DAS confirm firstly the proposed massing has been specifically designed to provide a step-down in scale from 4 and 5 storeys to a lower 3 storey scale to the rear. As shown below, when combined with the specific orientation of the 3 storey blocks, this will provide suitable external amenity space for proposed residents which maximises the site orientation, the path of the sun and subsequent light levels, while also minimising any impact on the residential units to the west by way of overshadowing or loss of light.  *Aerial axonometric view of proposed development*

5.77	The specific impact on surrounding residential amenity by way of shadowing and loss of light has also been assessed using 3D modelling software. This analysis demonstrates that there will be no adverse impact on neighbouring residential amenity by way of overshadowing from the proposed development and it is considered that the proposed development would not result in an unacceptable loss of sunlight/daylight to neighbouring properties.
5.78	The comparative images from the submitted Light & Shadow Impact Study below show the impact of the proposed scheme on surrounding areas for both the Equinox (March and September) and Solstice (June and December).

Spring Equinox (March 21)
Proposed Massing

Summer Solstice (June 21)
Proposed Massing

Morning - 9:00 AM

Morning - 9:00 AM

Midday -12:00 PM

Midday -12:00 PM

Afternoon - 3:00 PM

Afternoon - 3:00 PM

5.79 These images demonstrate that due to the orientation of the site, the proposed massing of the development and the arc of the sun, there will be no significant impact on neighbouring dwellings by way of overshadowing or loss of light to the residential properties to the west. The only impact would be to the side elevation of the Portland 88 side elevation, which would only occur for any sustained period during winter months.

Community cohesion and good relations

5.80 Policy SP4 seeks to ensure that new development maximises opportunities to build strong, cohesive communities, and that makes a positive contribution to good relations. This is further reinforced through Policy CGR1 which requires a number of key principles to be addressed.

5.81	The submitted Statement of Community Involvement and Good Relations Statement sets out the steps taken to engage with local communities from the outset and throughout the process. This included drop-in community consultation events and meetings with community groups and elected representatives. The statement confirms that concerns were raised from the local community regarding a number of issues such as the impact of the scheme through scale, massing, height and proximity to neighbouring dwellings, as well as interface issues including security and pedestrian access to the site, and in particular from Vernon Street & Walnut Street to the west. In direct response to the community consultation, feedback was taken on board which directly informed revisions to the layout, scale, massing, design and house types that were being considered.
5.82	Within the Belfast Agenda, the Council has committed to developing an Interfaces Programme which has yet to be delivered. Nonetheless Policies SP4 and CGR1 both require the Council to consider the impact that development will have on affected communities. In this instance, whilst access through this site was historically a through route/right of way, the application site is now private land and rights of way across the site were extinguished/abandoned in the 1980s/1990s. Following redevelopment of the area at that time, a number of streets including Lake Street and Outram Street were also extinguished / abandoned. Since this time the site has been occupied by Havelock House and its associated car park. An existing 2m high wall is being retained along the western boundary, which is in the ownership of NIHE, who did not raise any objection to its retention. Feedback from the community consultation further indicated that there was no desire to reopen the interface and therefore, whilst the council remains keen to promote active accessibility across all new development, in this instance it would not be considered appropriate to incorporate full and open pedestrian access through the site.
5.83	The Statement of Community Involvement and Good Relations Statement confirms that the scheme is being specifically proposed as a Shared Housing Programme through 'Together: Building a United Community' (T:BUC), which demonstrates the aim to improve housing choice and tackle barriers that prevent people living in shared and balanced communities. There is no evidence in this instance that the proposal would cause a negative contribution to existing community relations, and it does not raise unsatisfactory concerns regarding the deterrent of crime and personal safety. For these reasons it is considered to accord with Policies SP4 and CGR1. *Security and design*
5.84	The pedestrian access from Vernon Street, as noted previously, will be a secure access-controlled gated access which can only be utilised by residents and visitors to the proposed development. Officers are satisfied therefore that the existing established boundary with the adjacent residential area will be suitably retained. BCC Good Relations Unit were consulted on the previous application and did not raise any specific concerns on this matter. Given that the current application is of a similar nature, i.e. it does not include the provision of open public access through the rear of the site, it was not considered necessary to consult again as the circumstances remain unchanged.
5.85	Security throughout the site was also carefully considered through the community consultation process and the overall design stage, which included early engagement with a Secured by Design officer, to establish a series of varying but appropriate relationships to the surrounding area.
5.86	Facing Ormeau Road, private door access units are provided with defensible space. The central threshold structure provides access control to the inner site and short term bicycle and mobility scooter storage. The south boundary of the site faces the railway

	with no public access and a tall NI Railways security fence, whilst the combination of brick wall and metal fencing boundary between the site and the Donegall Pass residential area will be retained, ensuring that all rear elements of the boundary will be at least 1.8m tall.
5.87	All main entrances to individual Blocks will be access-controlled and all pedestrian and vehicular entrances will be both access-controlled and gated, establishing a clear boundary between the public and the semi-private realm. This includes the gated pedestrian access point on the western boundary linking to Vernon Street. A central Telecom system will link to all units, including the maisonettes, to provide residents with controlled remote visitor access both from Ormeau Road and Vernon Street.
5.88	CCTV cameras will provide surveillance to the main entrances, inner courtyards and the parking and bicycle storage area, whilst internal unit layouts have been designed to provide a degree of natural surveillance while minimising overlooking. Well-designed external lighting will provide discrete and effective lighting to the parking and landscaped garden areas. Furthermore, a central management and caretaker office will also be incorporated near the entrance to Block B, which will enable arrivals and departures from the building to be closely monitored.
	Residential quality and impact on amenity summary
5.89	Having considered all of the above, officers are satisfied that the proposal has been appropriately designed to take account of and avoid detrimental harm on residential quality and amenity in terms of dominance, overlooking, loss of privacy, separation distances, daylight, sunlight, accessibility, community relations and security. As such it is considered acceptable under policies DES1, DES2 and RD1.
	Open space
5.90	Policy OS3 requires that all new development proposals make appropriate provision for open space, including hard and soft landscaped areas and outdoor amenity areas, to serve the needs of the development. The normal expectation will be at least 10% of the total site area and should include complementary and ancillary equipment and facilities for active or passive enjoyment of residents. *Creating Places* advocates external private amenity space of between 10 and 30sqm per residential unit. For residential development for this size, i.e. over 100 units, Policy OS3 also requires an integral, equipped children's play area. An exception to this requirement can be considered where a sufficient equipped children's play area exists within reasonable walking distance (generally, around 400m).
5.91	In this instance, residential amenity space would be provided in the form of both private defensible space at ground floor level, and communal shared space through external courtyards, roof terraces and an area of open space to the south of the building.
	Private defensible space
5.92	All ground floor apartments would benefit from a degree of private defensible space, which is welcomed, and equates cumulatively to an average of 19sqm per unit. This would be provided through a variety of type related to the individual unit components. Ground floor maisonettes facing onto the inner courtyard will have private defensible space with lockable bin stores, railing, gate and brick base. Other ground floor units (i.e. non-maisonette style) would have similar defensible space opening onto the inner courtyard albeit bin stores would not be provided as these units are served by the communal bin stores.

Ground floor maisonettes fronting onto Ormeau Street (North face of Block A) will have a similar provision as the courtyard facing units but with higher railings to increase security. For those units on the front elevations fronting onto Ormeau Road and abutting the public footpath, individual doors and windows would either be recessed away from the street or placed on a different level to promote privacy and strengthen the perceived separation from the street. A series of covered entrance canopies will identify the primary access-controlled entrances to the main blocks. Balconies have not been proposed for units above ground level, and therefore the assessment of communal shared space below will be key to ensure that all residents have the benefit of suitable amenity space.

Communal shared space

5.93 The proposal incorporates approximately 24% of the site area as shared open space, compliant with Policy OS3, which equates to approximately 17.5sqm per unit and exceeds the minimum policy requirements. This would be provided through two central courtyards and additional communal areas to the rear of the development to preserve amenity and environmental quality. The two courtyard areas will provide secure, shared outdoor amenity space for residents, which are south-west facing to maximise sun and light levels. A further area of secure, shared space would be provided between Blocks D & E and the southern boundary of the site. In addition to the outdoor amenity space, internal amenity space will also be provided on the first floor above the entrance lobbies of Blocks A and C. Furthermore, it is acknowledged that the application site is also located within reasonable walking distance of a number of areas of open space in the vicinity including McClure Street (160m, c3 minute walk), Lagan green walkway (250m, c5 minute walk), Ormeau Park (805m, 10 minute walk), City Hall, (966m, c. 13 minute walk) and Botanic Gardens, (1127m, c. 14 minute walk). The total open space provision is set out in the table below.

Provision type	Size (sqm)
Private defensible space	590
Shared outdoor amenity space Shared indoor amenity space	1770 55
Total shared amenity space	1825
Shared amenity space per unit	17.5

Equipped play area

5.94 A dedicated area for small children to encourage natural play has been located within the open space area adjacent to the General Needs Block. It is also noted that there are two council maintained Local Equipped Areas for Play (LEAPS) located within 400m (5-10 minute walk) at McClure Street and Balfour Avenue. McClure Street in particular is in very close proximity and the equipped children's play area was refurbished in March 2020.

5.95 The BCC Landscape Planning & Development Team have been consulted as part of the application process and confirmed there were no objections. The proposed layout is considered to provide good natural light levels to both private residential units and outdoor space. The submitted Landscape Management & Maintenance Plan is acceptable, and the combination of the proposed natural play area and proximity of the McClure Street LEAPS would meet the policy requirements for equipped play areas.

Open space summary

5.96 Having regard for all the considerations above, officers are satisfied that the development can be successfully absorbed into, and contribute to, the local area's character without resulting in significant adverse effects on the quality, character or features of interest in the receiving townscape. The proposed open space is of good quality and is compliant with Policy OS3 and Creating Places.

Space Standards

5.97 As noted above the proposal comprises a mix of accommodation. General Needs units would be located throughout Blocks A, B and C, of which 18no. would be maisonette units, with private individual access and defensible space. These include a range of 1, 2 and 3 bed apartments. 6no. of these would be wheelchair accessible. The 20no. additional units will also offer the same range of type. Category 1 over 55s accommodation units would be provided in Blocks D and E in the form of 1 and 2 bed apartments, of which 4no. units would be wheelchair accessible.

5.98 The space standards for each are set out below and are in accordance with the minimum requirements as set out in Appendix C of the Plan Strategy and the relevant policy criteria of Policies HOU7 and RD1.

General Needs Social

Accommodation type	No.	SS minimum sqm	Proposed sqm
1B2P apartment	5	50	54-59
1B2P wh. accessible	1	60	65
2B3P apartment	13	60	63-70
2B3P maisonette	16	70	77
2B3P wh. accessible	4	80	80-86
2B4P apartment	2	70	73-79
3B5P apartment	4	80	85-90
3B5P maisonette	2	90	97
3B5P wh. accessible	1	105	111
3B6P apartment	1	85	115

Category 1 over 55s accommodation

Accommodation type	No.	SS minimum sqm	Proposed sqm
1B2P	12	50	54-55
1B2P accessible	2	60	65
2B3P	19	60	63-67
2B3P accessible	2	80	83-85

Other tenure

Accommodation type	No.	SS minimum sqm	Proposed sqm
1B2P	5	50	54-59
2B3P	10	60	63-70
2B4P	2	70	73-79
3B5P	3	80	85-90

	Access & transport
5.99	Policy SP7 supports connectivity to and within the city by sustainable transport modes, such as public transport, walking and cycling. These principles are further reinforced through the provisions of Policy TRAN1.
5.100	The site has excellent connectivity to wider parts of the city centre and further. It is well served by sustainable modes of transport, such as walking, cycling, and public transport. It benefits from a high level of passing pedestrians along Ormeau Road and is within walking distance (approximately 1,000m) from the recently opened Belfast Grand Central Transport Hub. It is also 800m walking distance from Botanic Train Station and the Ormeau Road is confirmed as the preferred North/South Glider bus route. A Transport Assessment Form and Travel Plan have been submitted in support of the application. Due to the nature of the proposal being a mixed social housing scheme and its location within the city centre, the proposal includes a parking provision of around 0.28 spaces per unit. It would provide 29no. spaces in total, of which 10no. are allocated for disabled parking, which promotes more car-free sustainable environment. This will be complemented by on-site sheltered and secured bicycle storage provision (100no. spaces) and a dedicated Green Travel Fund to promote sustainable transport modes amongst residents. For these reasons the proposal accords with Policies SP7 and TRAN1.
5.101	Policy TRAN2 requires new developments to take account of the specific needs of people with disabilities and others whose mobility is impaired through appropriate external layout. In this regard the proposed layout that has been designed for convenient movement along pathways, with unhindered approach to buildings and ease of access to both car-parking and public transport facilities. The disabled car-parking will be clearly demarcated and of appropriate dimensions in line with guidance. As such the proposal complies with Policies SP7 and TRAN2.
5.102	In line with Policy TRAN 4, a Framework Travel Plan has been provided which will further promote active and sustainable travel. This formed part of the evidence base for the scheme and includes a package of measures. Given the sites accessible location, the implementation of the Travel Plan will encourage residents to travel using sustainable modes including walking, cycling and public transport. The proposal includes for a provision of 100no. bicycle spaces and a Green Travel Fund of £202,737.00 (index linked) to promote sustainable transport choices. The Green Travel Fund would fund initiatives for residents including opportunity to purchase travel cards, Belfast Bikes membership, bicycle vouchers and car club membership. This would be secured by Section 76 Planning Agreement. DfI Roads has confirmed that the Travel Plan and Green Travel Fund are appropriate.
5.103	Policy TRAN 8 seeks to ensure adequate car parking and appropriate servicing arrangements are provided. It aims to assist in reducing reliance on the private car in particular for commuting into the city, tackling congestion, and bringing about changes in travel behaviour. The precise amount of parking should be determined according to specific nature of the proposed development and its location, taking into account areas of parking restraint and published parking standards. DfI Roads have clarified that the current parking standards for this Belfast City Centre location requires 1 space per dwelling.
5.104	With 29no. on-site parking spaces, the proposal obviously falls short of the standards at 0.28 spaces per unit. That being said, there are a number of material considerations which must be taken into account. Firstly, the site is highly sustainable being located on Ormeau Road, an arterial route and key transport corridor with frequent bus services,

	and which will also be part of the future glider route. It is close to the city centre core, Grand Central Station transport hub, other services, shops and amenities. Furthermore, the proposal incorporates 100no. secure and sheltered cycle spaces, and a Belfast Bike docking station is located in close proximity at the Gasworks.
5.105	The applicant has also provided a parking survey of the surrounding area, which demonstrated that there is sufficient capacity based on the current car ownership census data. They also confirmed that parking on the site will not be allocated to individual units. Given the nature of the scheme, its accessibility and reduced numbers of car-parking, it would not be reasonable to allocate spaces as this would prejudice their availability to all residents and visitors and would discourage the promotion of alternative, sustainable transport means.
5.106	The scheme also includes proposals for future proofing car-parking for greater EV car usage by providing suitable infrastructure (underground wiring and ducting etc.) to allow future charging points to be installed at a later date under Permitted Development Rights. It is noted that such a reduction in parking is also in line with recent city centre developments approved by the Planning Committee and will have environmental benefits in terms of improving air quality. Finally, and as noted above, the proposal includes a Travel Plan Framework which will promote reduced levels of car ownership and encourage more sustainable modes of transport.
5.107	Officers also note that the previous application LA04/2020/0067/F, which was refused by council and the subsequent appeal (reference 2020/A0107) was dismissed by the PAC, was not refused on grounds of lack of parking. With a total of 270no. residential units and 40no. parking spaces, this equated to a ratio of 0.15 spaces per unit which, together with a Travel Fund, was considered acceptable by officers and DfI Roads. Given that this application now proposes a higher ratio of 0.28 spaces per unit and is supported by additional information such as the parking survey noted above, this represents an improvement over that which was previously accepted.
5.108	DfI Roads has confirmed it is satisfied with the reduced level of parking provision providing that the supporting green travel measures are secured by way of Section 76 Planning Agreement, and having assessed the parking survey and census data, there are no concerns regarding parking outwith the site. Enforcement of illegal parking on public roads would be a matter for the PSNI. Taking account of all of the above, the council is satisfied that on balance the proposal complies with Policy TRAN8.
	Access & transport summary
5.109	DfI Roads are satisfied with the access arrangements, the level of parking proposed for vehicles and bicycles and support the green travel measures proposed. As such and for the reasons outlined above, subject to securement through a Section 76 Planning Agreement, the proposal complies with Policies SP4, SP7, TRAN1, TRAN2, TRAN4 and TRAN8.
	Health impacts
5.110	Policy SP3 requires new development to maximise opportunities to improve health and wellbeing. Policy HC1 seeks to ensure that all new developments maximise opportunities to promote healthy and active lifestyles. New developments should be designed, constructed and managed in ways that improve health and promote healthy lifestyles. This will include supporting active travel options, improving accessibility to local service centres, reducing the use of private car travel, adequate provision of public

	open space, leisure and recreation facilities, high quality design and promoting balanced communities and sustainable neighbourhoods.
5.111	As noted previously, the site is highly accessible and provides excellent opportunities for active travel, including walking and cycling through good linkages with the city centre and the River Lagan.
5.112	Active travel will be further encouraged through the travel plan and green measures proposed as part of the application. The site is within short walking distance of a number of areas of open space as well as local amenities.
5.113	Good levels of open space and amenity space are proposed in the form of the outdoor courtyards, landscaping and suitable public realm.
5.114	In terms of place making, the proposed building is considered to be of a high-quality design which would provide a pleasant living environment for residents, as well as enhancing the character and appearance of the surrounding area.
5.115	As such the proposal is considered to satisfy the requirements of Policies SP3 and HC1.
	Environmental protection & climate change
5.116	Policy ENV1 requires new development to maintain and, where possible, enhance environmental quality. Existing communities and the environment should be protected from materially harmful development, including consideration of ground contamination, air quality, water quality, noise and light pollution. Policy SP6 states that the council will support development where it helps to reduce greenhouse gas emissions and is adaptable in a changing climate to build environmental resilience. Policy ENV2 further reinforces this by requiring new development to incorporate measures to mitigate environmental change and reduce greenhouse gases by promoting sustainable patterns of development. Policy ENV3 states that planning permission will be granted for development that incorporates measures to adapt to environmental change. Policy ENV5 states that all built development shall include, where appropriate, SuDs measures to manage surface water effectively on site, to reduce surface water run-off and to ensure flooding is not increased elsewhere.
5.117	In response to these the application has been accompanied by a suite of supporting information including: • *Air Quality Impact Assessment* • *Contamination Report* • *Climate Change Statement* • *Flood Risk & Drainage Assessment* • *Waste Management Plan* • *Noise Impact Assessment*
5.118	Each of the above demonstrate that the proposal has been designed to incorporate a number of sustainable features which are welcomed, incorporating open space, building materials and good construction practices which are considered to help meet the objectives of Policy ENV2 (and parts of ENV3). Hard and soft landscaping elements at ground floor level will assist an overall sustainable drainage solution, whilst site levels have been designed to alleviate the flood risk from the development and maintain the safety of residents and their homes in the future. This is supported by the Flood Risk &

	Drainage Assessment. The proposal will also include appropriate SuDs measures to manage surface water effectively on site, to reduce surface water run-off and to ensure flooding is not increased elsewhere. In particular, the following sustainable design features will be incorporated: • *Ventilation – MVHR (Mechanical Ventilation and Heat Recovery) throughout,* • *Main Heating – Electric Heating (only) made up of a mixture of Storage and Panel Heaters,* • *Water Heating – Hot Water Cylinder with Immersion,* • *Renewables – 0.5kW PV Panels (1no. provided per unit),* • *Reduced Parking Provision – supported by Green Travel Fund,* • *Future provision for EV Vehicles – underground ducting and wiring to allow for simple above-ground charger installation in future; and* • *Sustainable Drainage – through open space areas and permeable material to the parking area*
5.119	As part of its assessment of the above, the council has consulted with Environmental Health, DAERA (NIEA) and the BCC Waste Management Team, all of which have confirmed that the details provided in the submitted documents demonstrate that, subject to conditions and informatives, the proposal will not result in detrimental impact in terms of noise, air pollution, general amenity, ambient air quality, contaminated land, and other considerations. This includes both the impact of the proposal itself and the protection of new resident's amenity on account of the buildings' proximity to the adjoining railway line. The council is satisfied therefore that subject to such conditions and informatives, the proposal will comply with Policies ENV1, SP6, ENV2, ENV3 and ENV5.
	<u>Flood risk & drainage</u>
5.120	Policy ENV4 states that planning applications in flood risk areas must be accompanied by an assessment of the flood risk in the form of a Flood Risk Assessment (FRA). The council will have regard to guidance publications produced by other authorities and prospective developers/applicants are advised to liaise early in the formulation of their proposals with DfI Rivers to clarify flooding or flood plain issues that may affect particular sites. In all circumstances, the council will adopt a precautionary approach in assessing development proposals in areas that may be subject to flood risk presently or in the future as a result of environmental change predictions.
5.121	DfI Rivers has confirmed the details submitted are satisfactory. The site is not located within a flood plain, and there are no designated watercourses within the site. A portion of the sites' northern boundary does lie within an area of predicted pluvial flooding, however the submitted Drainage Assessment confirms that flood risk to and from a portion of the development will be managed by SuDS. DfI Rivers have no objection subject to informatives, however given that SuDS measures sit outside DfI Rivers directorate, a condition is attached to ensure that all sustainable measures are appropriately managed on the site. Subject to this, the proposal would accord with Policy ENV4.
	<u>Waste-water infrastructure</u>
5.122	Policy SP1a requires that necessary infrastructure is in place to support new development. NI Water has confirmed there is sufficient capacity at the Belfast Wastewater Treatment Works. Subject to conditions, there is no conflict with Policy SP1a.

	Waste management
5.123	In accordance with Policy RD1, new residential development should be provided with adequate space for daily segregation of recyclable materials and waste before it is moved to the communal waste storage area. The application is supported by a Waste Management Plan (WMP) which outlines the operational waste management measures, and the council has consulted with BCC's City & Neighbour Services Department, which has confirmed that on balance there are no objections. It is noted that the travel distance for bin stores 4 & 5 would slightly exceed the recommended 30m threshold for some units, with the majority measuring c35m or less and the furthest being 41.5m. This would be mitigated however by the fact that the stores are located on the way to the car park and therefore on a natural egress path from the building. Furthermore, it is noted that relocation of the bin stores to meet this threshold would prejudice the quality of soft landscaping and open space that would be delivered for residents, and in this instance a closer location would not outweigh the loss of such space. On balance therefore, it is considered that as proposed, the waste management plan and arrangements are acceptable, and in accordance with Policy RD1.
	Natural heritage
5.124	Policy NH1 relates to the protection of natural heritage resources. Policy TRE1 seeks to protect existing trees, particularly those that are of visual, biodiversity or amenity quality and significance. There will be a presumption in favour of retaining and safeguarding trees that make a valuable contribution to the environment and amenity.
5.125	There are no significant landscape features of natural heritage importance nor is the site located within any form of protected designation. An Ecology Survey has been undertaken, and detailed landscaping proposals have been submitted in support of the application. These clarify that the hard and soft landscaping areas will include proposed trees, shrubbery, hedging, (box) low mounding and grass areas for social interaction and outdoor enjoyment. In addition, approximately 45no. boundary trees will be planted along the south and west of the site to help with future screening and act as a natural visual buffer as the trees establish over time. The Ecology Report recommended mitigation measures including bat and swift boxes and there is a recognised biodiversity gain by the planting of landscaped garden areas.
5.126	The council has consulted with the BCC Tree Officer who has confirmed that when the proposed landscaping is established it will help with mitigating any potential aspects of overlooking, and integration into the surrounding urban fabric. The proposed wide species mix will offer pleasant seasonal contrasts and promote biodiversity with opportunities for local wildlife to thrive. SES and DAERA have also been consulted and confirmed there were no objections. Subject to planting and protection conditions, the proposed landscaping complies with Policies NH1 and TRE1 and the relevant provisions of SPPS.
	Employability & skills
5.127	The Developer Contribution Framework requires proposals to make a contribution towards Employability and Skills where necessary.
5.128	The Economic Development Unit advises that given the scale of the construction employment required to implement the proposal, together with current skills shortages, employability and skills related Developer Contributions are required in relation to the construction phase. Officers advise that an Employability and Skills Plan is required to

	be submitted and implemented, and that this should be secured by way of a Section 76 planning agreement.
5.129	Typical interventions in the Employability and Skills Plan may include: • *Creating access to employment opportunities* • *Delivering training to upskill people* • *Creation and delivery of apprenticeship opportunities* • *Ring-fencing opportunities for under-represented groups* • *Delivery of employability interventions* • *Addressing barriers to employment and skills development* • *Delivery of youth interventions*
	<u>Section 76 Planning Agreement</u>
5.130	If the application is approved, it should be subject to the finalisation of a Section 76 planning agreement to secure the following planning obligations. These are considered necessary to make the proposed development acceptable. • **Social housing** – no less than 84 of the residential units constructed at the property shall be occupied as Social Housing Units. • **Housing mix** – unless otherwise agreed in writing by the council, 49no. of the Social Housing Units shall not be occupied unless as General Social Housing. 35no. of the Social Housing Units shall not be occupied unless as Category 1 over 55's accommodation. • **Green travel measure** – secure implementation of Travel Plan, Green Travel Measures fund (£202,737.00, index linked), and suitable redistribution of the Travel Fund if necessary. • **Employability and Skills** – requirement for the submission and implementation of a Construction Employability and Skills Plan. A draft Section 76 planning agreement has been provided with the application and will need to be finalised before planning permission is granted.
	<u>Pre-application Community Consultation</u>
5.131	The application was preceded by a Proposal of Application Notice (PAN) which set out the applicant's proposals for pre-application community consultation. The application is accompanied by a mandatory Pre-application Community Consultation Report (PACC). The PACC report describes the comprehensive pre-application consultation undertaken by the applicant. The applicant actively sought the views of the public and stakeholders with regards to this development by utilising the following methods of engagement: • **Elected Representative & Community Group engagement**: all elected representatives and community groups who received PAN notifications were invited to meet with the design team to discuss the proposal – November - December 2023 • **Local community engagement**: distribution of an informative letter to all homes and businesses within a 200m radius of the site re demolition of Havelock House – December 2023 & January 2024

	• **Advertising**: newspaper adverts containing details of the in-person consultation events, how to access the community consultation exhibition website and basic project information, and contact details for Community Consultation Manager – January 2024 • **Neighbour notification**: 400no. information packs hand delivered to residents and businesses identified within a 200m radius of the edge of the proposed development site, containing information leaflets, comment cards and information on both the in-person and online Pre-Application Community Consultation (PACC) process, the proposals and point of contact details for the Technical Team – January 2024 • **Local Stakeholder Audit**: carried out of all local businesses and organisations located within the immediate area of the site • **Press coverage**: press statement issued detailing the proposal, covered by local newspapers • **Community Exhibition event**: two in-person Pre-Application Community Consultation Events were held in The Gasworks Hotel and Donegall Pass Community Centre. The design team in both included the applicant, Clanmill Housing Association, planning consultants, communications consultants and architects. Comment cards were provided for feedback – January 2024 • **Digital exhibition**: virtual consultation website hosted specifically to all visitors to submit feedback, browse and download plans – January - February 2024
5.132	In addition to the statutory consultation period, additional meetings with elected representatives, community groups and local residents were also held between January and March 2024.
5.133	All feedback was reviewed, and the matters were considered within the PACC report, detailing how the feedback was gathered, analysed, assessed and considered.
5.134	The main areas of concern noted following community engagement were the height of the building, the number of one-bedroom units, the need for more family units and more Category 1 over 55s accommodation, lack of amenity space and anti-social issues. The applicant states that the feedback received through this process directly informed the evolution of the scheme's design.
5.135	Specifically, this has informed the scale, height and massing to ensure they are sufficient to avoid impact on neighbouring amenity by way of dominance, overlooking, overshadowing and loss of privacy, daylight and sunlight. These aspects have been fully considered in this report.
5.136	It also resulted in a significant reduction in the number one-bedroom units from 40no. to 25no., in addition to a more adequate distribution to avoid clustering and with the split of one-bedroom units being almost even across the two different needs group blocks. As a result, a more suitable mix of General Needs and Category 1 accommodation could subsequently be incorporated.
5.137	The applicant states that concerns regarding community relations and security were also taken fully on board, which have been considered previously in this report. The Statement of Community Involvement and Good Relations report further clarifies that

	the scheme will have access to a full time Housing Officer, Scheme Coordinator, Caretaker (approx. 20 hrs per week), call out security and potentially an on-site property warden as and when required. It will also include full access control systems for each block, with 24hr internal and external CCTV systems.
5.138	Concerns were raised regarding the level of information provided at the pre-application consultation stage, however the information contained in the Pre-Community Consultation Report demonstrates that the applicant has carried out their duty under Section 27 of the Planning Act (NI) 2011 and Section 5 of The Planning (Development Management) Regulations (Northern Ireland) 2015 to consult the community in advance of submitting an application, and has adhered to council recommendations during the PAN process. The PACC report is considered acceptable.
	<u>Matters raised in representation</u>
5.139	All matters raised in representation have been fully considered throughout this assessment. For the purposes of clarity, these are summarised below and grouped by theme: • ***Wrong form of development, inappropriate social housing, not social regeneration, high density, lack of retail use*** The principle of housing in this location is considered acceptable under the relevant strategic and housing policies, the SPPS and RDS. It would provide appropriate regeneration of a vacant site in a sustainable location through delivery of adaptable and accessible homes, with a housing density and mix that comply with policy requirements and provide an effective use for its location. Both officers and NIHE consider the proposed density, tenure and mix of affordable housing acceptable under policy and guidance, subject to Section 76 Planning Agreement. Provision of retail use is not a policy requirement, and as above the principle of housing in this location is considered acceptable. The application is located within close proximity of a variety of uses and is highly accessible. A lack of retail use would not justify refusal of an acceptable proposal that is otherwise policy compliant. • ***Height, dominance, inappropriate design, high-rise development has been unsuccessful elsewhere*** The scale, mass and design of the proposal have been fully assessed under the relevant strategic, design and placemaking policies and SPG. With a maximum of 5 storeys fronting to Ormeau Road, the massing steps down to 3 storeys as one moves westward across the site, which is considered a suitable transition to ensure a respectful relationship to the adjacent residential context. Having regard for its massing and the separation distances between buildings, officers are satisfied that the proposal would not cause harm by way of dominance and would have less of an impact than that experienced from the previous Havelock House building. The design and external materials are considered sufficient to provide a high quality urban development that will respect its context and sit well within the streetscape.

	With a maximum height of 5 storeys to the front of the site, the proposal is not considered a tall building or high-rise development. Crucially it has fully considered and taken clear design cues from the height of surrounding buildings. It would provide an appropriate addition to the streetscape whilst avoiding detrimental impact on neighbouring residential properties. All aspects of form, height and design comply with the relevant policy requirements, and there are no material considerations in this instance that would outweigh this policy position or justify refusal of the application on these grounds. • ***Privacy impact, loss of light, overshadowing*** The supporting information provided has demonstrated that by way of its specific design and orientation, there would be no loss of privacy, sunlight or daylight, and no impact from overshadowing. Neighbouring properties are located a sufficient distance from the rear elevations of the proposed scheme, and with no windows to the rear gables combined with the retained and proposed boundary screening, there would be no overlooking of residential properties or private gardens. For the same reasons and having regard for the orientation of the site and the arc of the sun, there would be no direct loss of sunlight or daylight, and no overshadowing of neighbouring dwellings. All of the above have been demonstrated through supporting information, and officers are satisfied that they comply with policy. There has been no evidence presented that would contradict this position or prove that the proposal would cause demonstrable harm to residential amenity. • ***Lack of amenity space*** The proposed amenity space will provide a combination of high quality materials, hard and soft landscaping, which will provide an appropriate and pleasant residential environment. The amount of space provided is in line with policy requirements and therefore considered appropriate. Subject to conditions that will require the landscaping and public realm to be implemented as per the landscaping plan, it is considered acceptable and fully compliant with all recommended standards set out in policy and guidance. • ***Security, anti-social issues, crime, nuisance*** Security has been carefully considered through the design stage and there is no evidence that the scheme would give rise to unsatisfactory concerns regarding the deterrent of crime and personal safety. Full regard has been given to the site location and its relationship with surrounding areas and communities, and officers are satisfied that the proposed scheme is in line with policy and incorporates suitable secured by design principles, including a number of measures to enhance security and mitigate the potential for anti-social activity, crime or nuisance.

	• ***Noise impact, pollution, impact from construction & demolition*** The application was supported by a number of technical reports and assessments including a Noise Impact Assessment, Air Quality Impact Assessment, Demolition Justification Statement, Contamination Report, Climate Change Statement, Flood Risk and Drainage Assessment and Waste Management Plan. BCC's Environmental Health Service has fully considered the proposed development in terms of noise, air pollution, general amenity, ambient air quality, contaminated land and other considerations. In terms of air quality, suitable mitigation measures have been identified to ensure no impact through the development's construction phase. No ambient air quality concerns are identified regarding the operational phase. In terms of noise and ventilation, a Verification Report shall be submitted to the council for approval, prior to occupation, which will ensure that all required rating levels are achieved and maintained thereafter. In the event of contamination being encountered during works, a Remediation Strategy and Verification Report must be submitted for approval and implementation. A further condition requires submission and approval of a Construction Noise and Vibration Management Plan, prior to the construction phase, to ensure that residential amenity is protected against any adverse impacts arising during construction in respect of noise, vibration and other environmental impacts. The previous demolition of Havelock House is not relevant to this determination. In conclusion, a number of specific conditions are attached to require the implementation of appropriate mitigation measures on site before, during and after construction to ensure that the amenity of the area will be suitably protected in all the aspects noted above. Subject to these, the proposal would comply with all policy requirements and technical guidelines, and there is no evidence to justify refusal on these grounds. • ***Impact on services, infrastructure, parking, traffic increase, noise & pollution*** As above, a number of supporting technical documents have been provided for consideration which have allowed these issues to be fully assessed by officers and through the consultation process with direct input from both statutory and non-statutory consultees. In terms of existing services and infrastructure, DfI Roads, DfI Rivers, NI Water and Translink have all confirmed that subject to conditions and Section 76 Planning Agreement, the proposal can be successfully accommodated in this location without detrimental impact to servicing or requirement for additional infrastructure. DfI Roads are also satisfied that the combination of reduced parking levels, promotion of green travel measures and utilisation of an appropriate travel fund

will ensure that traffic use within the site will not result in a detrimental impact by way of noise, pollution or air quality.

BCC's Environmental Health Service have also assessed the proposal in terms of noise, air pollution, general amenity and ambient air quality, and confirmed that subject to conditions, the proposed specifications are in line with recommended guidelines and levels to mitigate any negative impact on residential amenity in the surrounding area.

Subject to conditions and Planning Agreement, the proposal is found to accord with all relevant transport, infrastructure and environmental policies and guidance.

- ***Community impact, community not engaged or heard***

  The direct impact of the development on the wider community has been fully assessed. The Pre-application Community Consultation report clarifies the level of engagement that was undertaken with the community and how this has informed the overall design process.

  In terms of legislative requirements, the applicant has met their duty under Section 27 of the Planning Act (NI) 2011 and Section 5 of The Planning (Development Management) Regulations (Northern Ireland) 2015 to consult the community in advance of submitting an application and adhered to council recommendations during the PAN process. This included the required opportunities for the local community to register opinions and feedback on the scheme through various means of communication and engagement.

  The scheme has evolved throughout the design process to specifically take account of the feedback received during the consultation process with a number of welcomed revisions as a result. Officers are satisfied that each area of concern has been fully considered and satisfactorily addressed, as assessed in this report.

- ***Mental health impact, human rights, distribution of homes via NIHE***

  It is acknowledged that any new development can have an impact on neighbouring communities by way of construction noise, disturbance and pollution which in turn can impact mental health. That being said, as noted above officers are satisfied that all impacts of both the construction and operational phases of the scheme have been fully considered and suitable mitigation measures will be implemented to minimise any negative impact.

  Whilst an element of disruption may be inevitable as a result of construction, this would be short-term and would be typical of delivering any new major development. Crucially, the long-term impacts have been assessed and are considered to be within appropriate levels and in line with all relevant policy and guidelines, and the applicant has met their legislative duty in all relevant aspects. On that basis there is no evidence that the human rights of any individual would be affected.

  The distribution of homes through the NIHE waiting list or priority list is not a material planning consideration. The concerns are noted; however, they can have no influence on the determination of this application, which has been

	assessed under the Belfast Local Development Plan and all material considerations. • **Other considerations** As noted previously in this report, 2no. representations registered objections to the proposal without clarifying which areas they were opposed to. Nonetheless, all aspects of the proposal have been fully considered, including all concerns noted in other objections, and the proposal is found to comply with all relevant policy and guidance, subject to conditions and Section 76 Planning Agreement. The support of social housing and density noted in representation is welcomed.
6.0	**Recommendation**
6.1	The proposal will result in the regeneration of a brownfield site and a significant number of affordable homes in a highly sustainable location which would support city centre living, in line with the Belfast Agenda and the LDP Plan Strategy.
6.2	It would make very effective use of land, a finite resource within the city centre, whilst the provision of social housing responds to the significant unmet need for social housing in Belfast. The scale, height, massing and design of the building are considered appropriate to the site's context, and the approach to green travel is acceptable. The proposal would not have a harmful impact in respect of other land-use planning considerations. All statutory and non-statutory consultees have confirmed their support for the proposal, with all previous concerns being suitably addressed by the applicant through appropriate revisions, mitigation measures, Section 76 Planning Agreement and attached conditions.
6.3	The proposal has been fully assessed against the Belfast Local Development Plan, Plan Strategy policies SP1, SP1a, SP2 SP3, SP4, SP5, SP6, SP7, SD2, HOU1, HOU2, HOU4, HOU5, HOU6, HOU7, DES1, DES2, RD1, CGR1, BH1, BH4, BH5, HC1, TRAN1, TRAN2, TRAN4, TRAN8, ENV1, ENV2, ENV3, ENV4, ENV5, OS3, NH1, TRE1, all relevant Supplementary Planning Guidance, Creating Places and the relevant provisions of the SPPS and RDS. Taking account of these and all relevant material considerations, the proposal is considered on balance to be acceptable, subject to conditions and Section 76 Planning Agreement.
6.4	Full consideration has been given to all matters raised in representation, and officers are satisfied that these have been suitably addressed by way of the revisions made to the proposal, and subject to Section 76 Planning Agreement and appropriate conditions. Due regard has been given to all concerns received, however in this instance they would neither outweigh the above policy position nor justify refusal of the application.
6.5	It is recommended that planning permission is granted subject to conditions and a Section 76 Planning Agreement to secure the details noted previously. It is requested that delegated authority is given to the Director of Planning and Building Control to finalise the wording of conditions and the Section 76 Planning Agreement, and deal with any other matters that may arise, provided that they are not substantive.

7.0	**DRAFT CONDITIONS** **Time implementation** 1. The development hereby permitted must be begun within five years from the date of this permission. Reason: As required by Section 61 of the Planning Act (Northern Ireland) 2011 **Waste** 2. The development hereby permitted shall not be occupied until the waste storage areas have been provided in accordance with the approved plans and shall be permanently retained as such at all times. Reason: To ensure that appropriate provision is made for storage and disposal of waste **Climate change** 3. The development hereby permitted shall not be occupied until the sustainability measures set out in the Flood Risk Assessment and Drainage Strategy, dated March 2024, have been constructed and installed and independent written verification of such as been submitted to and approved in writing by the Council. Reason: To ensure that the proposal incorporates appropriate measures to mitigate and adapt to climate change. **External finishes** 4. No external facing panels or materials shall be constructed or applied unless in accordance with a written specification and a physical sample panel, details of which shall have first been submitted to and approved in writing by the Council. The sample panel shall be provided on site and made available for inspection by the Council for the duration of the construction works. The sample panel shall show the make, type, size, colour, bond, pointing, coursing, jointing, profile and texture of the external facing materials. Reason: In the interests of the character and appearance of the area. **Trees & landscaping** 5. All trees and planting within the site shall be retained unless shown on the approved drawings as being removed. Any retained trees or planting indicated on the approved drawings which become seriously damaged, diseased, or dying, shall be replaced during the next planting season (October to March inclusive) with other trees or plants of a location, species and size to be first approved in writing by the Council. Reason: In the interests of visual amenity. 6. All hard and soft landscaping works shall be carried out in accordance with the approved details. The works shall be carried out prior to the occupation of any part of the development unless otherwise agreed in writing by the Council. Any existing or proposed trees or plants indicated on the approved plans which, within a period of five years from the date of planting, die, are removed or become seriously damaged, diseased or dying shall be replaced during the next planting season with other trees or plants of a location, species and size, details

of which shall have first been submitted to and approved in writing by the Council. All hard surface treatment of open parts of the site shall be permeable or drained to a permeable area. All hard landscape works shall be permanently retained in accordance with the approved details.

Reason: In the interests of the character and appearance of the area.

7. Prior to any work commencing all protective barriers (fencing) and ground protection shall be erected and installed as specified in British Standard 5837: 2012 (section 6.2) on any trees / hedging to be retained within the site and must be in place before any materials or machinery are brought onto site for demolition, development, or soil stripping. Protective fencing must remain in place until all work is completed, and all associated materials and equipment are removed from site.

   Reason: To ensure the protection of, and to ensure the continuity of amenity afforded by any existing trees to be retained within the site and on adjacent lands.

8. No storage of materials, parking of vehicles or plant, temporary buildings, sheds, offices or fires within the Root Protection Area of trees within the site and adjacent lands during the construction period.

   Reason: To safeguard trees of amenity and biodiversity value.

Roads

9. The development hereby permitted shall not be occupied until hard surfaced areas have been constructed and permanently marked in accordance with the approved drawing, to provide for parking and traffic circulation within the site. No part of these hard surfaced areas shall be used for any purpose at any time other than for the parking and movement of vehicles in connection with the approved development. The parking shall be made freely available without charge to residents of this development.

   Reason: To ensure adequate provision has been made for parking and traffic circulation within the site.

10. The access gradient shall not exceed 4% (1 in 25) over the first 10m outside the road boundary. Where the vehicular access crosses a footway or verge, the access gradient shall be between 4% (1 in 25) maximum and 2.5% (1 in 40) minimum and shall be formed so that there is no abrupt change of slope along the footway.

    Reason: To ensure there is a satisfactory means of access in the interests of road safety and the convenience of road users.

11. All redundant accesses from the site to the public road shall be permanently closed off and the footpath reinstated in accordance with the approved plans.

    Reason: In order to minimise the number of access points on to the public road in the interests of road safety and the convenience of road users.

	12. The development hereby permitted shall not be occupied until a give way triangle and give way lines have been permanently marked on Coyle's Place in accordance with the approved drawing numbered by Planning Service 04A on 18/11/24. Reason: In the interests of road safety. 13. The development shall operate in accordance with the Service Management Plan. Reason: In the interests of road safety and the convenience of road users. 14. The development hereby permitted shall not be occupied until the secure cycle storage area has been provided in accordance with the approved plans and shall be permanently retained as such at all times. Reason: To ensure acceptable cycle parking facilities on the site and promote active travel and to mitigate the absence of dedicated parking within the development. **Environmental Health** 15. If during the carrying out of the development, new contamination is encountered that has not previously been identified, all related development works shall cease, and the Council shall be notified immediately in writing. No further related development works shall proceed until this new contamination has been fully investigated in accordance with current Environment Agency and CIRIA guidance and British Standards. In the event of unacceptable human health risks being identified, a Remediation Strategy shall be submitted to and agreed in writing by the Council. The Remediation Strategy shall be implemented and subsequently a Verification Report shall be submitted to and agreed in writing by the Council prior to the development being occupied or operated. The Verification Report shall be completed by competent persons and demonstrate the successful completion of the remediation works and that the site is now fit for end-use. The Verification Report shall be in accordance with current Environment Agency and CIRIA guidance and British standards. Reason: To ensure that any contamination within the site is appropriately dealt with, in the interests of human health. 16. Prior to occupation of the development, a Verification Report shall be submitted to and approved in writing by the Council, which demonstrates that the Rating Level (dB LAr) of sound from all combined plant and equipment associated with the development does not exceed the background sound level (for both daytime and night time hours) at sound sensitive residential premises when determined in accordance with the assessment methodology outlined in BS4142:2014+A1:2019 - Methods for rating and assessing industrial and commercial sound. The approved Rating Level (dB LAr) shall be maintained at that level, or below, thereafter. Reason: Protection of residential amenity. 17. Prior to occupation of the development, the noise mitigation measures and alternative means of acoustically attenuated ventilation (in addition to that

provided by open windows) as specified within the submitted RPS Memo, Havelock House, Belfast, dated 28/11/2024 (Tables 10 and 11) shall be installed within habitable rooms of the development and retained at all times.

Reason: To safeguard the amenity of occupants of the building hereby approved.

18. Prior to commencement of the construction phase of the development, a Construction Noise and Vibration Management Plan (CNVMP) shall be submitted to and approved in writing by the Council. The CNVMP shall specify measures to control and minimise noise and vibration impacts during the construction phase. The CNVMP shall include rationale for and details of the chosen piling methodology and must pay regard to Parts 1 and 2 of BS 5228:2009+A1:2014 Code of practice for noise and vibration control on construction and open sites and demonstrate the use of 'best practicable means'. The CNVMP must be implemented as agreed on commencement and during the construction phase and the associated records shall be made available to the Council at any time upon request.

    Reason: Protection of residential amenity against adverse construction impacts.

NI Water

19. Notwithstanding the submitted details, no development shall commence on site (other than site clearance, site preparation, demolition and the formation of foundations and trenches) unless details of foul and surface water drainage, including a programme for implementation of these works, have been submitted to and approved in writing by the Council. The development shall not be carried out unless in accordance with the approved details, which shall be retained as such thereafter.

    Reason: To ensure appropriate foul and surface water drainage of the site. Approval is required upfront because the design of the drainage is an integral part of the development and its acceptability.

DAERA Regulation Unit

20. No piling shall be undertaken unless a piling risk assessment, carried out in full accordance with the methodology contained within the Environment Agency document on "Piling and Penetrative Ground Improvement Methods on Land Affected by Contamination: Guidance on Pollution Prevention", has been submitted to and approved in writing by the Council. The methodology is available at: https://webarchive.nationalarchives.gov.uk/ukgwa/20140329082415/http:/cdn.environment-agency.gov.uk/scho0501bitt-e-e.pdf.
    No piling shall take place unless in accordance with the approved piling risk assessment.

    Reason: Protection of environmental receptors to ensure the site is suitable for use.

21. If during the development works, new contamination or risks are encountered which have not previously been identified, works should cease, and the Council should be notified immediately in writing. This new contamination shall be fully investigated in accordance with the Land Contamination: Risk Management

(LCRM) guidance. In the event of unacceptable risks being identified, a Remediation Strategy shall be submitted to and approved in writing by the Council, and subsequently implemented. This strategy should be completed by competent persons in accordance with the Land Contamination: Risk Management (LCRM) guidance available at: https://www.gov.uk/guidance/land-contamination-how-to-manage-the-risks.

Reason: Protection of environmental receptors to ensure the site is suitable for use.

22. After completing any required remediation works required by condition 21, and prior to occupation of the development, a Verification Report shall be submitted to and approved in writing by the Council. This report should be completed by competent persons in accordance with the Land Contamination: Risk Management (LCRM) guidance. The Verification Report should present all the remediation and monitoring works undertaken and demonstrate the effectiveness of the works in managing all the development wastes and risks and achieving the remedial objectives.

    Reason: Protection of environmental receptors to ensure the site is suitable for use.

Informatives

Section 76 planning agreement

1. This planning permission is subject to a planning agreement under Section 76 of the Planning Act (Northern Ireland) 2011. This decision should be read in conjunction with the planning agreement, which secures the following planning obligations:

    - **Social housing** – no less than 84 of the residential units constructed at the property shall be occupied as Social Housing Units.

    - **Housing mix** – unless otherwise agreed in writing by the council, 49no. of the Social Housing Units shall not be occupied unless as General Social Housing. 35no. of the Social Housing Units shall not be occupied unless as Category 1 over 55's accommodation.

    - **Green travel measure** – secure implementation of Travel Plan, Green Travel Measures fund (£202,737.00, index linked), and suitable redistribution of the Travel Fund if necessary.

    - **Employability and Skills** – requirement for the submission and implementation of a Construction Employability and Skills Plan.

Compliance with planning permission

2. Please make sure that you carry out the development in accordance with the approved plans and any planning conditions listed above. Failure to do so will mean that the proposal is unauthorised and liable for investigation by the Council's Planning Enforcement team. If you would like advice about how to

comply with the planning permission, you are advised to the contact the Planning Service at Belfast City Council at planning@belfastcity.gov.uk.

Discharge of condition(s)

3. This planning permission includes condition(s) which require further details to be submitted to and approved by the Council. Please read the condition(s) carefully so that you know when this information needs to be provided and approved. It could take a minimum of 8 weeks for the Council to approve the details, assuming that they are satisfactory, and sometimes longer depending on the complexity of the condition. You should allow for this when planning the timeline of your project.

Non-planning requirements

4. The grant of planning permission does not dispense with the need to obtain licenses, authorisations may have been identified by consultees in their response to the application and can be accessed on the Northern Ireland Planning Portal website. The responses from consultees may also include other general advice for the benefit of the applicant or developer. consents or permissions under other legislation or protocols.

Protected Species

5. The applicant or developer's attention is drawn to The Conservation (Natural Habitats, etc) Regulations (Northern Ireland) 1995 (as amended), under which it is an offence to:
   a) Deliberately capture, injure or kill a wild animal including a European protected species, which includes all species of bat;
   b) Deliberately disturb such an animal while it is occupying a structure or place which it uses for shelter or protection;
   c) Deliberately disturb such an animal in such a way as to be likely to:
      (i) affect the local distribution or abundance of the species to which it belongs;
      (ii) Impair its ability to survive, breed or reproduce, or rear or care for its young; or
      (iii) Impair its ability to hibernate or migrate;
   d) Deliberately obstruct access to a breeding site or resting place of such an animal; or
   e) To damage or destroy a breeding site or resting place of such an animal.

   If there is evidence of bat activity / roosts on the site, all works should cease immediately and further advice sought from the Wildlife Inspector's Team, Northern Ireland Environment Agency, Klondyke Building, Cromac Avenue, Gasworks Business Park, Belfast BT72JA. Tel. 028 9056 9605.

Planning Committee

Development Management Report

Summary	
Committee Date: 18th March 2025	
Application ID: LA04/2024/0126/F and LA04/2024/0138/LBC	
Proposal: Conversion of existing buildings into hotel, comprising of 102 no. bedrooms with public bars and restaurants. Development includes ground floor extension, staff and service elevator, interior and exterior alterations and all associated works.	**Location:** 15-16 Donegall Square South and 2-14 Bedford Street, Belfast
Referral Route: Major hotel development.	
Recommendation: Approve and grant consent, subject to conditions	
Applicant Name and Address: Martin Property Group 37-41 High Street Belfast BT1 2AB	**Agent Name and Address:** Emma McIlwaine TSA Planning Ltd 20 May Street Belfast BT1 4NL
Date Valid: 19th March 2024	
Target Date: 15th October 2024	
Contact Officer: Ciara Reville, Principal Planning Officer (Development Management)	

Executive Summary:

The application seeks full permission for the conversion of existing buildings into a hotel, comprising 102no. bedrooms with public bars and restaurants. The development includes a ground floor extension, staff and service elevator, interior and exterior alterations and all associated works.

This report should be referred to for consideration of LA04/2024/0138/LBC, the current accompanying Listed Building Consent for "Proposed ground floor extension, staff and service elevator, interior and exterior alterations and all associated works to facilitate conversion of the existing building into a hotel."

The site is located at the junction of Bedford Street, Donegall Square South and Donegall Square West in Belfast City Centre and is within the Linen Conservation Area.

The site is occupied by the existing Scottish Mutual Building which is a Grade B1 listed building which is finished with red sandstone. It is characterised by its projecting turrets, high level arcades and crow-stepped gables, curved glass shop fronts and ornate arched entrance on Donegall Square South. The area is of mixed use and includes retail, banks, cafes, restaurants and offices on the ground floor of buildings with predominantly offices on the upper floors. City Hall is located opposite the site on Donegall Square South.

The key issues for consideration of the application are set out below.

- *Background*
- *Principle of hotel use*
- *Impact on the listed building*
- *Impact on the conservation area*
- *Archaeology*
- *Design & placemaking*
- *Climate change*
- *Access & transport*
- *Health impacts*
- *Environmental protection*
- *Flood risk & drainage*
- *Waste-water infrastructure*
- *Waste management*
- *Natural heritage*
- *Section 76 legal agreement*
- *Pre-application community consultation*

The site is within the City Centre as defined by both the Belfast Urban Area Plan 2001 and draft Belfast Metropolitan Area Plan 2015 (dBMAP). It is located within the Linen Conservation Area and is split between the Civic Precinct and Commercial District as defined by dBMAP.

The principle of the conversion to a hotel use is considered acceptable given the accessible city centre location and creation of a tourist facility providing overnight accommodation to support the city centre economy.

The height, scale, form and design of the ground floor extension are considered to be in keeping with the listed building and the Conservation Area.

The physical fabric and setting of the Listed Building will be safeguarded through the works; DfC Historic Environment Division (HED) is fully content with the proposal subject to conditions. Overall, it is considered that the character and appearance of the conservation area would be enhanced.

The proposal would provide no dedicated parking; however, this is considered acceptable given the long-standing existing uses and highly sustainable city centre location. A Travel Plan has also been provided in support of the application, which promotes alternatives to the private car.

DfI Roads, DfC HED, Environmental Health, NI Water, DAERA NIEA, BCC Waste Management and BCC Conservation & Heritage are all content subject to conditions.

No third-party representations were received.

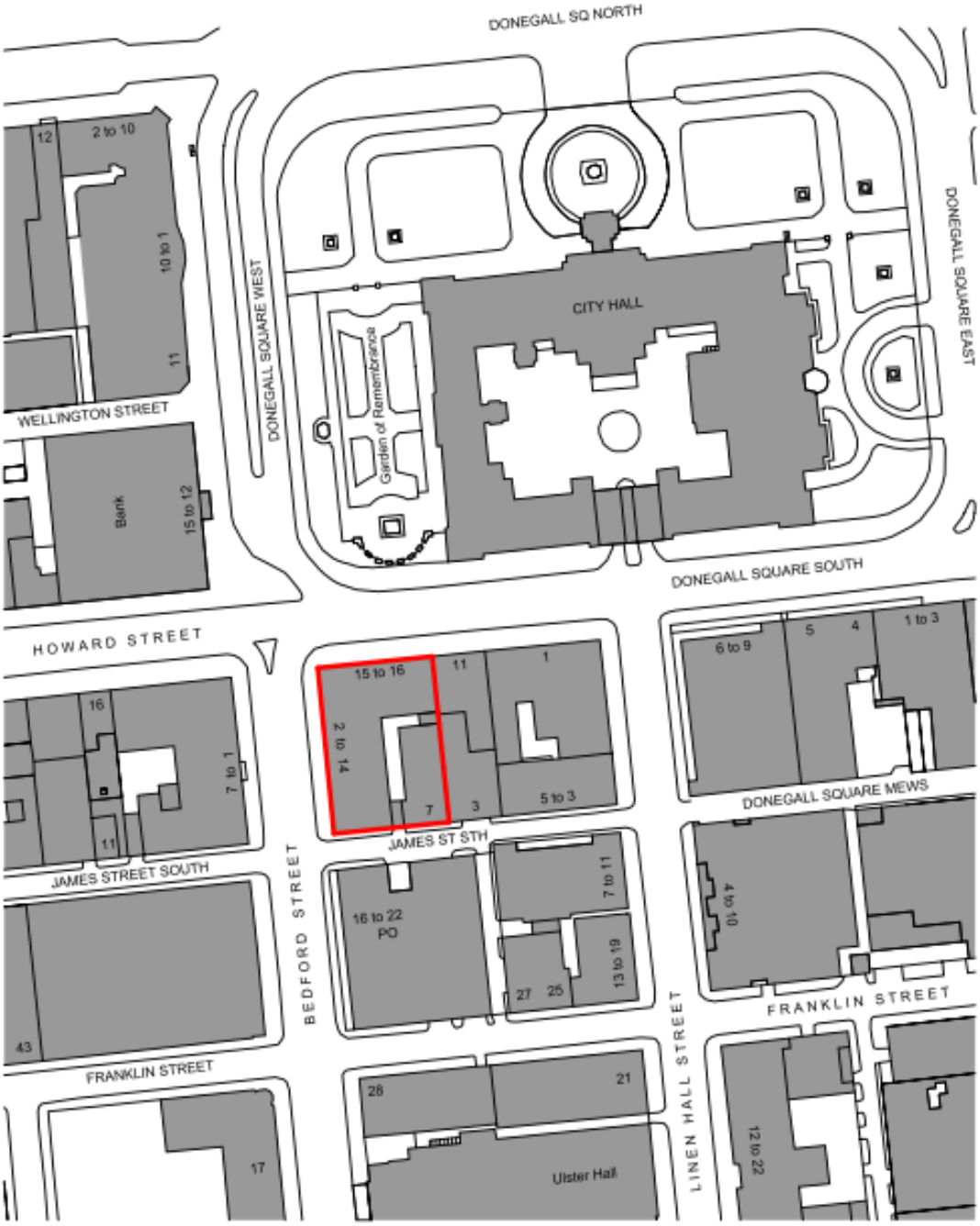
Recommendation

Having regard to the Development Plan and material considerations, it is recommended that planning permission and listed building consent are granted subject to conditions.

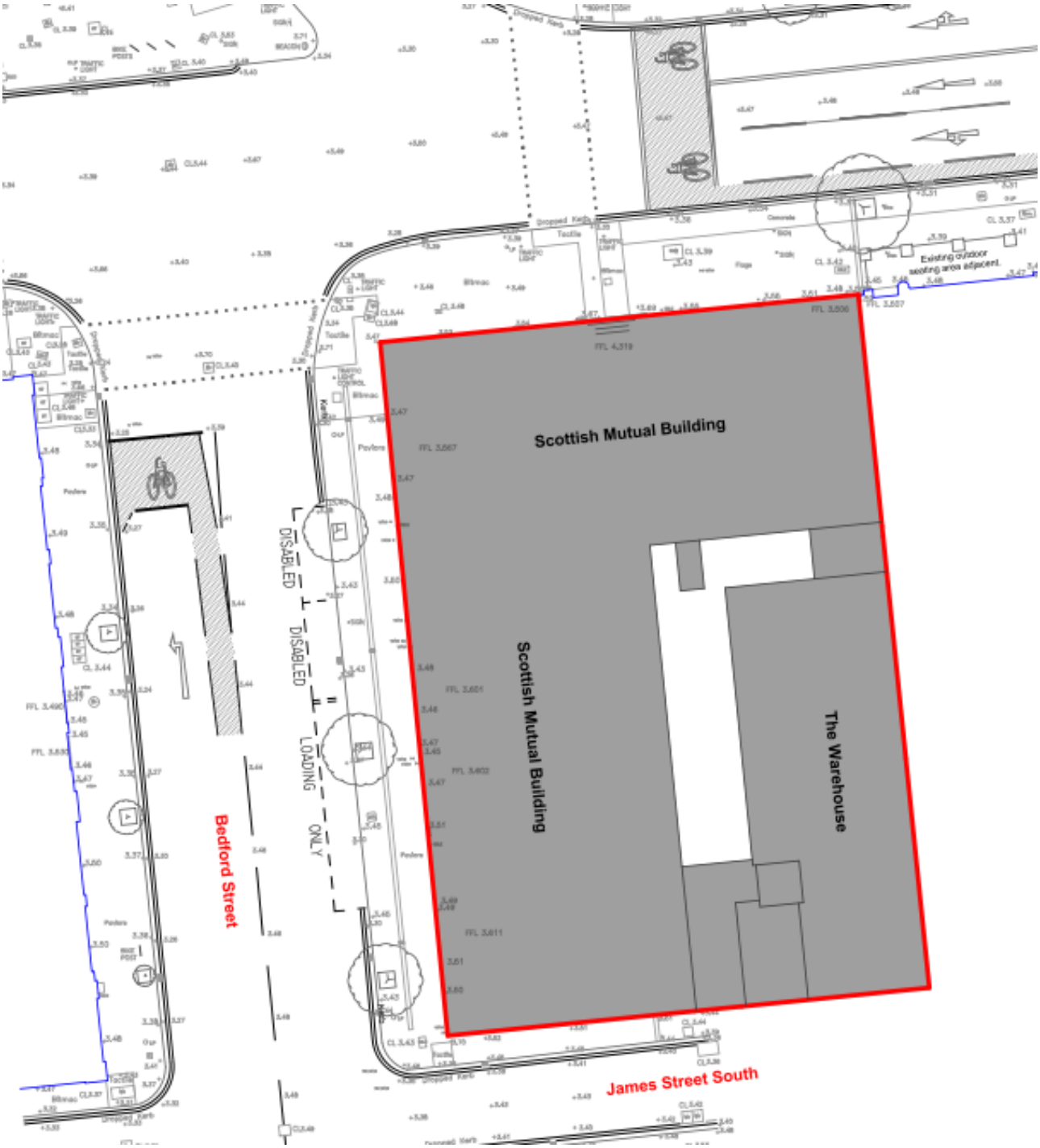
Delegated authority is sought for the Director of Planning and Building Control to finalise the wording of the conditions deal with any other issues that arise, provided that they are not substantive.

DRAWINGS AND IMAGERY

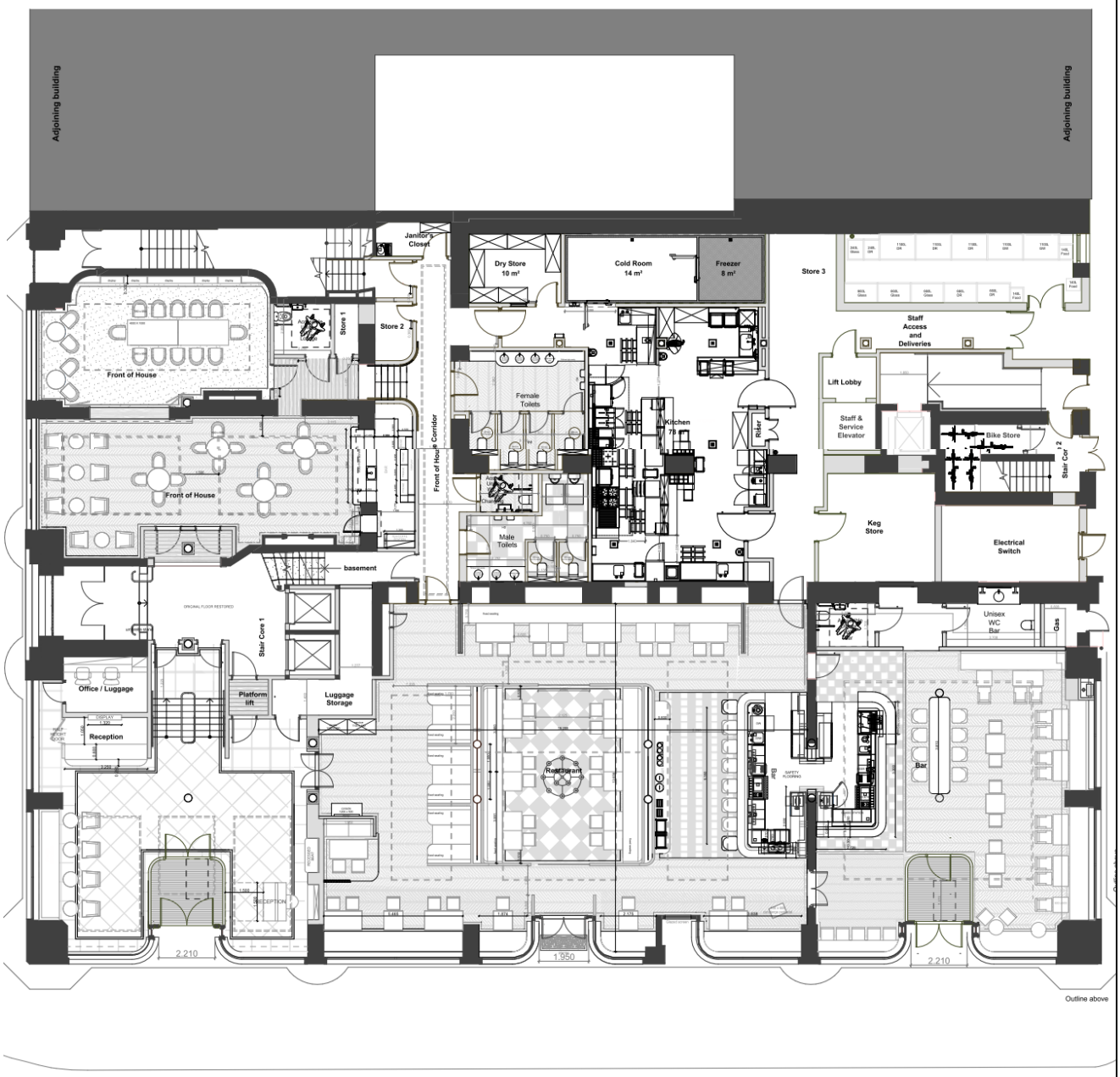
Site location plan:



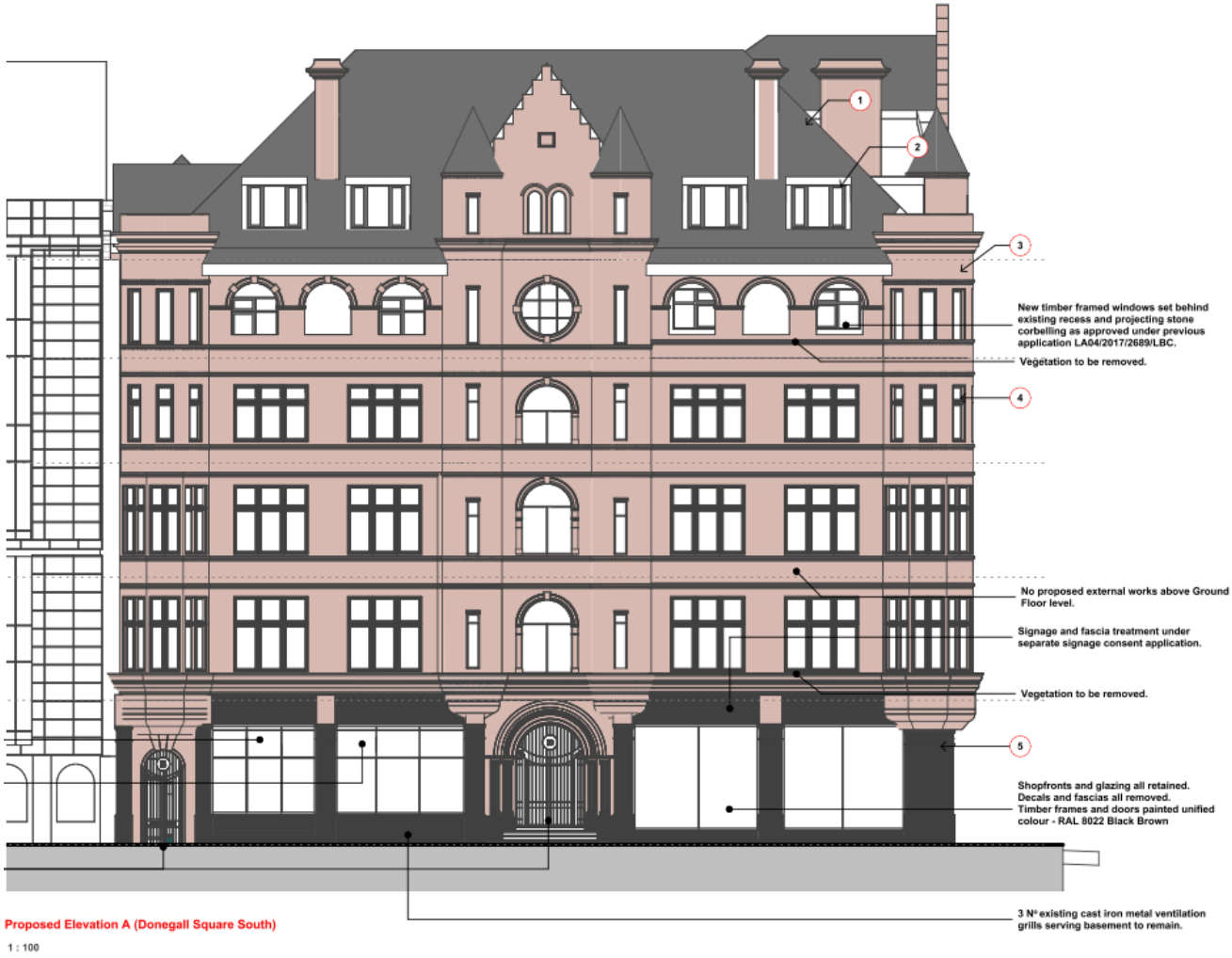
Existing site layout:



Proposed ground floor layout:



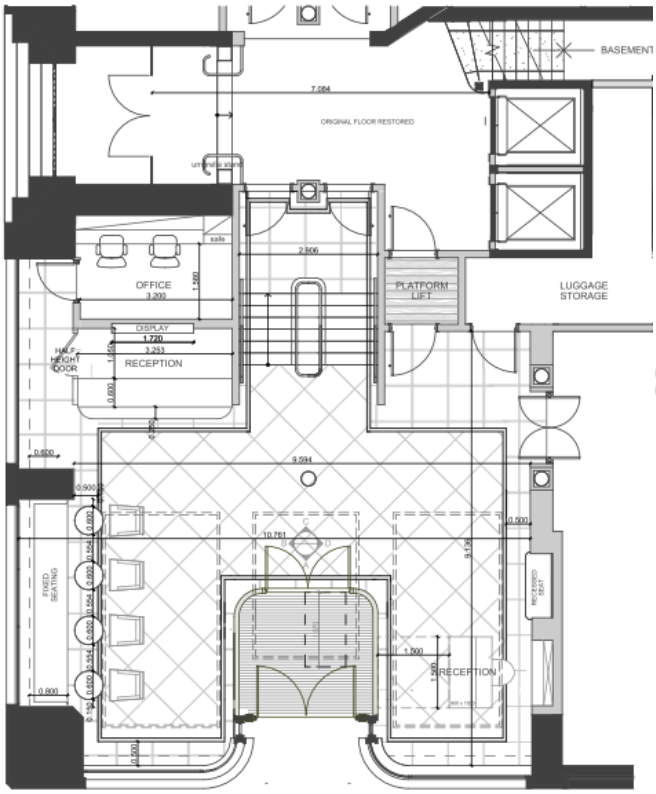
Proposed elevations (Donegall Square South):

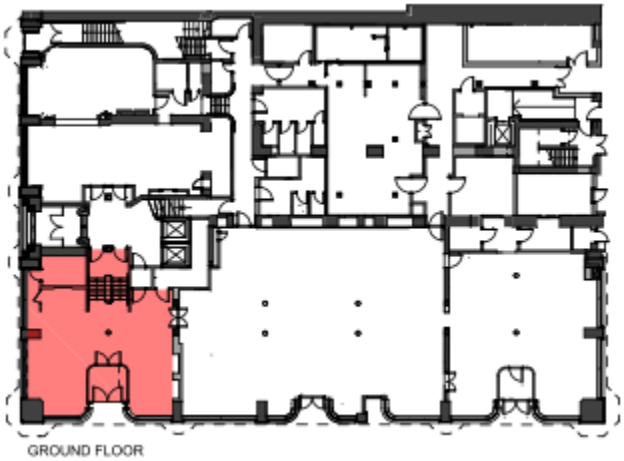


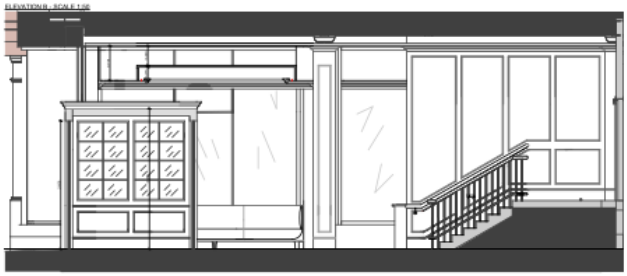
Proposed elevations (Bedford Street):

Proposed elevations (James Street South):

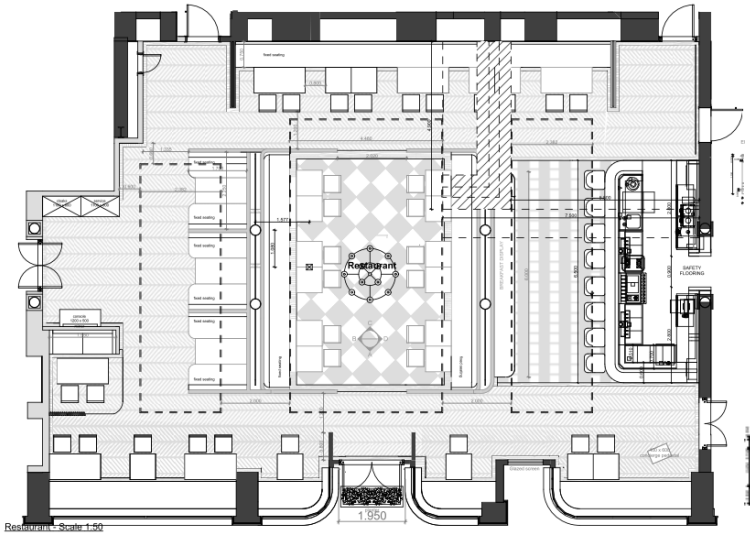
Proposed reception (ground floor) plans & elevations:

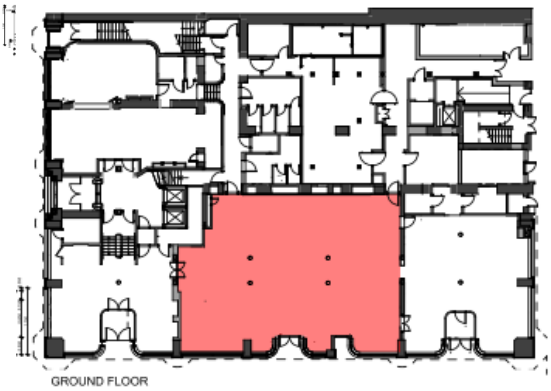




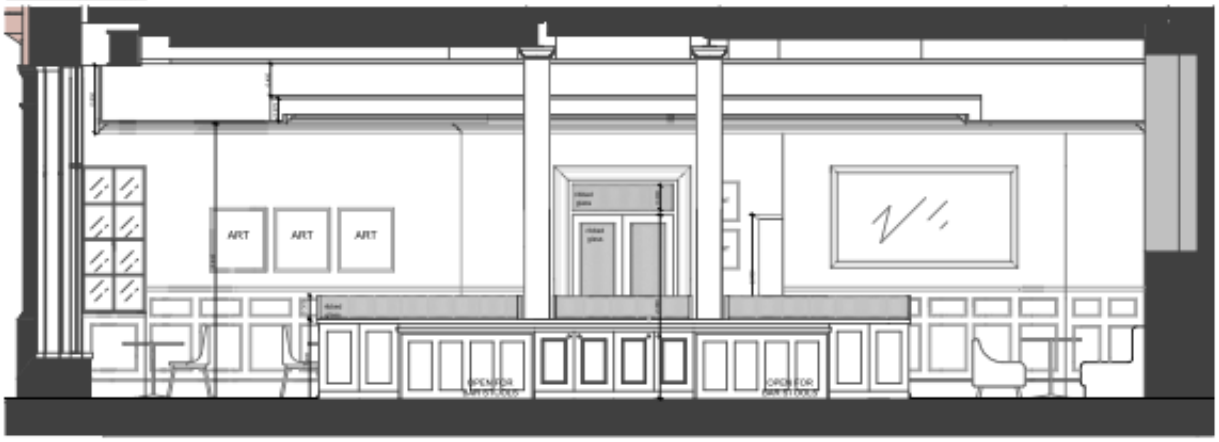


Proposed restaurant (ground floor) plans & elevations:

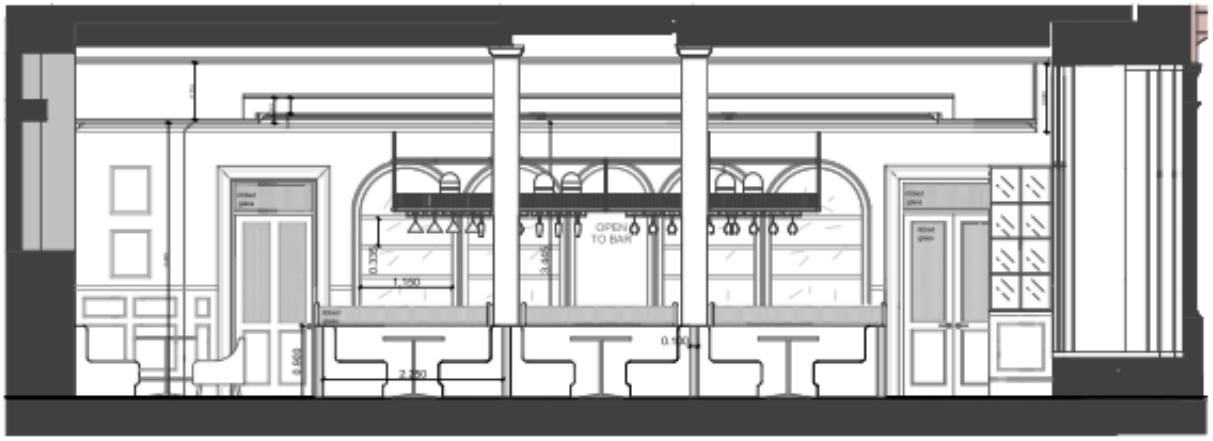




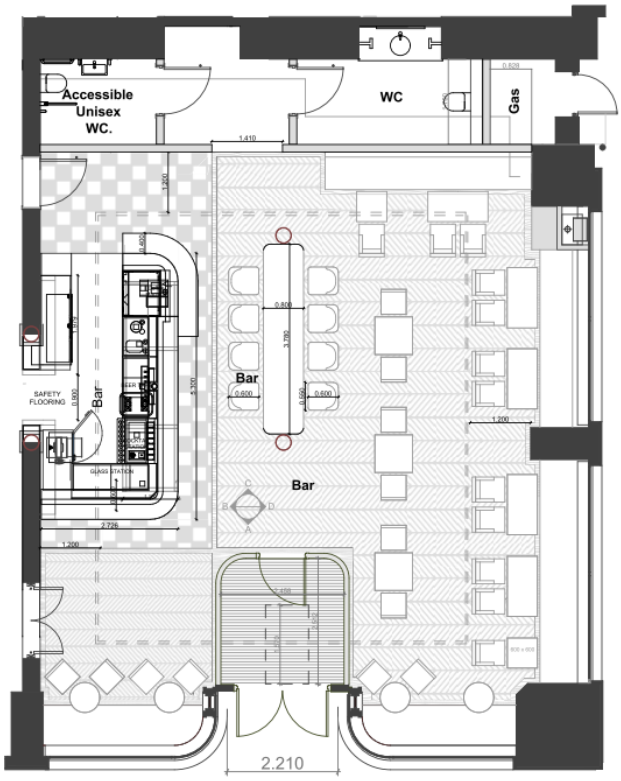
ELEVATION B - SCALE 1:50



ELEVATION D - SCALE 1:50



Proposed bar area (ground floor) plans & elevations:



GROUND FLOOR

Bar Area Elevation 1

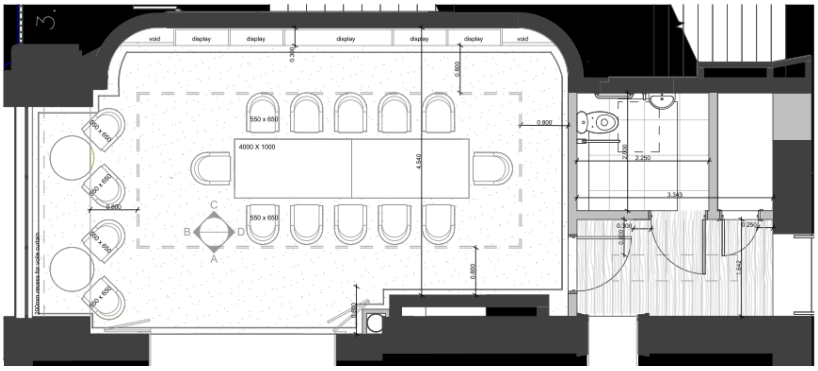
Bar Area Elevation 2

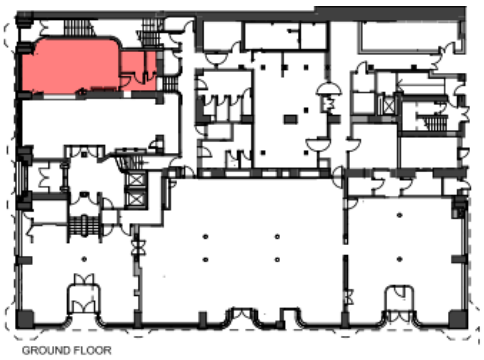
Proposed bar area (ground floor) elevations:

Bar Area Elevation 3

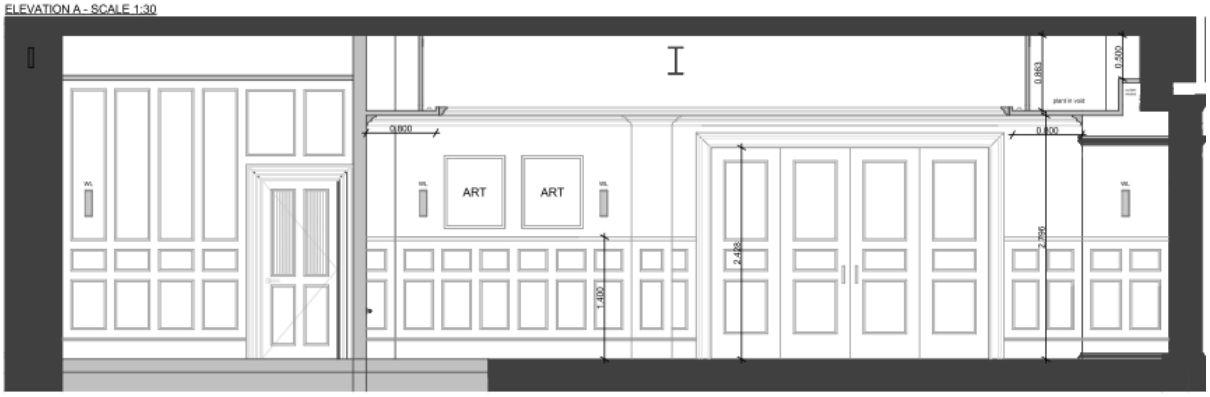
Bar Area Elevation 4

Lounge 1 (ground floor) plans & elevations:

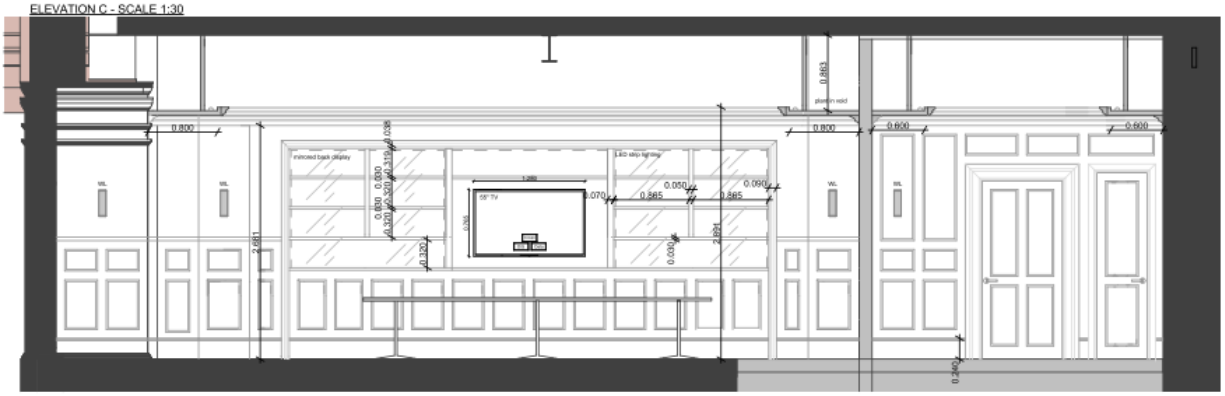


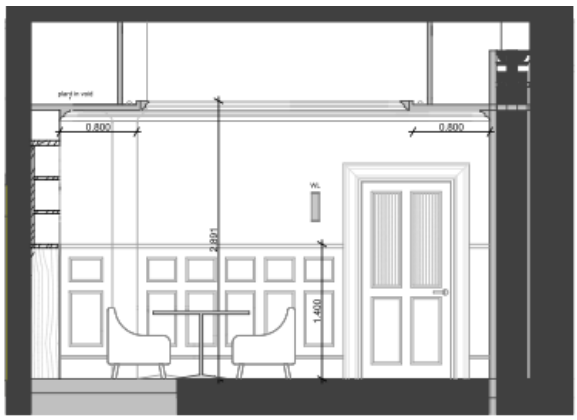


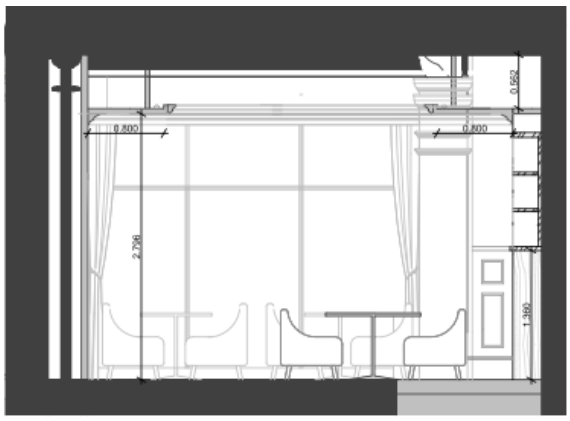
ELEVATION A - SCALE 1:30



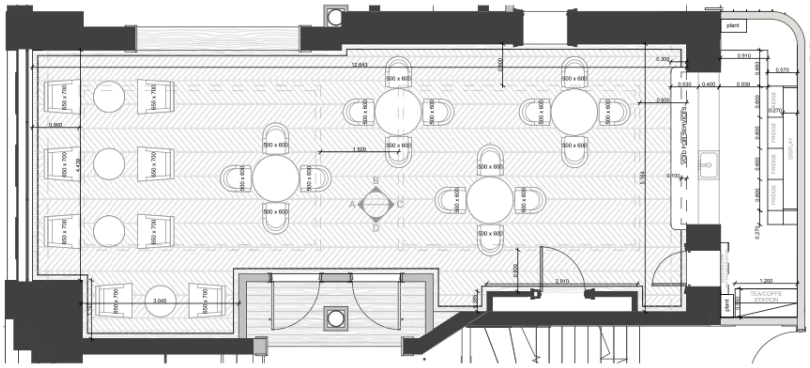
ELEVATION C - SCALE 1:30

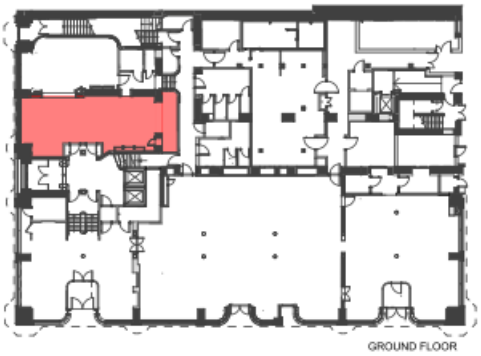


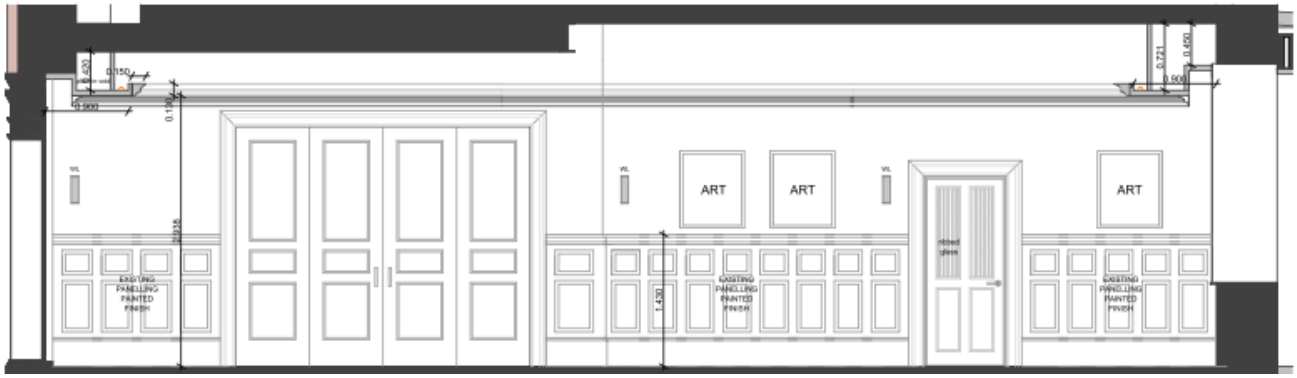


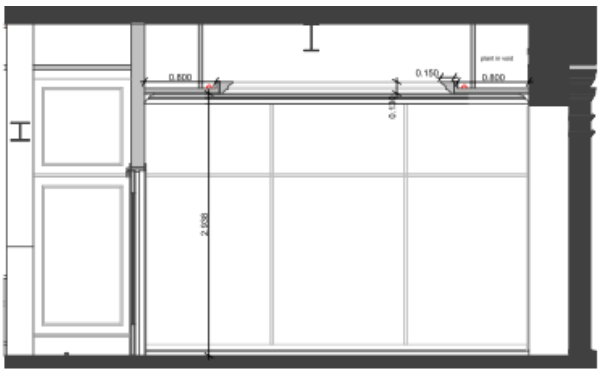


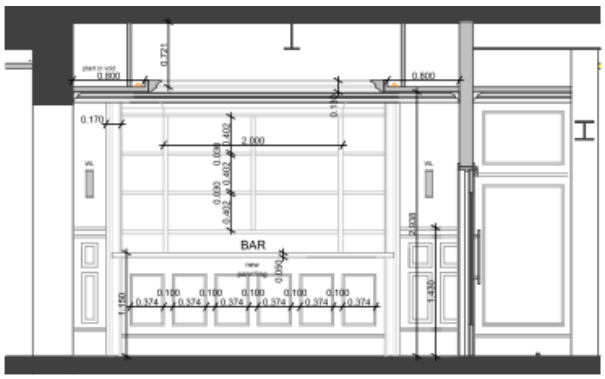
Lounge 2 (ground floor) plans & elevations:



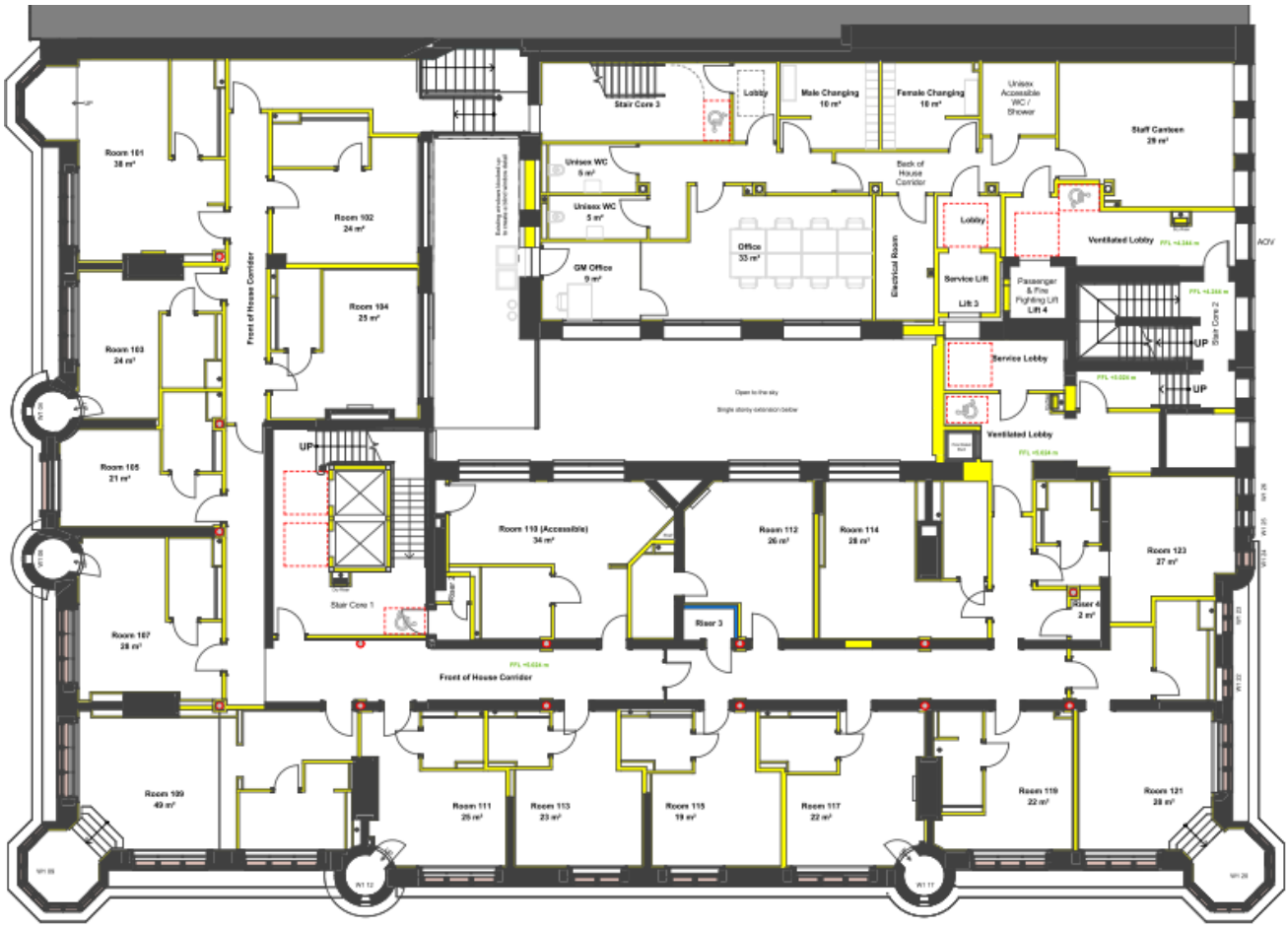








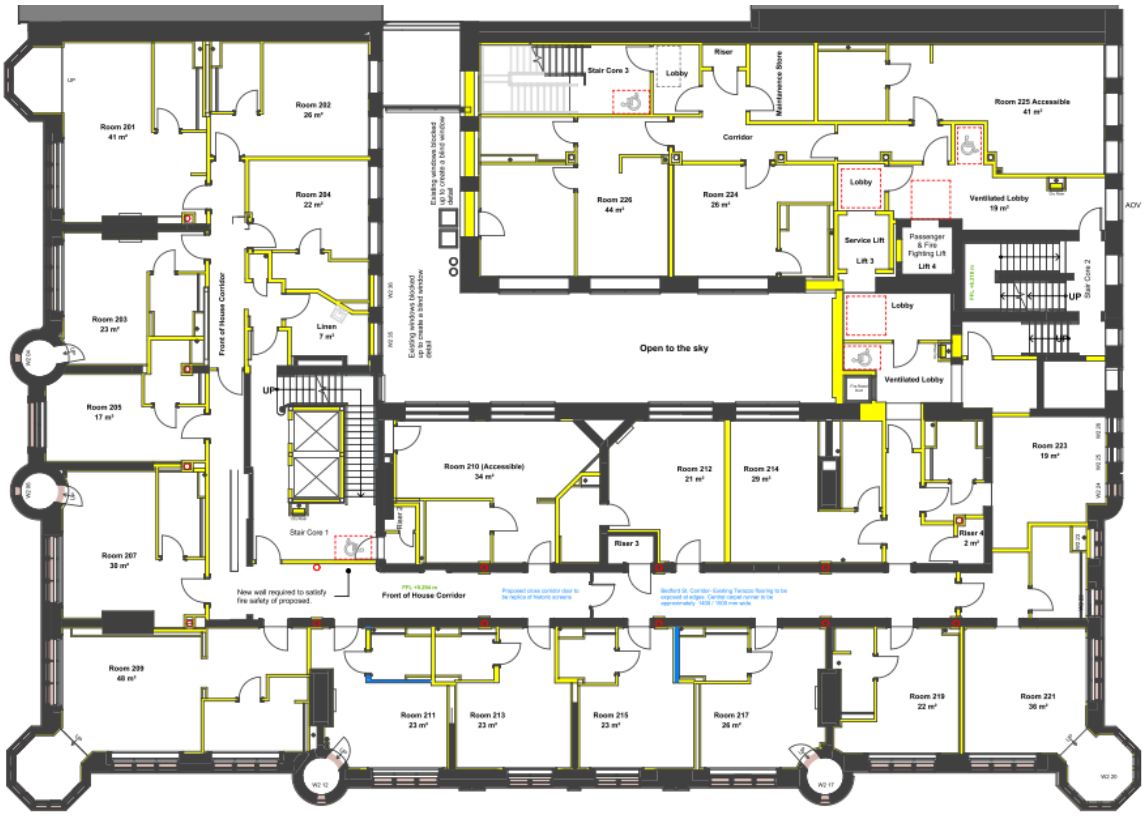
Proposed first floor plans:



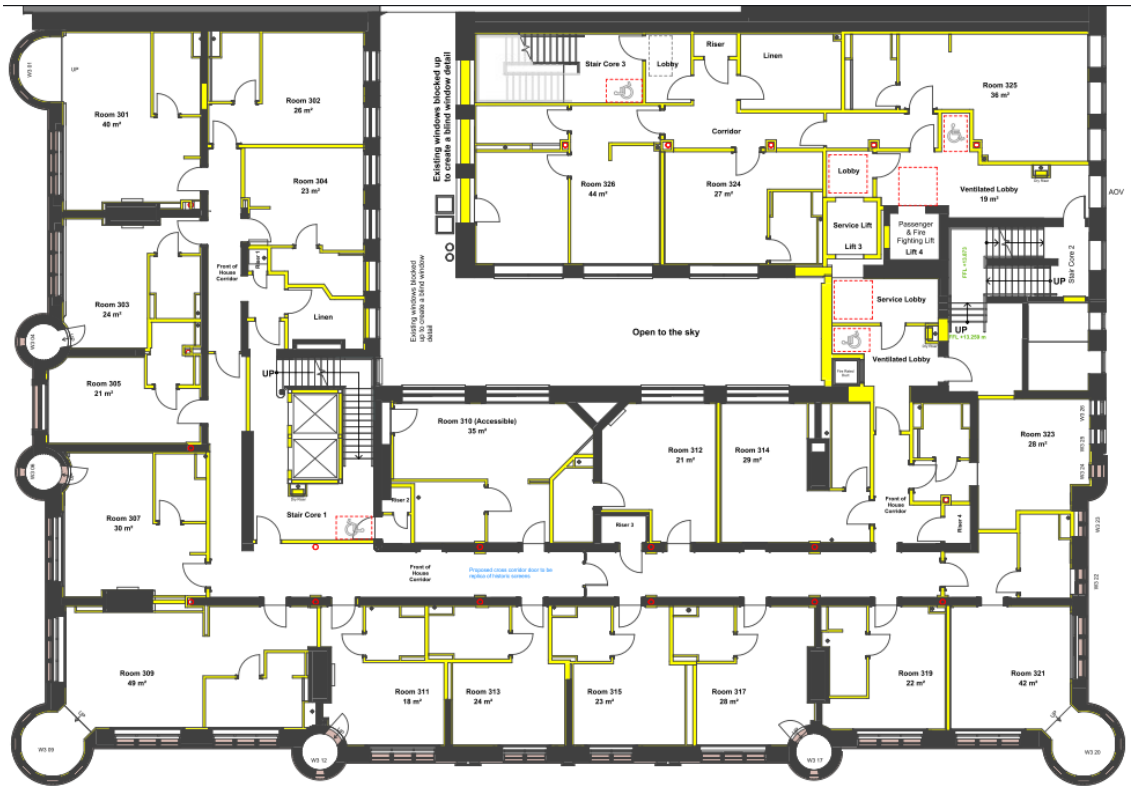
Wall Type Key

- Historic Walls
- Existing lightweight walls
- Proposed new walls
- Walls to be demolished
- Proposed new column protection to satisfy fire safety of proposed

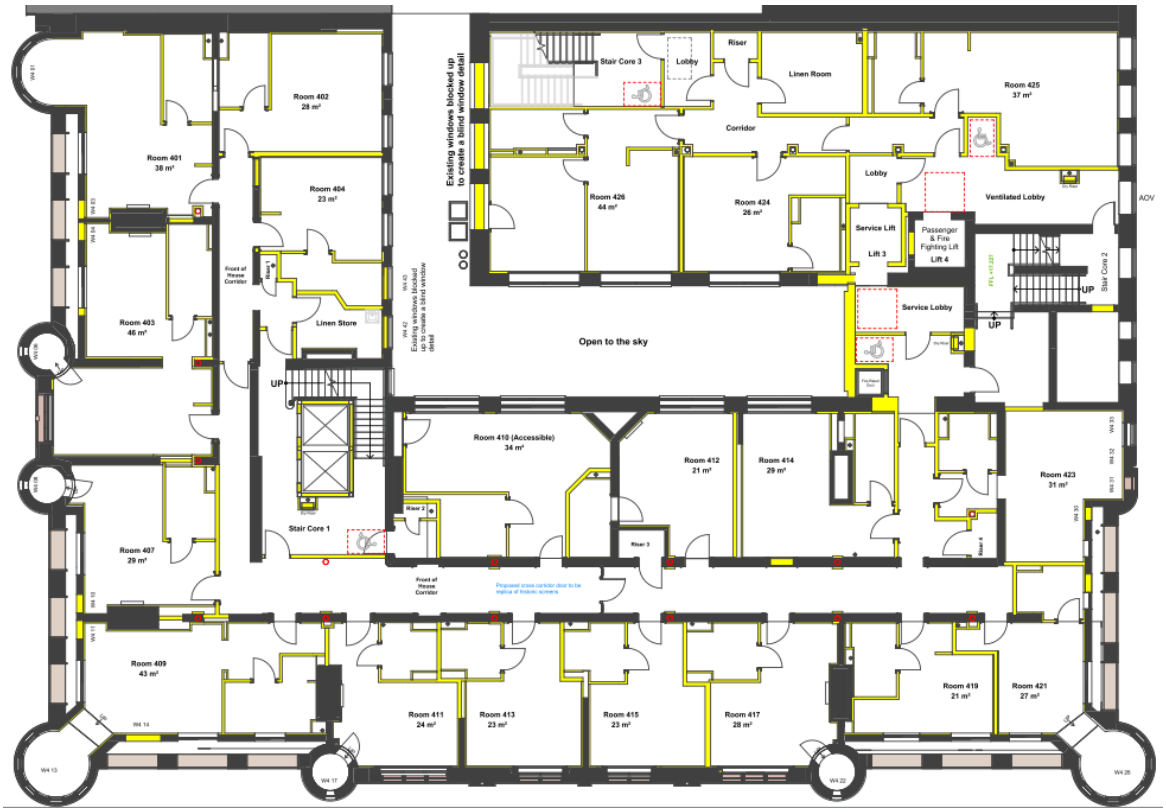
Proposed second floor plans:



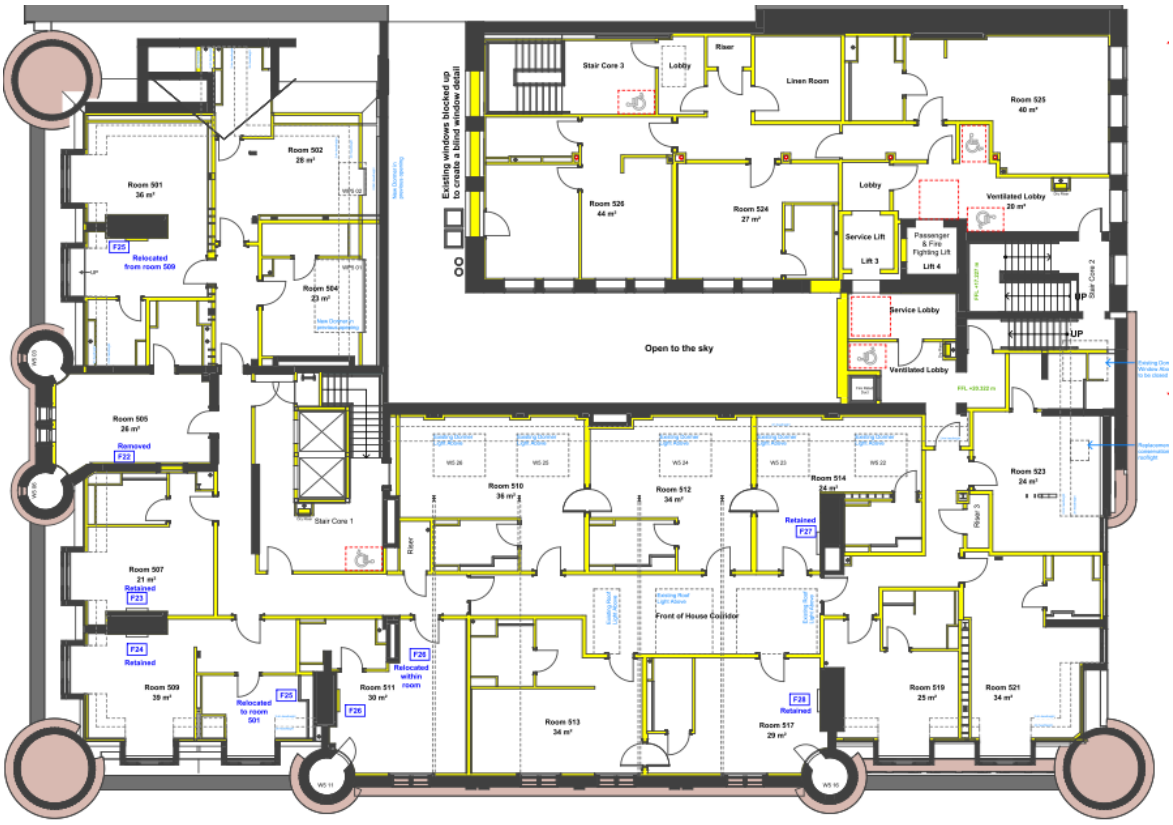
Proposed third floor plans:



Proposed fourth floor plans:



Proposed fifth floor plans:



1.0	**Characteristics of the Site and Area**
1.1	The site is located at the junction of Bedford Street, Donegall Square South and Donegall Square West in Belfast City Centre. It is occupied by the existing Scottish Mutual Building which is a Grade B1 listed building which is finished with red sandstone. It is characterised by its projecting turrets, high level arcades and crow-stepped gables, curved glass shop fronts and ornate arched entrance on Donegall Square South. The area is of mixed use and includes retail, banks, cafes, restaurants and offices on the ground floor of buildings with predominantly offices on the upper floors. City Hall is located opposite the site on Donegall Square South.
1.2	The site is located within the city centre, the Linen Conservation Area, and is split between the Civic Precinct and Commercial District as defined in dBMAP. It is also located within the City Centre as defined by BUAP.
	Description of Proposal
1.3	The Committee is considering two applications as set out below. • **LA04/2024/0126/F –** seeking full planning permission for the conversion of the existing buildings into a 102 no. bedroom hotel, with 3 no. public bars and restaurants. The proposal includes the erection of a ground floor extension, staff and service elevator, interior and exterior alterations and all associated works. • **LA04/2024/0138/LBC –** seeking Listed Building Consent for the erection of the proposed ground floor extension, staff and service elevator, interior and exterior alterations and all associated works to facilitate conversion of the existing building into a hotel.
2.0	**PLANNING HISTORY**
2.1	There have been a number of planning applications associated with this site in recent years.
2.2	<u>Z/2013/1300/F</u> • Conversion of existing Scottish Mutual Building to Boutique Hotel comprising public bars, restaurants, function spaces, hotel bedrooms and loft apartments to include internal and external alterations. • Permission granted 04/03/2014
2.3	<u>Z/2013/1296/LBC</u> • Proposed conversion of existing Scottish Mutual Building to Boutique Hotel to include internal alterations; external repairs to stonework; repairs and replacement of windows, repairs and replacement of roof coverings and rooflights alterations to existing shopfronts including provision of a lightweight awning; extension to building in rear courtyard, alterations to James Street South elevation to create service area. • Consent granted 04/03/2014

2.4	LA04/2016/0688/F • Conversion of existing Scottish Mutual Building to Boutique Hotel comprising public bars, restaurants, function spaces and hotel bedrooms to include internal and external alterations and additions, including cone roofs to corner turrets and enclosed external seating areas on Bedford Street. • Permission granted 20/07/2017
2.5	LA04/2016/0569/LBC • Conversion of existing Scottish Mutual Building to Boutique Hotel comprising public bars, restaurants, function spaces and hotel bedrooms to include internal and external alterations and additions proposed. • Consent granted 20/07/2017
2.6	LA04/2017/2745/F • Conversion of building to create 63 No. bed hotel with ancillary function space, bars, restaurants, including all associated works. Single storey rear extension. • Permission granted 12/03/2020
2.7	LA04/2017/2689/LBC • Conversion of existing building to 63 bed hotel and all associated works. • Consent granted 12/03/2020
2.8	The current applications represent a reconfiguration of the plans approved under the above 2017 applications, and differ from them insofar as follows: • *Inclusion of 'The Warehouse' at 7 James Street South,* • *Increase in overall bedrooms from 63 no. bedrooms to 102 no. bedrooms,* • *Additional bedrooms on floors 1; 2; 3; and 4 through subdivision of very large, previously approved bedrooms,* • *Bedrooms now included on Fifth floor,* • *Enhanced back-of-house facilities and servicing,* • *Relocation of principal entrance to Bedford Street, improved drop-off location availing of existing loading bay / accessible locations adjacent; and* • *Enhanced street frontages to Donegall Square South, Bedford Street and James Street South.*
3.0	**PLANNING POLICY**
3.1	**Development Plan – Plan Strategy** Belfast Local Development Plan, Plan Strategy 2035 *Strategic Policies:* • Policy SP1A – Managing growth and supporting infrastructure delivery • Policy SP2 – Sustainable development • Policy SP3 – Improving health and wellbeing • Policy SP5 – Positive placemaking • Policy SP6 – Environmental resilience • Policy SP7 – Connectivity • Policy SD2 – Settlement areas

	Operational Policies: • Policy DES1 – Principles of urban design • Policy BH1 – Listed Buildings • Policy BH2 – Conservation Areas • Policy BH4 – Works to grounds affecting built heritage assets • Policy BH5 – Archaeology • Policy CI1 – Community infrastructure • Policy EC1 – Delivering inclusive economic growth • Policy TLC3 – Overnight visitor accommodation • Policy TLC4 – Evening and night-time economy • Policy HC1 – Promoting healthy communities • Policy TRAN1 – Active travel – walking and cycling • Policy TRAN2 – Creating an accessible environment • Policy TRAN4 – Travel plan • Policy TRAN6 – Access to public roads • Policy TRAN8 – Car parking and servicing arrangements • Policy ENV1 – Environmental quality • Policy ENV2 – Mitigating environmental change • Policy ENV3 – Adapting to environmental change • Policy ENV4 – Flood Risk • Policy ENV5 – Sustainable drainage systems (SuDS) • Policy NH1 – Protection of natural heritage resources
3.2	<u>Supplementary Planning Guidance</u> • Placemaking and Urban Design • Sustainable Urban Drainage Systems • Transportation • Evening and Nighttime Economy
3.3	**Development Plan – zoning, designations and proposals maps** • Belfast Urban Area Plan (2001) BUAP • Draft Belfast Metropolitan Area Plan 2015 (v2004) • Draft Belfast Metropolitan Area Plan 2015 (v2014)
3.4	**Regional Planning Policy** • Regional Development Strategy 2035 (RDS) • Strategic Planning Policy Statement for Northern Ireland (SPPS)
3.5	**Other Material Considerations** • Belfast Agenda (Community Plan) • Linen Conservation Area Design Guide • Linen Quarter Vision and Guidance

4.0	**CONSULTATIONS AND REPRESENTATIONS**
4.1	Statutory Consultees • **DfI Roads:** No objection subject to conditions • **DfC HED**: No objection subject to conditions • **DAERA (NIEA)**: No objection subject to conditions • **NI Water**: No objection subject to conditions
4.2	Non-Statutory Consultees • **BCC Conservation & Built Heritage**: No objections • **BCC Environmental Health**: No objection subject to conditions • **BCC Waste Management**: No objections subject to conditions Representations
4.3	The application has been advertised in the newspaper and neighbours notified. No third-party representations were received.
5.0	**PLANNING ASSESSMENT** **Main Issues**
5.1	The main issues relevant to consideration of the application are set out below. • *Background* • *Principle of hotel use* • *Impact on the listed building* • *Impact on the conservation area* • *Archaeology* • *Design & placemaking* • *Climate change* • *Access & transport* • *Health impacts* • *Environmental protection* • *Flood risk & drainage* • *Waste-water infrastructure* • *Waste management* • *Natural heritage* • *Section 76 legal agreement* • *Pre-application community consultation* **Development Plan Context**
5.2	Section 6(4) of the Planning (Northern Ireland) Act 2011 states that in making any determinations under the Act, regard is to be had to the local development plan, and the determination must be made in accordance with the plan unless material considerations indicate otherwise.

5.3	Section 45(1) of the Act states that in determining planning applications, the Council must have regard to the local development plan, so far as material to the application, and to any other material considerations.
5.4	The Belfast Local Development Plan (LDP) when fully completed will replace the Belfast Urban Area Plan 2001 as the statutory Development Plan for the city. The Belfast LDP will comprise two parts. Part 1 is the Plan Strategy, which contains strategic and operational policies and was adopted on 02 May 2023. Part 2 is the Local Policies Plan, which will provide the zonings and proposals maps for Belfast and has not yet been published. The zonings and proposals maps in the Belfast Urban Area Plan 2001 remain part of the statutory local development plan until the Local Policies Plan is adopted.
	<u>Operational Polices</u>
5.5	The Plan Strategy contains a range of operational policies relevant to consideration of the application. These are listed at paragraph 3.1.
	<u>Proposals Maps</u>
5.6	Until such time as the Local Policies Plan is adopted, the Council must have regard to the land-use zonings, designations and proposals maps in the Belfast Urban Area Plan 2001 (BUAP), both versions of the draft Belfast Metropolitan Area Plan (v2004 and v2014) (dBMAP) and other relevant area plans. The weight to be afforded to these proposals maps is a matter for the decision maker. It is considered that significant weight should be given to the proposals map in dBMAP 2015 (v2014) given its advanced stage in the development process, save for retail policies that relate to Sprucefield which remain contentious. • **Belfast Urban Area Plan 2001**: The site is un-zoned “white land” within the city centre. • **Belfast Metropolitan Area Plan 2015 (2004**): The site is un-zoned “white land” within the city centre, the Linen Conservation Area, and is split between the Civic Precinct and Commercial District. • **Belfast Metropolitan Area Plan 2015 (v2014)**: The site is un-zoned “white land” within the city centre, the Linen Conservation Area, and is split between the Civic Precinct and Commercial District.
	<u>Background</u>
5.7	Due to the size and scale of the proposal and in line with Section 27 of the Planning Act (Northern Ireland) 2011, a Proposal of Application Notice (PAN) was submitted to the council under LA04/2023/4100/PAN on 29/09/2023. The council confirmed on 03/10/2023 that the PAN was acceptable.
5.8	Full details of the public consultation process and associated PAN information were provided in the Pre-Application Community Consultation Report, which is considered further in the report below.

	Principle of hotel use
5.9	Full planning permission and listed building consent is sought for the conversion of the existing building to hotel, with new ground floor extension and other alterations.
5.10	Policy TLC1 (Supporting tourism leisure and cultural development) recognises that tourism contributes to the prosperity of the local economy and the wider region. Proposals will be supported for new overnight accommodation in the city centre where it improves daytime and nighttime choices for visitors and improves the quality and accessibility of tourism facilities and assets. New tourism proposals should be of the highest standard and align with the council's integrated tourism strategy vision. Policy TLC3 (Overnight visitor accommodation) identifies that improving the supply of overnight accommodation is vital for encouraging visitors to stay in Belfast, whilst Policy TLC4 (Evening and nighttime economy) seeks to strengthen and enhance the evening and nighttime economy in the city centre.
5.11	The proposed development will contribute toward the aim to increase hotel bedroom numbers with an additional 102 no. bedrooms, which is an increase of 59 no. rooms over the previous approval. This will increase tourism footfall, helping strengthen the day and nighttime economy and supporting the hospitality sector through higher levels of overnight visitor expenditure. The proposed bars and restaurant will also assist in strengthening the evening and nighttime economy. For these reasons the proposal complies with policies TLC1, TLC3 and TLC4.
5.12	Policy EC1 (Delivering inclusive economic growth) highlights the strong growth potential for the hospitality and tourism sectors, whilst Policy CC1 (Development opportunity sites) supports new development within the development opportunity areas of the new Transport Hub and Linen Quarter.
5.13	By its nature, a 102 no. bedroom hotel would be a positive addition to the hospitality and tourist sector in the city centre in line with Policy EC1 and is located within the development opportunity area as referenced within Policy CC1.
5.14	Strategic Policy SP1 (Growth strategy) seeks to support additional jobs throughout the city over the plan period, whilst Policy SD3 (City centre) directs the council to support new development that will help create a compact and vibrant city centre.
5.15	The redevelopment of this site will provide a suitable and productive use of this city centre site, providing a high-end boutique hotel within a prime city centre location. Once operational it is expected to create c125 no. jobs within the hospitality sector, and as such, the proposal accords with the strategic aims of the RDS, the SPPS, and policies SP1 and SD3 of the Plan Strategy.
5.16	Having considered the above, the principle of the proposed hotel use is considered acceptable. The acceptability of the proposal in its entirety will depend upon the other planning considerations discussed below.
	Impact on the listed building
5.17	The Scottish Mutual Building (SMB) is a Grade B1 listed building (Ref: HB26/30/054). Policy BH1 (Listed buildings) of the Plan Strategy states that planning permission will be granted for a change of use where it secures the buildings upkeep and survival whilst preserving or enhancing its character, architectural and historic interest. Alterations and extensions will only be permitted where they preserve, restore or compliment the

	existing buildings' architectural and historic importance, respect its essential character, makes use of quality materials and sympathetic detailing, and are subservient in terms of height, scale and massing. Partial demolition will only be allowed where it is required to facilitate an otherwise acceptable extension or alteration.
5.18	Section 91(2) of the Planning Act states that when assessing any development which affects a listed building or its setting, the council must have special regard to preservation of the building, its setting, and any features of special architectural or historic interest. Policy SP2 (Sustainable development) also seeks to proactively promote development where it also protects and enhances the city's built heritage.
5.19	The proposal includes not only the change of use to hotel, but also a number of alterations, ground floor extension, and partial demolition to facilitate movement between the listed building and the adjacent 'The Warehouse' building, which is now incorporated within the scheme.
5.20	In respect of the change of use of the building to a hotel, the principle has been established both in the assessment above and through the approval and consent of the previous planning applications LA04/2017/2745/F and LA04/2017/2689/LBC. A number of alterations have already been made to the building which remain incomplete, and as noted some of these works were unauthorised. Ownership of the site has since changed, and this application has been submitted by the new owners with a view to gain approval for a reconfiguration of the previous plans and to rectify those works already carried out, ensuring that they are fully in line with policy and guidance.
5.21	The main differences from the previous approval have been detailed above in paragraph 2.8. These changes aim to provide a more sympathetic development and improve the relationship between the building and street level through the inclusion of additional entrances. Whilst previous works were carried out without authorisation, the council acknowledges that the new owners have engaged directly with BCC planning officers, HED and Building Control throughout this application process to ensure delivery of a high quality hotel development which can also ensure the sensitive protection, restoration and survival of the listed building, and thereby secure its long-term future. This includes the use of high quality materials and detailing both internal and external that are not only sympathetic to the architectural and historical importance of the building but to meet all required standards relating to fire control etc.
5.22	The proposed renovation of the building would provide the following elements: • *Reception / lobby,* • *3 no. bars / restaurants,* • *102 no. hotel bedrooms,* • *Staff facilities; and* • *Ancillary areas (including toilets; kitchen; and stores etc.)*
5.23	The ground floor would extend throughout the SMB, The Warehouse and the proposed ground floor extension. The extension would be erected on the vacant yard space between the two buildings at the rear, and as it will not be visible from public vantage points, it would not impact on the setting of the listed building or the conservation area. The upper floors will internally connect the SMB and The Warehouse to house the bedrooms and will also incorporate a new staff and service elevator to the rear of the buildings. An amount of internal demolition is proposed in order to facilitate access between the SMB and The Warehouse across all floors, and HED have confirmed that this is acceptable on balance and having regard for the wider proposals.

5.24	Three pedestrian accesses are proposed on Bedford Street (main access to hotel lobby and two access points to restaurant) and one pedestrian access from Donegall Street South (secondary access to hotel lobby), all of which comprise existing accesses or minor alterations to existing accesses. The James Street South frontage will include an alteration to the existing access to The Warehouse for deliveries as well as a new back-of-house access and use of an existing emergency access.
5.25	The proposal will secure the upkeep and survival of a prominent, vacant listed building within the city centre, bringing back to active use and enhancing its character and architectural interest. The proposed works to facilitate the conversion, including the rear extension, will preserve and restore the buildings' historic importance, and incorporate quality materials and detailing that are sympathetic and sensitive and will ensure that the building retains its visual primacy. Likewise, the partial demolition is considered acceptable in this instance given the wider benefits that will be achieved through the renovation and restoration of a key built heritage asset.
5.26	Following initial assessment of the proposal, HED sought additional information from the applicant and engaged directly in a number of site visits with both the applicant and Building Control. A substantive suite of additional plans and details was subsequently submitted, and following review of this HED confirmed on 06/03/25 that, subject to conditions, the proposal, and its impact on the listed building and its setting, is of suitable quality to satisfy the requirements of Policy BH1 and the SPPS p6.13. For the same reasons, it is also considered to comply with the strategic aims of the RDS, Section 91(2) of the Act and Policy SP2 of the Plan Strategy. <u>Impact on the conservation area</u>
5.27	Policy BH2 (Conservation areas) requires alterations and extensions within a conservation area to be subservient with a focus on retention and reinstatement of traditional features, and the utilisation of traditional materials and techniques. Section 104(11) of the Planning Act requires the enhancement of the character or appearance of the conservation area where the opportunity arises, and its preservation where an opportunity to enhance does not exist. Regard must also be given to the Linen Conservation Area Guide.
5.28	The proposed extension to the rear will not be visible from a public vantage point, therefore the impact of the proposal on the conservation area will relate primarily to the minor works and alterations that are required to facilitate conversion of the building to a hotel. The council's Conservation & Built Heritage team was consulted and confirmed that the proposal broadly complies with conservation principles for works to historic buildings and offered no objections subject to the works being of suitable quality to protect and enhance the building and promote its status as a key built heritage asset. Clarification was sought in this regard on a number of elements relating to the internal and external fabric of the building, materials and detailing, and the council is satisfied that these have been fully addressed through the substantive information provided through consultation with HED, who as noted above, have confirmed that all works to the building, including materials and detailing, are acceptable subject to conditions.
5.29	In this regard the council is satisfied that the proposal is of suitable quality to enhance the conservation area by way of protecting and conserving the distinctive architectural and historic character of a characteristic building which is prominently sited to the south of City Hall. It will bring a vacant building back into use and secure its long-term future through a high quality hotel development, restoring and reinstating its key features through the use of sensitive and traditional materials and techniques. The proposal

	therefore complies with Policy BH2, the relevant provisions of the SPPS and the Linen Conservation Area Guide and will enhance the character and appearance of the conservation area as per Section 104(11) of the Planning Act.
	Archaeology
5.30	Policy BH5 of the Plan Strategy requires that the council seeks to conserve, protect and where possible, enhance archaeological assets, and applicants will be required to provide sufficient evidence to clarify the impact of any proposal on important archaeological remains.
5.31	A Heritage Impact Assessment has been submitted with the application which recommends that development-led archaeological monitoring is carried out in areas of the site to undergo invasive ground works, including the cobbled service yard and proposed lift shaft within the lobby, to confirm whether any un-identified sub-surface archaeological remains survive within the site boundaries. HED have confirmed that this is acceptable in line with Policy BH5 and the relevant provisions of the SPPS, and this will be controlled through condition.
	Design & placemaking
5.32	Policy DES1 (Principles of urban design) of the Plan Strategy promotes good placemaking, high quality design and the importance of proposals responding positively to local context. Policy SP5 (Positive Placemaking) states that development should maximise the core principles of good design and positive placemaking in the creation of successful and sustainable places. Within the Linen Quarter Vision and Guidance document, the Scottish Mutual Building is identified as a Landmark building on a key corner, contributing to views along Donegall Square South and Bedford Street. Vision objective 4 of the document highlights the importance of restoring key historical assets and bringing them back into productive use.
5.33	The merits of the design, scale, height and massing have been assessed above, and the council is satisfied that the development represents a high quality, sustainable design that will make a positive contribution to placemaking within the city centre. It will sensitively renovate a vacant, important historical asset back into use on an important landmark junction, with access points to both Donegall Square South and Bedford Street, which will help enhance the sense of place and strengthen civic pride. The inclusion of bars and restaurants will reinstate active frontages at ground floor, promoting good design principles. For these reasons the proposal complies with policies DES1 and SP5 of the Plan Strategy, the relevant provisions of the SPPS, and aligns with the key objectives of the Linen Quarter Vision and Guidance document.
	Climate change
5.34	Policy SP6 (Environmental resilience) of the Plan Strategy reinforces the RDS policy on climate change which also aligns with the Belfast Agenda, by seeking to reduce greenhouse gas emissions and adapt to a changing climate to build environmental resilience. Policy ENV1 (Environmental quality) allows for development that will maintain and, where possible, enhance environmental quality. Any proposal must protect communities from materially harmful development and must not result in an unacceptable adverse impact on the environment. Policy ENV2 (Mitigating environmental change) states that planning permission will be granted for development that incorporates measures to mitigate environmental change and reduce greenhouse gases by promoting sustainable patterns of development. There is a presumption in retaining existing buildings. Policy ENV3 (Adapting to environmental change) states

	that planning permission will be granted for development that incorporates measures to adapt to environmental change.
5.35	The application has been accompanied by a number of supporting reports including a Climate Change Statement (CCS). This identifies measures to reduce the energy demand associated with the proposed development. The thermal mass of the existing external building fabric has the ability to absorb and store heat, moderating temperature fluctuations and improving energy efficiency. In addition, interior spaces have been designed to minimize the need for artificial lighting and heating. Continuous monitoring systems will be implemented to track energy usage and performance, allowing for ongoing optimization based on real time data.
5.36	Subject to conditions to ensure implementation of these measures, there would be no conflict with policies SP3, SP6, ENV1, ENV2 and ENV3 of the Plan strategy, and the strategic aims of the RDS the SPPS, and the Belfast Agenda.
	<u>Access & transport</u>
5.37	Policy SP7 (Connectivity) supports connectivity to and within the city by sustainable transport modes, such as public transport, walking and cycling. Policy TRAN1 (Active travel, walking & cycling) supports development proposals which take account of the needs and safety of walkers and cyclists, their convenience to walking, cycle and public transport access and secure cycle parking facilities. Policy TRAN2 (Creating and accessible environment) promotes suitable access to buildings and their surroundings whilst taking account of the specific needs of people with disabilities or impaired mobility. Development which will generate significant travel uses require a Travel Plan under Policy TRAN4 (Travel plan), whilst Policy TRAN8 (Car parking & servicing arrangements) sets out the criteria under which reduced levels of car-parking will be assessed. The current parking standards for designated areas of parking restraint set out in Policy TRAN9 (Parking standards within areas of parking restraint).
5.38	A Transport Assessment Form, Service Management Plan and Travel Plan have been submitted in support of the application which have been fully assessed by DfI Roads.
5.39	The site is located within a designated area of parking restraint, and due to the nature of the proposal, i.e. a change of use of existing building which had no parking previously, it promotes a car-free sustainable environment with no dedicated in-curtilage parking. Being in a highly accessible location in the city centre, it is well served by sustainable modes of transport, including walking, cycling, and public transport, which will reduce reliance on private car use and help tackle congestion. Internal secure cycle parking will be provided with access from James Street South. The Transport Assessment form notes that the number of vehicle trips generated by the proposal will be minimal, with the majority of trips being via sustainable travel modes which will be promoted through the implementation of the Travel Plan via condition. The Service Management Plan, which clarifies that the hotel would be serviced via James Street South, will also be controlled through condition.
5.40	The hotel will be available for use by overnight visitors from both out-of-state and the wider province, whilst the bars and restaurants will be open to the public. The site is within short walking distance from bus and rail services, including all local bus and Glider services operating from Donegall Square, Lanyon Place Train Station and the Belfast Grand Central Transport Hub, which provides public transport links to the wider province including Belfast City and International Airports, Dublin Airport and Dublin city. Pedestrian footpaths throughout the locality link the site to shops, bars, restaurants and leisure facilities within the city centre, with the Cathedral Quarter, Victoria Square,

	Castle Court, Belfast City Hall, the Ulster Hall, the Grand Opera House, St Georges Market, the Waterfront Hall, Custom House Square, Queen's University and the forthcoming Belfast Stories Visitor Attraction all within close waking distance. Other tourism assets and conference facilities are also easily accessible from the site, including Ten Square Hotel, Grand Central Hotel, Europa Hotel, The Odyssey Complex and SSE Arena, Crumlin Road Gaol and Titanic Belfast.
5.41	Whilst no disabled parking is provided, the highly accessible location of the site is acknowledged, together with the layout of the scheme which ensures there would be no prejudice to people with disabilities or impaired mobility accessing the hotel. Suitable drop-off and pick-up areas would be provided on Bedford Street.
5.42	DfI Roads has been consulted on the proposals and confirmed no objection subject to conditions requiring implementation of the secure cycle parking and compliance with both the Service Management Plan and Travel Plan. As such and having regard to the highly sustainable location of the site and proximity to city centre car parks, the proposed access and transport arrangements are considered acceptable under policies SP7, TRAN1, TRAN2, TRAN4, TRAN8 and TRAN9 of the Plan Strategy, and relevant provisions of the SPPS.
	<u>Health impacts</u>
5.43	Policy SP3 (Improving health & wellbeing) of the Plan Strategy requires new development to take health and wellbeing into account during early design stages. Policy HC1 (Promoting healthy communities) seeks to ensure that all new developments maximise opportunities to promote healthy and active lifestyles. New developments should be designed, constructed and managed in ways that improve health and promote healthy lifestyles. This will include supporting active travel options, improving accessibility to local service centres, reducing the use of private car travel, adequate provision of public open space, leisure and recreation facilities, high quality design and promoting balanced communities and sustainable neighbourhoods.
5.44	As assessed above, the city centre site is highly accessible and provides excellent opportunities for active travel, including walking and cycling, through good linkages with the city centre and beyond. This would be a car-free development and is supported by a Travel Plan. Subject to conditions to ensure implementation of the Travel Plan, the proposal is considered to satisfy the requirements of policies SP3 and HC1.
	<u>Environmental protection</u>
5.45	Policy SP6 (Environmental resilience) of the Plan Strategy reinforces the RDS policy on climate change which also aligns with the Belfast Agenda to build environmental resilience. Policy ENV1 (Environmental quality) requires new development to protect communities from materially harmful development and must not result in an unacceptable adverse impact on the environment.
5.46	The proposal will repurpose existing buildings utilising existing land which will contribute towards a sustainable form of development by reducing the use of raw materials and enhancing the built heritage of the city which will all contribute to environmental resilience. The design of the development has been carefully balanced to maximise environmental mitigation whilst respecting the sympathetic restoration of a listed building. Through the reuse of existing buildings, the development contributes towards a sustainable pattern of development.

5.47	The proposed development has been assessed by Environmental Health in terms of noise impact, air pollution and ambient air quality, odour and general amenity, contaminated land and other considerations. This has taken full account of all supporting information provided with the application, including: • *Noise Impact Assessment (NIA),* • *Odour Impact Assessment (OIA),* • *Air Quality Impact Assessment (AQA),* • *Acoustic Statement (AS),* • *Transport Assessment Form (TAF)* *Noise impact*
5.48	The AS submitted in support of the application provides clarification on the proposed noise mitigation measures, plant sound level data and noise levels at nearest receptors. Having reviewed these details, Environmental Health have no objection subject to conditions to ensure the proposed mitigation measures and plant equipment are installed and operated in line with relevant BS methodology and requirements. *Air pollution & ambient air quality*
5.49	The AQA and TAF demonstrates that the operational air quality impacts, as a result of traffic generated by the development, are expected to be negligible. The TAF confirms that the hotel will be car-free and as such the impacts from vehicular movements (during construction and operational traffic) are not considered to be significant. A qualitative assessment of the operational phase of the development demonstrates that the screening criteria for combustion sources (as outlined in Environmental Protection UK and the Institute of Air Quality Management, Land-use Planning & Development guidance) would not be exceeded. The proposed energy system is not likely to be significant in terms of nitrogen dioxide emissions and will avail of modern efficient boiler technology. Having considered the above, Environmental Health has confirmed there are no concerns in relation to the air pollution or ambient air quality impact. *Odour & general amenity*
5.50	The OIA assesses the impact of the proposed development in terms of odour, and provides details of the proposed extraction, discharge and odour control technology. Environmental Health have no objection regarding these details, subject to conditions requiring the installation, retention and maintenance of suitable extraction, odour abatement and ventilation systems in line with the findings of the report. *Contaminated land*
5.51	Environmental Health have confirmed there is no evidence of the site being potentially contaminated as a result of a previous use, adjacent land uses or naturally occuring levels of contamination, and therefore there are no objections. A standard condition will be attached however to ensure that in the event that contamination is discovered during development, a remediation strategy is submitted to the council for approval and to ensure appropriate mitigation is implemented on site to protect end-users and the sub-level environment.

5.52	Subject to the conditions noted above, the proposal is considered compliant with policies SP6 and ENV1 of the Plan Strategy and aligns with the strategic aims of the RDS and Belfast Agenda.
	<u>Flood risk & drainage</u>
5.53	Policy ENV4 (Flood risk) of the Plan Strategy states that planning applications in flood risk areas must be accompanied by an assessment of the flood risk in the form of a Flood Risk Assessment (FRA). Policy ENV5 promotes SuDS measures to effectively manage surface water, reduce surface water runoff and to ensure flooding is not increased elsewhere.
5.54	The Climate Change Statement confirms that there is no risk of fluvial flooding, coastal flooding, tidal flooding, and a low risk of pluvial flooding with no historical or anecdotal reports of pluvial flooding, which is clarified on Flood Maps (NI), and therefore a FRA is not required in this instance. Nonetheless, the statement confirms that the development will follow a hierarchical approach to define a storm water drainage strategy in compliance with 'Statutory standards for sustainable drainage systems - designing, constructing, operating and maintaining surface water drainage systems 2018'.
5.55	NI Water and NIEA Water Management Unit note that the proposal has the potential to adversely affect the surface water environment, and a condition is therefore attached to ensure that public surface water drainage can be appropriately dealt with on-site and off-site, in line with DAERA Standing Advice 'Sustainable Drainage Systems'. Subject to this NI Water and NIEA have no objection and there would be no conflict with policies ENV4 and ENV5.
	<u>Waste-water infrastructure</u>
5.56	Policy SP1A (Managing growth and supporting infrastructure delivery) of the Plan Strategy require that necessary infrastructure is in place to support new development.
5.57	NI Water has confirmed there is available capacity at the receiving Waste Water Treatment Works, and there is a public foul sewer and public water main within 20m of the boundary which can adequately service the proposed development. Subject to standard conditions, the proposal would comply with Policy SP1A.
	<u>Waste management</u>
5.58	A Waste Management Plan and Service Management Plan accompanied the planning application. These have been reviewed by the council's Waste Management service who have confirmed that the proposed management arrangements are acceptable. A condition will be attached ensuring adherence to both.
	<u>Natural heritage</u>
5.59	Policy NH1 (Protection of natural heritage resources) requires the council to adopt the precautionary principle when considering the impacts of a proposed development on local heritage resources.
5.60	As the existing building is currently vacant, a Preliminary Bat Roost Assessment has been carried out and the associated report was submitted in support of the application. This identifies that no evidence of bats was found during the survey; however, the use of the application site for roosting bats cannot be ruled out, and as such,

	recommendations are set out the report including that as a precautionary measure, no works should occur during the hibernation period.
5.61	NIEA Natural Environment Division have assessed all supporting information including the preliminary assessment and confirmed that this approach is acceptable and have no objections under Policy NH1.
	<u>Section 76 legal agreement</u>
5.62	As this is a major application it would normally attract developer contributions through a Section 76 legal agreement, specifically to secure a contribution towards Employability and Skills in line with the council's Developer Contribution Framework.
5.63	It is acknowledged however that there is an extant permission on site under LA04/2017/2745/F (alongside LA04/2017/2689/LBC) which did not require contributions in light of the significant costs that would have been incurred through the restoration and active re-use of the listed building. As noted previously these works were commenced but not completed and, in some cases, unauthorised.
5.64	Given that these applications seek to gain approval and consent for all works carried out to date along with a re-configuration of the previous scheme, the council does not deem it appropriate to seek a developer contribution at this stage.
	<u>Pre-application community consultation</u>
5.65	The applicant undertook their statutory duty to submit a Proposal of Application Notice (PAN) which set out the applicant's proposals for pre-application community consultation. LA04/2023/4099/PAN was submitted to the Council on 29th September 2023, following notice was served to local elected representatives on 2nd October 2023. The council confirmed on 3rd October 2023 that the PAN was acceptable in line with the requirements of Section 27 of the Planning Act 2011.
5.66	The application is accompanied by a mandatory Pre-application Community Consultation Report (PACC). The PACC report describes the pre-application consultation undertaken by the applicant, which included:
5.67	<u>*Pre-exhibition phase*</u> 1. **Advertising**: newspaper advert, Belfast Telegraph, 13th November 2023: • *Details of in-person consultation event and basic project information,* • *Community Consultation Manager contact details.* 2. **Neighbour notification**: x c. 500 information packs hand delivered to residents and businesses within 200m radius of the centre of the development site, week commencing 13th November 2023: • *Trifold leaflet including comment card,* • *Information on the in-person PACC process,* • *Information on the proposals,* • *Point of contact details of Technical Team for questions or feedback.* 3. **Local stakeholder audit**: audit carried out prior to the consultation process of all local businesses and organisations located within the immediate area of the site.

	4. **Press Coverage**: press statement prepared and issued, widely covered by local newspapers: • *Proposal details,* • *Applicant information.*
5.68	<u>*Exhibition phase*</u> 1. **Community Exhibition Event**: in-person PACC event, Grand Central Hotel, 22nd November 2023 1:00pm-7:00pm The event attracted 6 no. visitors who viewed and discussed the plans with the design team, which included: • *Planning consultant,* • *Communications consultant.*
5.69	<u>*Post-exhibition phase*</u> 1. **Analysis of Community Feedback**: those who visited the community consultation event had a chance to view eleven presentation boards outlining the proposals. A5 comment cards were available at the event to complete and return to the design team. As noted above, comment cards were also provided to neighbours with the neighbourhood notification leaflet prior to the consultation event. There were no responses received from any party in response to the PACC.
5.70	It is considered that the Pre-Community Consultation Report submitted has demonstrated that the applicant has carried out their duty under Section 27 of the Act. <u>Conclusion</u>
5.71	The principal of the proposed hotel use is considered acceptable under the strategic aims of the RDS, the SPPS and policies TLC1, TLC3 and TLC4, EC1, CC1, SP1 and SD3 of the Plan Strategy, in that it will increase hotel bedroom numbers and tourism footfall, strengthen the economy, support the hospitality sector through the creation of jobs within a development opportunity area, and provide a productive and suitable redevelopment of a city centre site.
5.72	In assessing its impact on the listed building and its setting, the proposal is of suitable quality to satisfy the requirements of Policy BH1 and the SPPS p6.13. The preservation of the building, its setting and its features of special architectural and historic interest is in line with the strategic aims of the RDS, Section 91(2) of the Act and Policy SP2 of the Plan Strategy.
5.73	For the same reasons it is considered of suitable quality to enhance the character and appearance of the conservation area as per Policy BH2, the relevant provisions of the SPPS and the Linen Conservation Area Guide and Section 104(11) of the Planning Act. Development-led archaeological monitoring ensures compliance with Policy BH5.
5.74	By way of its high quality design and positive response to its local context, it accords with policies DES1 and SP5, the relevant provisions of the SPPS, and the key objectives of the council's Linen Quarter Vision and Guidance.

5.75	All aspects relating to environmental considerations would comply with policies SP3, SP6, ENV1, ENV2 and ENV3 and the strategic aims of the RDS, the SPPS and the Belfast Agenda. Subject to suitable public surface water drainage, the proposed measures to deal with flood risk, drainage and wastewater also comply with policies SP1A, ENV4 and ENV5.
5.76	Access and transport arrangements are considered acceptable under policies SP7, TRAN1, TRAN2, TRAN4, TRAN8 and TRAN9 of the Plan Strategy and relevant provisions of the SPPS. Through the delivery of the Travel Plan, the proposal also complies with policies SP3 and HC1.
5.78	Measures proposed for the protection of natural heritage resources comply with Policy NH1, and the applicant has carried out their statutory duty under Section 27 of the Planning Act 2011 with regard to pre-application community consultation.
5.79	All statutory and non-statutory consultees have indicated their support of the proposal and the above policy position, subject to conditions and having regard for all material considerations, and there have been no objections from any third party representations.
6.0	**Recommendation**
6.1	Having regard to the Local Development Plan and all material considerations, it is recommended that planning permission and listed building consent are granted subject to conditions.
6.2	Delegated authority is sought for the Director of Planning and Building Control to finalise the wording of the conditions and deal with any other issues that arise, provided that they are not substantive.
7.0	**CONDITIONS**
7.1	**LA04/2024/0126/F – PLANNING PERMISSION CONDITIONS:** <u>Time implementation</u> 1. The development hereby permitted must be begun within five years from the date of this permission. Reason: As required by Section 61 of the Planning Act (Northern Ireland) 2011 <u>Transport & Access</u> 2. The development hereby permitted shall not be occupied shall be occupied until the secure cycle storage area has been fully provided in accordance with the approved plans and shall be permanently retained as such at all times. Reason: To ensure acceptable cycle parking facilities on the site and to encourage alternative modes of transport to the private car and to mitigate the absence of dedicated parking within the development.

	3. The development shall operate in accordance with the Service Management Plan. Reason: In the interests of road safety and the convenience of road users. 4. The development shall operate in accordance with the Travel Plan. Reason: To encourage alternative modes of transport to the private car. <u>Environmental</u> 5. The development hereby approved shall not be occupied unless the proposed climate change measures have been implemented in accordance with the approved details. The climate change measures shall be retained in accordance with the approved details at all times. Reason: To mitigate and/or adapt to climate change 6. If during the carrying out of the development, new contamination is encountered that has not previously been identified, all related development works shall cease, and the Council shall be notified immediately in writing. No further related development works shall proceed until this new contamination has been fully investigated in accordance with current Environment Agency and CIRIA guidance and British Standards. In the event of unacceptable human health risks being identified, a Remediation Strategy shall be submitted to and agreed in writing by the Council. The Remediation Strategy shall be implemented and subsequently a Verification Report shall be submitted to and agreed in writing by the Council prior to the development being occupied or operated. The Verification Report shall be completed by competent persons and demonstrate the successful completion of the remediation works and that the site is now fit for end-use. The Verification Report shall be in accordance with current Environment Agency and CIRIA guidance and British standards. Reason: To ensure that any contamination within the site is appropriately dealt with, in the interests of human health. 7. After completing the remediation works under Condition 5; and prior to occupation of the development, a verification report shall be submitted to and approved in writing by the Council. This report should be completed by competent persons in accordance with the Land Contamination: Risk Management (LCRM) guidance available at https://www.gov.uk/guidance/landcontamination-how-to-manage-the-risks The verification report should present all the remediation, waste management and monitoring works undertaken and demonstrate the effectiveness of the works in managing all the risks and wastes in achieving the remedial objectives. Reason: Protection of environmental receptors to ensure the site is suitable for use.

	8. Prior to operation of the development, the noise mitigation measures recommended in Section 2.2 of the Commercial Connections Limited report - 'Acoustic Statement Proposed Revised Floor Plan Layout of Bedford Hotel at Former Scottish Mutual Building, 15-16 Donegal Square South and 2-14 Bedford Street Belfast Impact Assessment', Reference 0440-106- L02, dated January 2024 shall be implemented and retained thereafter. Reason: Protection of nearby amenity. 9. The plant and equipment associated with the development hereby permitted, shall be selected and designed so as to achieve a combined rating level (LAr) no greater than the Background Sound Level, LA90, both during the daytime and during night-time when measured or determined at the nearest noise sensitive premises. All measurements and calculations must be conducted in line with the methodology outlined in BS4142:2014+A1 2019 Methods for rating and assessing industrial and commercial sound. Reason: Protection of nearby amenity. 10. Prior to the commencement of operation of the hereby permitted restaurant a kitchen extraction and odour abatement system capable of providing a high level of odour control as recommended in section 3 of the AONA Consulting report titled: 'Odour Impact Assessment Report LA04/2024/0126/F – Conversion of existing buildings into hotel comprising of 102 No. bedrooms with public bars and restaurants. Development includes ground floor extension, staff and service elevator, interior and exterior alterations and all associated works', dated May 2024, referenced: ENV-9221 shall be installed to suppress and disperse odours created from operations on the premises. The outlet from any extract ventilation ducting shall terminate at a height not less than 1m above the main eaves and discharge at an efflux velocity of 10-15m/sec in accordance with F.M. Stewarts & Associates Consulting Engineers section drawing numbered 93 on the planning portal, project no. 2336-S1 and dated February 2025. Reason: Protection of nearby amenity. 11. The installed kitchen extraction and odour abatement system must be retained and maintained thereafter. Reason: Protection of nearby amenity. <u>Drainage</u> 12. Notwithstanding the submitted details, no development shall commence on site (other than site clearance, site preparation, demolition and the formation of foundations and trenches) unless details of foul and surface water drainage, including a programme for implementation of these works, have been submitted to and approved in writing by the Council. The development shall not be carried out unless in accordance with the approved details, which shall be retained as such thereafter.

	Reason: To ensure appropriate foul and surface water drainage of the site. Approval is required upfront because the design of the drainage is an integral part of the development and its acceptability. 13. All services within the development should be laid underground. Reason: In the interests of visual amenity. <u>Waste Management</u> 14. The development hereby permitted shall not be occupied until the waste storage areas have been provided in accordance with the approved plans and shall be permanently retained as such at all times. Reason: To ensure that appropriate provision is made for storage and disposal of waste.
7.2	**LA04/2024/0126/F – PLANNING PERMISSION INFORMATIVES:** <u>Compliance with planning permission</u> 1. Please make sure that you carry out the development in accordance with the approved plans and any planning conditions listed above. Failure to do so will mean that the proposal is unauthorised and liable for investigation by the Council's Planning Enforcement team. If you would like advice about how to comply with the planning permission, you are advised to the contact the Planning Service at Belfast City Council at planning@belfastcity.gov.uk. **Discharge of condition(s)** 2. This planning permission includes condition(s) which require further details to be submitted to and approved by the Council. Please read the condition(s) carefully so that you know when this information needs to be provided and approved. It could take a minimum of 8 weeks for the Council to approve the details, assuming that they are satisfactory, and sometimes longer depending on the complexity of the condition. You should allow for this when planning the timeline of your project. **Non-planning requirements** 3. The grant of planning permission does not dispense with the need to obtain licenses, authorisations may have been identified by consultees in their response to the application and can be accessed on the Northern Ireland Planning Portal website. The responses from consultees may also include other general advice for the benefit of the applicant or developer. consents or permissions under other legislation or protocols.

Protected Species

4. The applicant's attention is drawn to The Conservation (Natural Habitats, etc.) Regulations (Northern Ireland) 1995 (as amended), under which it is an offence:

   a) Deliberately capture, injure or kill a wild animal including a European protected species, which includes all species of bat,
   b) Deliberately disturb such an animal while it is occupying a structure or place which it uses for shelter or protection,
   c) Deliberately disturb such an animal in such a way as to be likely to:
      i. affect the local distribution or abundance of the species to which it belongs,
      ii. Impair its ability to survive, breed or reproduce, or rear or care for its young; or
      iii. Impair its ability to hibernate or migrate.
   d) Deliberately obstruct access to a breeding site or resting place of such an animal; or
   e) To damage or destroy a breeding site or resting place of such an animal.

   If there is evidence of bat activity / roosts on the site, all works should cease immediately and further advice sought from the Wildlife Inspector's Team, Northern Ireland Environment Agency, Klondyke Building, Cromac Avenue, Gasworks Business Park, Belfast BT72JA. Tel. 028 905 69605

5. The applicant's attention is drawn to Article 4 of the Wildlife (Northern Ireland) Order 1985 (as amended) under which it is an offence to intentionally or recklessly:

   - kill, injure or take any wild bird, or
   - take, damage or destroy the nest of any wild bird while that nest is in use or being built, or
   - at any other time take, damage or destroy the nest of any wild bird included in Schedule A1, or
   - obstruct or prevent any wild bird from using its nest, or
   - take or destroy an egg of any wild bird, or
   - disturb any wild bird while it is building a nest or is in, on or near a nest containing eggs or young, or
   - disturb dependent young of such a bird.

   Any person who knowingly causes or permits to be done an act which is made unlawful by any of these provisions shall also be guilty of an offence.

   It is therefore advised that any tree, hedge loss or vegetation clearance should be kept to a minimum and removal should not be carried out during the bird breeding season including 1st March to 31st August, unless pre-clearance surveys show an absence of breeding birds.

7.3	**LA04/2024/0138/LBC – LISTED BUILDING CONSENT CONDITIONS:** <u>Time implementation</u> 1. The development hereby granted must be begun within five years from the date of this consent. Reason: As required by Section 94 of the Planning Act (Northern Ireland) 2011 <u>Listed building works</u> 2. Notwithstanding the submitted details, the following internal features shall not be installed, implemented or carried out unless in accordance with further details which shall have been submitted to and approved in writing by the Council: a) Stair core 1: i. Historic handrail, newels, balustrade/spindles shall be retained in-situ, and repaired. ii. Replacement handrail, newels, balustrade/spindles shall duplicate the materials, details and profiles of the historic features. The details of these internal features shall include the following: b) Cross sections of a scale not less than 1:20 The works shall not be carried out unless in accordance with the details so approved. Reason: In the interests of the special architectural and historic qualities of the Listed Building. 3. Notwithstanding the submitted information: a) The original corridor glazed tiles to corridor, lobby and stairwell areas shall be retained and exposed. Any missing or damaged tiles shall be replaced to match the original regarding colour, material, profile and finish. b) Original terrazzo flooring shall be retained and exposed. Any missing or section shall be replaced to match the original regarding colour, material and texture. c) All new internal joinery, including skirting, architraves, mouldings and doors shall match the historic joinery regarding materials, dimensions, profiles. d) All new internal decoration plasterwork, including cornices and mouldings shall match the historic joinery regarding materials, dimensions, profiles. e) New glazing and repairs to the historic internal feature ceiling light well features along the 'Front of House' Corridor (fifth floor) shall duplicate the materials, details and profiles of the historic elements. Reason: In the interests of the special architectural and historic qualities of the Listed Building.

7.4	**LA04/2024/0138/LBC – LISTED BUILDING CONSENT INFORMATIVES:** <u>Non-planning requirements</u> 1. The grant of listed building consent does not dispense with the need for the applicant to be aware of additional information/advice. The responses from consultees in their response to the application can be accessed on the Northern Ireland Planning Portal website. This includes general advice for the benefit of the applicant or developer under other legislation or protocols.

Development Management Report

Summary	
Committee Date: 18th March 2025	
Application ID: LA04/2023/1046/F	
Proposal: Proposed demolition of existing building and construction of a residential development consisting of 14 No. units (9 No. apartments within a three storey building and 5 No. two storey terraced dwellings) with associated landscaping and car parking.	**Location:** 18 Annadale Avenue Belfast BT7 3JH
Referral Route: 3.8.2 (a) (i) a representation has been received which conflicts with the Planning Officer's recommendation.	
Recommendation: Approval subject to conditions and a Section 76 planning agreement	
Applicant Name and Address: Cregagh Developments Ltd 32a Grennan Road Newry BT34 2PJ	**Agent Name and Address:** Planning Permission Experts 32a Bryansford Avenue Newcastle BT33 0LG
Date Valid: 4th May 2022	
Target Date: 17th August 2022	
Contact Officer: Ed Baker**,** Planning Manager (Development Management)	

Executive Summary:

This application relates to land at No. 18 Annadale Avenue within close proximity of the Ormeau Road. The application seeks full planning permission for demolition of the existing building (former children's nursery) and erection of 14 residential units (including 9 apartments and 5 dwelling houses).

The proposal consists of a three-storey frontage building containing 9 x two bedroom apartments and two-storey rear return containing 5 x two bedroom terrace dwellings. A mix of private and communal amenity space is proposed for the apartments while the dwellings contain private rear gardens. On-site parking provision is provided to the front of the apartment block and within the rear of the site.

The application has been subject to design amendments to address concerns raised by officers. Further amendments were then made to the scheme following adoption of the Belfast LDP Plan Strategy in response to its new policies.

The key issues for consideration of the application are set out below.

- Principle of housing in this location
- Affordable housing
- Demolition of Existing Building
- Housing Density
- Housing Mix

- Adaptable and Accessible Accommodation
- Design and Placemaking
- Impact on Heritage Assets
- Climate change
- Residential Quality and Impact on Amenity
- Access and transport
- Environmental Protection
- Flood risk and Drainage
- Waste-water infrastructure
- Waste management
- Natural heritage
- Section 76 Planning Agreement

The site is un-zoned “white land” in the Belfast Urban Area Plan 2001 and both versions of draft Belfast Metropolitan Area Plan 2015 (v2004 and v2014).

The site is located on Annadale Avenue within close proximity of the Ormeau Road which is a designated City Corridor. The site is within an established residential area within the development limit of the city. It is a sustainable location with good access to shops, jobs, services, amenities and public transport. The site is considered a suitable location for housing; the proposal would make effective use of previously developed land and is of an appropriate density.

No affordable housing is provided due to viability. The applicant has submitted a Viability Assessment which has been independently appraised, which concludes that the proposal is unviable with the inclusion of any affordable housing provision or commuted sum. However, the applicant has agreed to a Viability Review prior to commencement of development and this would be secured through a Section 76 planning agreement. Officers confirm that the planning agreement has been agreed in principle without prejudice to the Committee’s decision.

The design, height, scale and massing of the proposed buildings are considered in keeping with the surrounding character and not considered to impact the surrounding listed buildings.

Fifteen third party objections have been received including one from Councillor Brian Smyth and two objections from Paula Bradshaw MLA, these are addressed within the report.

DFI Rivers and NI Water object to the proposals. An updated Drainage Assessment has been requested and delegated authority is sought to re-consult DFI Rivers and deal with any matters arising from the response providing they are not substantive. The objection from NI Water is addressed in the main body of the report.

The Committee previously undertook a visit to the site in March 2024.

Recommendation

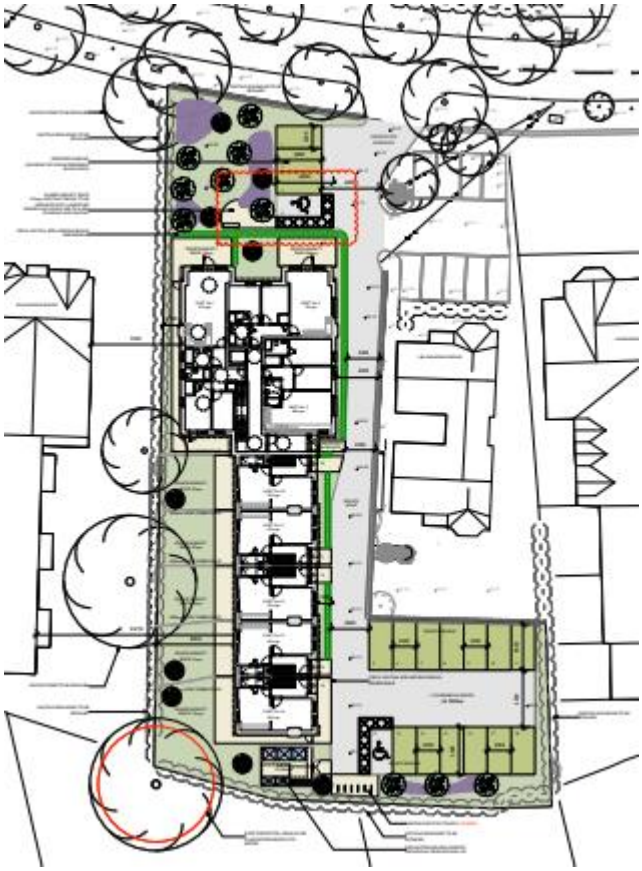
Having regard to the Development Plan and material considerations, it is recommended that planning permission is granted, subject to conditions and a Section 76 planning agreement.

Delegated authority is sought for the Director of Planning and Building Control to finalise the wording of the conditions and Section 76 planning agreement, and deal with the further consultation with DFI Rivers and any other issues that may arise, provided that they are not substantive.

DRAWINGS AND IMAGERY

Site Location Plan:

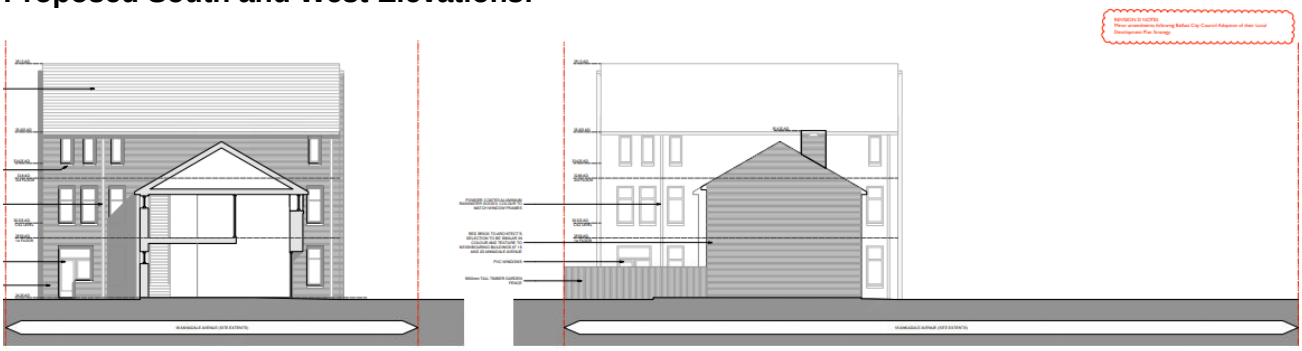
Proposed Block Plan



Proposed North and East Elevations:

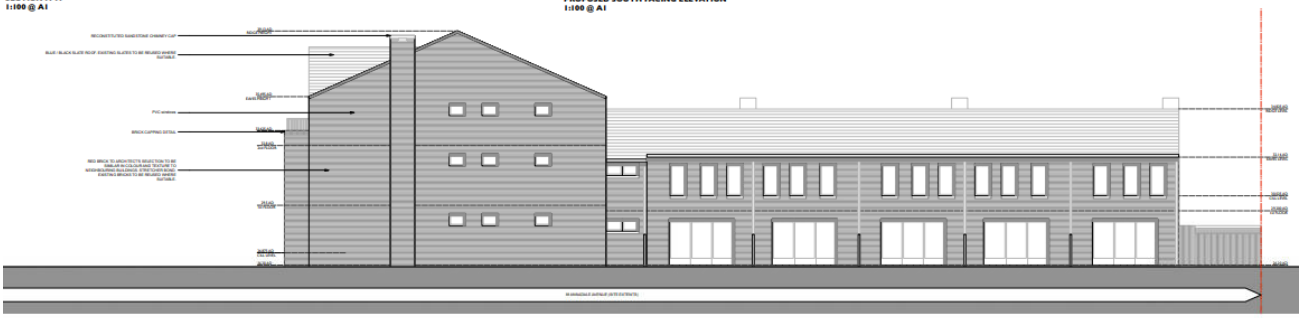
PROPOSED NORTH FACING ELEVATION
1:100 @ A1

Proposed South and West Elevations:

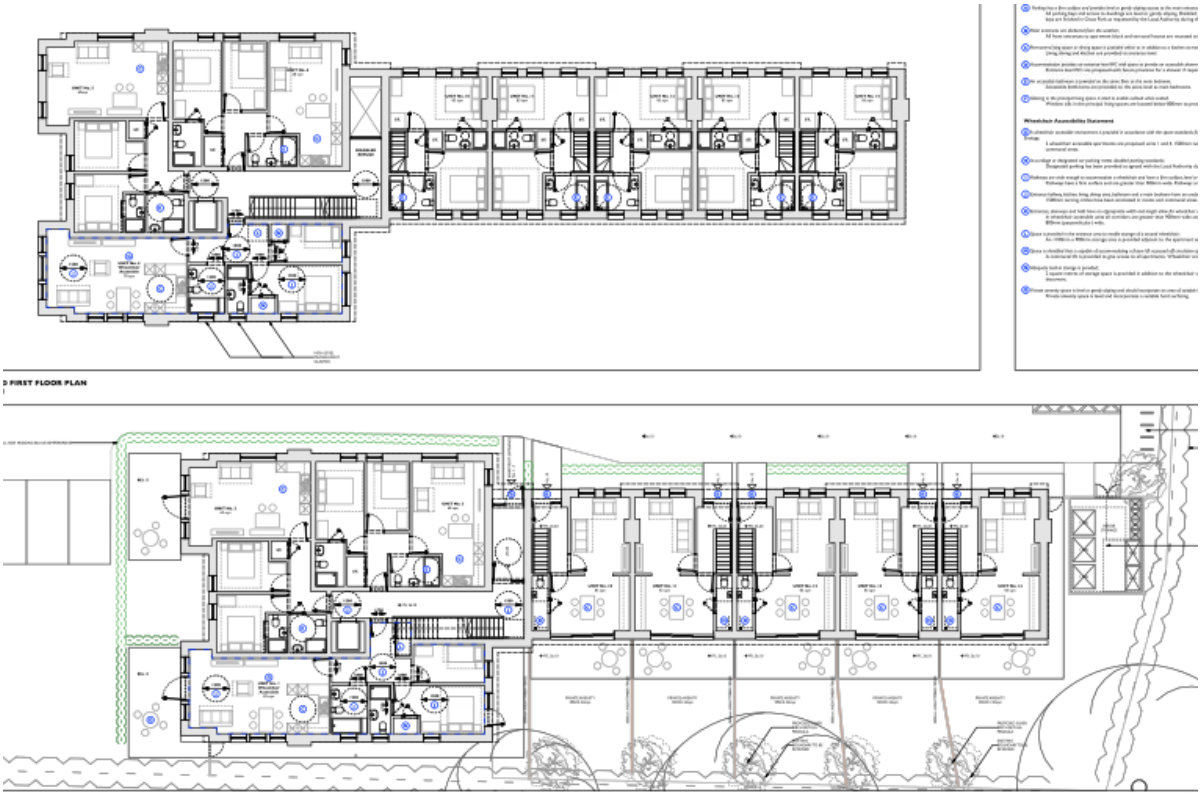


SECTION A-A
1:100 @ A1

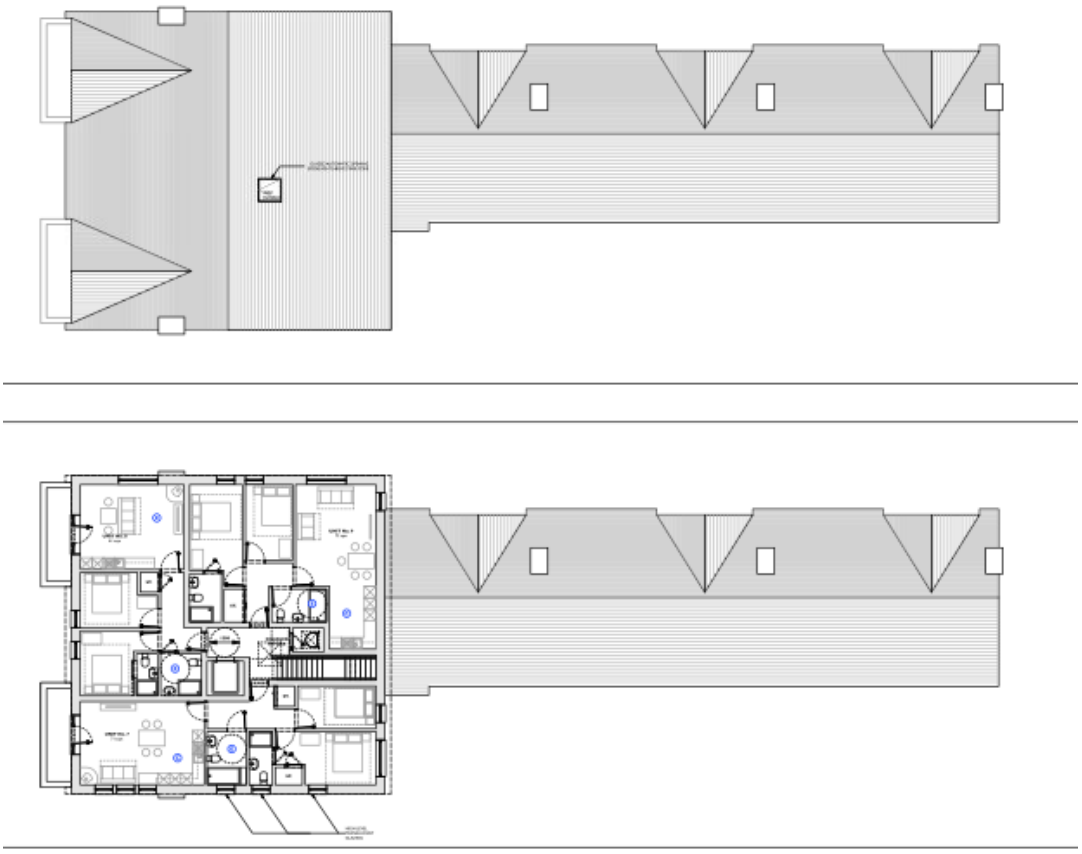
PROPOSED SOUTH FACING ELEVATION
1:100 @ A1



Ground and First Floor Plans:



Second Floor and Roof Plan:



CGI:

1.0	**Characteristics of the Site and Area**
1.1	The application site is located at No. 18 Annadale Avenue. The site is 0.2 hectares in size and is an "L" shape. It comprises a two-storey red brick building with a flat roof rear return and a metal garage to the side previously in use as a Children's Nursery. The site contains an existing garden area directly to the rear of the apartments and the adjacent No. 18a Annadale Gardens. The site is located within a mostly residential area.
1.2	There are a number of Listed Buildings in the vicinity of the site, including: • HB26 01 038 Gordon House, 11 Annadale Avenue, Belfast Grade B1 • HB26 01 040 A 25-25A Annadale Avenue, Belfast Grade B • HB26 01 040 B 27 Annadale Avenue, Belfast Grade B1 • HB26 01 081 Church of Jesus Christ of Latter Day Saints Grade B2
	Description of Proposed Development
1.4	The application seeks full planning permission for the demolition of the existing building and construction of a residential development consisting of 14 No. units (9 No. apartments within a three storey building and 5 No. two storey terraced dwellings) with associated landscaping and car parking.

1.5 1.6	The proposal consists of a three-storey frontage building containing 9 x two bedroom apartments and two-storey rear return containing 5 x two bedroom terrace dwellings. A mix of private and communal space are proposed for the apartments while the dwellings contain private rear gardens. On-site parking provision is provided to the front of the apartment block and within the rear of the site. The application follows a Pre-Application Discussions. Following submission of the application, the proposal was subject to design amendments to address concerns raised by officers. Further amendments were then made to the scheme following adoption of the Belfast LDP Plan Strategy in response to its new policies. More latterly, the applicant has submitted viability information in relation to the requirements of Policy HOU5 concerning the provision of affordable housing.
2.0 2.1 2.2	**PLANNING HISTORY** • **Z/2008/0421/F** – 18 Annadale Avenue- Demolition of existing building and erection of residential development comprising 14 units and associated landscaping and surface car parking. Permission Granted. • **Z/1998/0035** – Site to East of 18 Annadale Avenue- Erection of six apartments with associated car parking. Permission Granted.
3.0 3.1	**PLANNING POLICY** **Development Plan – Plan Strategy** <u>Belfast Local Development Plan, Plan Strategy 2035</u> *Strategic Policies:* Policy SP1A – managing growth and supporting infrastructure delivery Policy SP2 – sustainable development Policy SP3 – improving health and wellbeing Policy SP5 – positive placemaking Policy SP6 – environmental resilience Policy SP7 – connectivity Policy SD2 – Settlement Areas *Operational Policies:* Policy HOU1 – Accommodating new homes Policy HOU2 – Windfall housing Policy HOU4 – Density of residential development Policy HOU5 – Affordable housing Policy HOU6 – Housing Mix Policy HOU7 – Adaptable and accessible accommodation Policy DES1 – Principles of urban design Policy RD1 – New residential developments Policy BH1 – Listed Buildings Policy TRAN1 – Active travel – walking and cycling Policy TRAN 2 – Creating an accessible environment Policy TRAN4 – Travel plan Policy TRAN6 – Access to public roads

	Policy TRAN8 – Car parking and servicing arrangements Policy ENV1 – Environmental quality Policy ENV2 – Mitigating environmental change Policy ENV3 – Adapting to environmental change Policy ENV4 – Flood Risk Policy ENV5 – Sustainable drainage systems (SuDS) Policy OS3 – Ancillary open space Policy TRE1 – Trees Policy NH1 – Protection of natural heritage resources <u>Supplementary Planning Guidance</u> Affordable Housing and Housing Mix Residential Design Placemaking and Urban Design Sustainable Urban Drainage Systems Transportation Development Viability **Development Plan – zoning, designations and proposals maps** Belfast Urban Area Plan (2001) BUAP ("Departmental Development Plan") Draft Belfast Metropolitan Area Plan 2015 (v2004) Draft Belfast Metropolitan Area Plan 2015 (v2014) **Regional Planning Policy** Regional Development Strategy 2035 (RDS) Strategic Planning Policy Statement for Northern Ireland (SPPS) **Other Material Considerations** Developer Contribution Framework (2020) *Belfast Agenda* (Community Plan)
4.0	**CONSULTATIONS AND REPRESENTATIONS**
4.1	<u>Statutory Consultees</u> **DfI Roads** – No objections subject to conditions **DfC HED** – No objections **DAERA** – No objections **NI Water** – Concerns raised about the availability of waste-water infrastructure, which are addressed in the main assessment. **DFI Rivers –** Objection as a safe point of discharge for storm waters is currently not in place.
4.2	<u>Non-Statutory Consultees</u> **Planning Service Plans & Policy Unit (Environment and Housing Teams)** – Refer to main assessment. **Environmental Health** – No objection subject to conditions. **BCC Tree Officer** – Unable to support – refer to main assessment.

4.3	Whilst consultees may have in some cases referred to the no longer extant Planning Policy Statements in their consultation responses, the substance of those policies remains sufficiently similar in the Plan Strategy so as not to require the consultees to re-evaluate the proposal in the context of the Plan Strategy. <u>Representations</u>
4.4	The application has been advertised in the newspaper and neighbours notified.

4.5	Fifteen third party objections have been received including one from Councillor Brian Smyth and two objections from Paula Bradshaw MLA; these are addressed within the report.
	
	• Demolition of existing building will impact on the Victorian character and would be a great historical and cultural loss; reuse will set a sustainable precedent for the area.
	• Proposal will damage character of the area.
	• Impact on surrounding Listed Buildings.
	• Impact on Residential Amenity by way of loss of light and overlooking.
	• Proposed Design: Overbearing, there is a lack of architectural detail, the building line is moved closer to the road, visually imposing.
	• Impact on Waste Water Infrastructure.
	• Traffic and Parking-
	  o Insufficient parking provision;
	  o No disabled spaces provided;
	  o Access road too narrow and when car park is full delivery vans will not be able to respond;
	  o Increased traffic flow;
	  o Traffic caused by construction.
	• Impact on mature trees, hedgerows and shrubs.
	• Tree Survey is inaccurate.
	• Objection to removal of cherry tree.
	• Removal of the garden to the rear will damage biodiversity.

4.6	The issues summarised above will be considered within the main assessment of the report, save for the matters considered below: • Application contravenes BUAP. *Case Officer's Response: No details have been given as to how the proposal contravenes the BUAP, the proposal has been assessed against the BUAP (Departmental Development Plan).* • Residents' view will be obscured. *Case Officer's Response: In planning terms there is no right to a view. Impact on amenity is considered in the main assessment.* • Neighbour notification period was insufficient. *Case Officer's Response: Neighbour notification was carried out in accordance with Section 41 of the 2011 Act and Articles 8 (1) (b) and 8 (2) of the Planning (General Development Procedure) Order Northern Ireland (2015) which detailed a date representations must be made by which was not earlier than 14 days*

	after the notice was sent. Any representations received following this date have been considered. • Neighbour notification was only issued by letterbox with no attempt to contact owners and landlords. Case Officer's Response: as above, Neighbour notification was carried out in accordance with legislative requirements. There is no requirement for the owners of the land to be notified nor for letters to be hand delivered. • Reduction to value of properties. *Case Officer's Response: This is not a material consideration.*
5.0	**PLANNING ASSESSMENT** **Main Issues**
5.1	The main issues relevant to consideration of the application are set out below. • Principle of housing in this location • Affordable housing • Demolition of Existing Building • Design and placemaking • Housing density • Housing mix • Adaptable and accessible accommodation • Impact on the surrounding Listed Buildings • Climate change • Residential quality and impact on amenity • Open space • Access and transport • Environmental protection • Flood risk and drainage • Waste-water infrastructure • Natural heritage • Section 76 planning agreement
	Development Plan Context
5.2	Section 6(4) of the Planning (Northern Ireland) Act 2011 states that in making any determinations under the Act, regard is to be had to the local development plan, and the determination must be made in accordance with the plan unless material considerations indicate otherwise.
5.3	Section 45(1) of the Act states that in determining planning applications, the Council must have regard to the local development plan, so far as material to the application, and to any other material considerations.
5.4	The Belfast Local Development Plan (LDP) when fully completed will replace the Belfast Urban Area Plan 2001 as the statutory Development Plan for the city. The Belfast LDP will comprise two parts. Part 1 is the Plan Strategy, which contains strategic and operational policies and was adopted on 02 May 2023. Part 2 is the Local Policies Plan, which will provide the zonings and proposals maps for Belfast and has not yet been

	published. The zonings and proposals maps in the Belfast Urban Area Plan 2001 ("Departmental Development Plan") remain part of the statutory local development plan until the Local Policies Plan is adopted. <u>Operational Polices</u>
5.5	The Plan Strategy contains a range of operational policies relevant to consideration of the application. These have been listed at paragraph 3.1. <u>Proposals Maps</u>
5.6	Until such time as the Local Policies Plan is adopted, the Council must have regard to the land-use zonings, designations and proposals maps in the Belfast Urban Area Plan 2001, both versions of the draft Belfast Metropolitan Area Plan (v2004 and v2014) (draft BMAP 2015) and other relevant area plans. The weight to be afforded to these proposals maps is a matter for the decision maker. It is considered that significant weight should be given to the proposals map in draft BMAP 2015 (v2014) given its advanced stage in the development process, save for retail policies that relate to Sprucefield which remain contentious. **Belfast Urban Area Plan 2001** – the site is un-zoned "white land". **Belfast Metropolitan Area Plan 2015 (2004**) – the site is un-zoned "white land." **Belfast Metropolitan Area Plan 2015 (v2014)** – the site is un-zoned "white land." **<u>Principle of housing in this location</u>**
5.7	The application site is within Annadale Avenue. The surrounding area comprises mainly residential uses with a mix of low density detached dwellings on large plots and higher density housing comprised of apartments and townhouses. The surrounding area also contains some community facilities such as a Bowling Club and a church.
5.8	Policy HOU1 of the Plan Strategy sets out the housing requirements for the plan-period. This includes a total of 2,000 windfall homes. The proposal comprises windfall housing and so Policy HOU2 applies. Policy HOU2 requires windfall housing to be delivered on previously developed land, which the application site is. Policy HOU2 goes onto require that such proposals also satisfy three criteria discussed below. • **The site is suitable for housing** – the site is a sustainable location within an established residential area and considered suitable for housing. • **The location is accessible and convenient to public transport and walking cycle infrastructure** – the site is accessible being on a bus route and within close proximity to the Ormeau Road being a city corridor. • **Provision is made for any additional infrastructure required as a result of the development** – suitable infrastructure is in place to support the proposed development.
5.9	The proposal is considered compliant with Policies HOU1 and HOU2 and the principle of housing in location is considered acceptable.

	<u>Affordable housing</u>
5.10	Policy HOU5 of the Plan Strategy requires housing schemes of 5 units or more, or sites of 0.1 hectares or greater, to deliver a minimum 20% affordable housing.
	Process:
5.11	No affordable housing is proposed as part of the development as the applicant states that this would make the scheme financially unviable. The applicant submitted a Plan Strategy Statement and associated Cost Plan in June 2023, following adoption of the Plan Strategy in May 2023. The Planning Service's Plans and Policy Team was consulted and outlined concerns about the submitted viability information, requesting clarification of some of the assumptions used. In response, the applicant submitted amended information in October 2023. However, the Plans and Policy Team maintained concerns about the assumptions used within the viability information and that some aspects did not reflect the Council's Development Viability SPG. The conclusion was that the development was unviable even as a private housing scheme and it was not the affordable housing aspect rendering the scheme unviable.
5.12	The applicant submitted a full Viability Assessment in April 2024. This was subject to independent appraisal by Naylor Devlin (ND) acting on behalf of the Council. ND issued its independent report in December 2024. The applicant challenged some of the conclusions in the independent report and met with officers and ND to discuss further. This led to the applicant submitting further viability information in January 2025. ND reviewed the information and issued an addendum report on 7th February 2025. The independent report advises that an affordable housing contribution would render the scheme unviable, a conclusion supported by the Plans and Policy Team.
	Assessment:
5.13	Policy HOU5 requires the scheme to provide 3 affordable housing units as part of the proposed development.
5.14	Policy HOU5 states that: '*Where it can be demonstrated that it is not sustainable or viable for a proposed development to meet the requirements of this policy in full, the council will consider suitable alternatives on a case-by-case basis.'*
5.15	The amplification text of Policy HOU5 at paragraph 7.1.36 further clarifies that: *'It is recognised that there may be occasions where a particular housing site in Belfast might not be able to meet the affordable housing demands in full, so flexibility has been built into the policy to ensure that viability can be taken into account on a case-by-case basis. Where a developer is able to demonstrate, through evidence provided in accordance with agreed assessment approaches to viability testing, that the development is unviable if affordable housing obligations are met in full, alternative approaches will be considered. This could include varying the mix of affordable housing units, the provision of affordable housing on a suitable alternative site within the local area or, in exceptional circumstances, a reduction in the proportion of affordable housing in lieu of a financial contribution to an affordable housing development elsewhere in the district.'*
5.16	The applicant's Viability Assessment of March 2024 assesses the viability of the proposal as a fully Policy HOU5 compliant scheme with 3 affordable housing units and also as a fully private scheme.

5.17	The applicant's Viability Assessment indicates that the developer's profit as a fully private scheme would be 5.53% (gross), which would be well below the normal expectation of 10-15% as set out in the Development Viability SPG. The Viability Assessment indicates that the inclusion of 20% affordable Housing would yield a gross profit of only 0.41%.
5.18	As stated, the applicant's Viability Assessment was subject to independent appraisal by ND on behalf of the Council. ND produced four independent reports assessing the scheme as fully private and also with 1, 2 and 3 social units included. ND's reports concluded that a scheme with 1 or 2 social units remained viable. However, following further evidence of costs submitted by the applicant, ND reappraised the scheme and concluded that 1 or 2 social units was also not viable.
5.19	Having considered ND's independent appraisal, officers accept that a scheme with social housing is unviable. Furthermore, ND's independent appraisal concludes that a fully private scheme is also unviable.
5.20	The Affordable Housing and Housing Mix SPG provides further guidance on alternatives to a fully compliant scheme and these are considered below: 1. A deference in the timing of affordable housing requirements pertaining to the site (i.e. a phasing option); 2. A variation in the required mix of tenure, size or type of affordable units on the site, in accordance with the hierarchy of products outlined above; 3. A reduction in affordable units on the site; 4. Provision of the affordable housing units on an alternative site within the same local housing area; or 5. Commuted sum, equivalent to cost of constructing affordable unit(s) on site. 6. The maximum viable financial contribution in lieu of affordable provision. *Deferred Timing/Phasing:*
5.21	The proposed scheme is not designed to be delivered in phases and so this is not a reasonable option. *A variation in the required mix of tenure, size or type of affordable units:*
5.22	The potential for the scheme to deliver intermediate housing was considered. However, the higher sales value in this area ruled out this option. A reduction in the number of affordable units was considered but was also deemed not to be viable for the reasons previously stated. Furthermore, the applicant submitted albeit limited evidence from two Housing Associations that they would be unlikely to be interested in managing two units or less within the development. A change in the size of units would also unlikely have any positive impact on the viability of the development. *A reduction in affordable units on the site:*
5.23	As stated, this has been considered as part of the independent appraisal and the provision of 1 or 2 units is deemed to be unviable.

	Provision of the affordable housing units on an alternative site within the same local housing area;
5.24	Given the scale of the proposal which only requires 3 affordable units and that the application was submitted prior to the adoption of the Belfast Plan Strategy, it would be unreasonable to request the applicant to investigate the potential to acquire an alternative site to provide only three units.
	Commuted sum, equivalent to cost of constructing affordable unit(s) on site:
5.25	A commuted sum was then explored following the then further independent appraisal that a fully private would be viable. However, as stated, the applicant submitted further costs information and upon reviewing the independent appraisal concluded through an addendum report that the private scheme is unviable, resulting in negative headroom when taking into account the normal expectation of profit. It is therefore not reasonable to seek a commuted sum.
	The maximum viable financial contribution in lieu of affordable provision:
5.26	As stated above, the scheme is unviable and therefore a financial contribution is not viable in this case.
5.27	The Development Viability SPG provides further guidance where the Council accepts that a development proposal will be unviable if full policy compliance and/or planning obligations/contributions are sought. Thee following options will be considered in order: 1. **Deferred timing or phasing**: A delay in the timing or phasing the delivery of a particular requirement may enable a proposed development to remain viable. 2. **Reduced level of obligations and/or contributions:** Where the above option is not sufficient to secure the viability of a proposed development, then a reduction in the level of requirement may be considered. There may be potential to do this for some policy requirements that have flexibility. Any reduction would be limited to the minimum necessary for the scheme to remain viable. The Council may consider building in a review mechanism as part of a Section 76 Agreement to reassess the viability of the scheme at a set point in the future (see Section 6.4 below). Further detail on potential alternative solutions to policy requirements is outlined in the relevant SPG. 3. **Waiving of requirements:** Only in exceptional circumstances will the removal of requirements and/or obligations be considered, as a very last resort. The nature of the proposed development may also be taken into account, where the Council take into account the other social, community, economic or environmental benefits that would be realised in granting permission for the scheme, i.e. the planning gain arising.
5.28	As stated, deferring the timing of the affordable housing contribution would not result in the scheme being viable. The scheme is not designed to be phased. A reduced obligations scheme would also not make the proposal viable.
5.29	In terms of waiving of requirements, regard is had to the longevity of the application process which commenced before the adoption of the Belfast Plan Strategy in May 2023. The PAD was submitted in 2021 and application in May 2022. The application provides a high-quality residential scheme that would make effective use of land in a sustainable location complying with Policy HOU2. The applicant has demonstrated

	through their viability information that an affordable housing contribution would not be viable. Having due regard to these factors the waiving of requirements is deemed acceptable in the planning balance.
5.30	While Policy HOU5 is not met, the applicant has demonstrated the inclusion of affordable housing is not viable. The applicant has agreed to a Viability Review mechanism through a Section 76 planning agreement, whereby the applicant will be required to undertake a fresh Viability Assessment prior to commencement of development to establish whether the economic conditions have sufficiently changed to enable affordable housing provision or contribution to be made.
	Demolition of Existing Building
5.31	Policy ENV2 states that development proposals should, where feasible, seek to avoid demolition and should consider how existing buildings or their main structures could be reused.
5.32	The applicant submitted a Demolition Justification Statement following the adoption of the Plan Strategy. The applicant states that the reuse, renovation and/or retrofit of the existing building was not possible with redevelopment the only viable option. It states that a number of options were explored to retain the building such as a single family dwelling, apartments, and other uses such as short term let accommodation and office uses but all were deemed unviable. The following issues were put forward within the Demolition Justification Statement to support this case: • The existing structure and gardens were deemed too large to be viable as a single family dwelling and would not be in keeping with the residential density of the surrounding context. • Subdividing the existing layout would lead to disjointed layouts of apartments with split levels and an unbalanced plan arrangement. • The existing access to the third storey has insufficient head room to be developed in line with Building Regulations. The structural alterations required to correct this would not be financially viable. • The location of the existing building is problematic for vehicular access to the rear of the site. • To achieve a reasonable density and layout extensive demolition was unavoidable, front façade retention was considered and not deemed feasible.
5.33	While the applicant states demolition is unavoidable, it is proposed that the redevelopment will incorporate reclaimed building materials into the new building while the demolition waste will be recycled where possible and rubble will form aggregates for use during construction.
5.34	The Plans and Policy Team were consulted in regards to the proposed demolition and consideration of the climate change policies. The response concludes that the justification of the demolition is generally accepted given the nature and quantum of the proposed development and refers to the number of options explored by the applicant. The commitment to reuse and recycle is noted and should be conditioned.
5.35	The demolition of the existing building also has to be balanced against the benefits of the proposal which would result in high density housing that would make effective use of land in a sustainable location.

5.36	Objections have been received regarding the demolition of the building, citing its architectural merits and concerns that demolition of the building is not sustainable. However, officers advise that the building is not afforded any protection from demolition, either from being Listed or within a designated area such as a Conservation Area or Area of Townscape Character.
5.37	Notwithstanding this, officers recognise the architectural merits of the building. Advice was sought from DfC HED at the Pre-Application Discussion stage. HED did not indicate that the building was suitable for Listing. It stated: '…*the existing building, Busy Bees, contributes significant character to Annadale Avenue and HED advises that it is a prime candidate for local listing.'* However, there is currently no process within the Council to identify buildings identified as an important part of their heritage, due to its local architectural or historic significance and no policy provisions to protect such buildings outside of designated areas for their architectural interest.
5.38	Regard should also be had to the longevity of the application, which was submitted in May 2022 with a PAD submitted in February 2021, significantly pre-dating adoption of the Plan Strategy in May 2023.
5.39	Having regard to the above assessment, demolition of the existing building is considered acceptable, having regard to Policy ENV2.
	Housing density
5.40	Policy HOU4 seeks to promote appropriate housing densities to ensure effective use of land, a finite resource, in sustainable locations.
5.41	The proposal is located in outer Belfast for which the average density should be between 25 and 125 dwellings per hectare (ha). The site area is 0.21 ha and so the proposal equates to a density of 66 dwellings per ha, compliant with Policy HOU6.
	Housing mix
5.42	The proposal is for 9 x two bedroom apartments and 5 x two bedroom dwellings. Policy HOU6 requires that provision should be made for small homes across all tenures to meet future household requirements and that the exact mix of house types and sizes will be negotiated on a case-by-case basis, taking account of: • Up to date analysis of prevailing housing need in the area; • The location and size of the site; • Specific characteristics of the development; and • The creation of balanced and sustainable communities.
5.43	The Plans and Policy Team were consulted regarding the proposed Housing Mix and state that there is no specific evidence available to consider how the mix relates to housing need in this location and the lack of variety in the size of units proposed. The response states that to help aid choice some smaller (1 bedroom) or larger units (3 bedroom) should be considered.
5.44	In response, the applicant refers to the NIHE Strategic Housing Market Analysis for the Belfast Metropolitan Area which states Belfast will continue to be shaped by demographic trends and an ageing population leading to the majority living in properties that are under-occupied. This suggests a need to downsize and the proposed development will address those needs. The applicant also states that the majority of

	apartment developments in the Annadale area are 2 and 3 bedrooms and that given the highly accessible location the area is attractive for young professionals and the older population alike and that demand is high and increasing for 2-bedroom apartments. Paragraph 7.1.43 emphasises a need for smaller household types and apartments and terraces being the most popular types
5.45	The original application proposed 3-bedroom dwellings, however, concerns were raised by officers regarding the space standards and garden sizes, and these were subsequently reduced to two bedrooms to address other policy requirements. Regard is also had to the longevity of the application which pre-dates the adoption of the Plan Strategy.
5.46	While the proposal does not comply with Policy HOU6, having regard to the above considerations, it is on balance considered acceptable.
	Adaptable and Accessible Accommodation
5.47	Policy HOU7 requires that all new homes should be designed in a flexible way to ensure that housing is adaptable throughout all stages of life. Policy HOU7 sets six criteria (a. to f.) to be met in order to help deliver adaptable and accessible homes. The policy also requires that at least 10% of units in residential developments of 10 units or more to be wheelchair accessible and provides an additional nine criteria (g. to o.) which these units must meet.
5.48	The applicant has provided evidence to demonstrate that the proposal is in accordance with criteria a. to f. The proposal includes 14.2% wheelchair units by providing two wheelchair accessible units. The Plan and Policy Team were consulted and considered the proposal complied with Policy HOU7.
	Design and Placemaking
5.49	The proposal has been assessed against the SPPS, Creating Places and Policies SP5, DES1 and RD1 of the Plan Strategy. Policies SP5 and DES1 promote good placemaking, high quality design and the importance of proposals responding positively to local context addressing matters such as scale height, massing, proportions, rhythm, and materials avoiding any negative impact at street level.
	Design, Layout, Scale, Height and Massing:
5.50	Policy DES1 states that planning permission will be granted for new development that is of a high quality, sustainable design that makes a positive contribution to placemaking and goes onto list 11 criteria, a. to k.
5.51	The design of the proposed building is a modern take of the traditional design of the existing building and character of the surrounding area. The main building fronting Annadale Avenue and containing the apartments will have a pitched roof intersected with two projecting bays. The materials are to be red brick, similar to the existing. The height of the building is to be 12.9m which matches that of No. 16 Annadale Avenue next door. Whilst an increase in height when compared to the existing building, it is not considered out of character with the surrounding area given it will tie in with surrounding buildings. The rear return is set down to two stories and comprises of five terrace dwellings. It is considered subservient to the main block housing the apartments and is a common arrangement within the surrounding area such as seen at Nos. 16 and 20 Annadale Avenue.

5.52	Given the quality of the existing building, it is important that the replacement is of high quality. Further detailing was requested from the applicant and a drawing showing the façade articulation has been provided. The front elevation shows high quality architectural details such as full brick windows reveals, decorative brick panels between windows, soldier course arches above the third storey windows, sandstone cills and brick caping detail vertical headers. This level of detail ensures the proposed building is of a high quality design and architectural quality to sit sympathetically within the surrounding street-scene.
5.53	Objections have been raised that the proposed design is overbearing, there is a lack of architectural detail and the building line is moved closer to the road resulting in the building appearing visually imposing. It is considered the scale and massing of the proposal is comparable to the surrounding apartment buildings and is not therefore overbearing or visually dominant. Following amendments, officers consider there is a high level of architectural detail to ensure the design is sympathetic to the character of the area and the replacement of the existing building is of high quality. In terms of the building line, any movement closer to the road is minor and will not be visually discernible or harmful to the street-scene.
5.54	The design, layout, scale, height and massing are considered to respond positively to the local context and character through architecture and urban form through addressing matters such as height, scale, massing, proportion, plot width, building lines, rhythm, roofscape and materials.
5.55	The proposal is considered to accord with Policies DES1 and RD1 and relevant provisions of the SPPS.
	Landscaping and Trees
5.56	The scheme includes a Landscape Plan accompanied by a Landscape Management and Maintenance Plan. The proposal includes replacing an area of hardstanding to the front with a landscaped amenity area as well as private gardens for dwellings and a high level of planting in terms of trees. The parking areas are proposed to be grasscrete to ensure there will not be large areas of hard standing.
5.57	Policy TRE1 seeks to protect existing trees from new development and there will be a presumption in favour of retaining and safeguarding trees that make a valuable contribution to the environment and amenity.
5.58	The application includes a Tree Survey Report as well as a Landscape Masterplan and Planting Schedule. The Tree Officer was consulted and welcomes the mixed species of planting proposed and the addition of the grasscrete. However, the Tree Officer also raises the following concerns: • The proposed end terrace dwelling would be sited too close to a Lime Tree on adjacent lands which result in an unacceptable level of overshadowing to the private amenity area. • The self-seeded Oak and Beech Trees along the front boundary should be retained. • Additional planting should be considered to rear gardens of dwellings which will act as a natural screen.

5.59	The proposed end terrace has been amended to be moved away from the existing lime tree. This has resulted in a garden to the south and west of the building of 116sqm in size. Given the size of the garden and the dual orientation it is not considered the existing tree will result in unacceptable overshadowing. The amenity benefits of being within close proximity of an established tree must also be considered.
5.60	The trees within the front boundary are shown to be retained on the existing proposed block plan.
5.61	It is not considered necessary to request additional planting to the rear gardens of the proposed dwellings to achieve further screening given they face onto an area of hardstanding serving the neighbouring apartment development. The existing boundary hedge is considered sufficient to provide suitable screening.
5.62	Objections have been received with concerns about the impact on trees, shrubs and hedgerows. Objections also state that the tree survey is inaccurate and an objection was received to the removal of the Cherry Tree.
5.63	The proposal retains the majority of trees within the site and the proposed tree planting results in a net gain within the site. The Tree Officer did not raise concerns regarding the accuracy of the Tree Survey nor question the conclusion that the Cherry Tree has suspected internal decay and should be felled for site safety.
5.64	The proposal is considered to accord with Policy TRE1.
	Impact on Heritage Assets
6.65	In accordance with Section 91(2) of the Planning Act (Northern Ireland) 2011, the Council must have special regard to the desirability of preserving the Listed Building and its features of special architectural or historic interest.
5.66	There are a number of Listed Buildings in the vicinity of the site, including: • HB26 01 038 Gordon House, 11 Annadale Avenue, Belfast Grade B1 • HB26 01 040 A 25-25A Annadale Avenue, Belfast Grade B • HB26 01 040 B 27 Annadale Avenue, Belfast Grade B1 • HB26 01 081 Church of Jesus Christ of Latter Day Saints Grade B2
5.67	Policy BH1 of the Belfast Plan Strategy contains five criteria to be met when considering the impact of new development on the setting of Listed Buildings.
5.68	DfC Historic Environment Division (HED) was consulted and acknowledge that the closest listed building is Gordon House. HED acknowledges that Gordon House and its direct setting has been altered and that the building is set back within its own curtilage and relatively well screened by mature trees and planting along the Annadale Avenue boundary. HED concludes that the application will not significantly affect the understanding or experience of the listed building to harm its essential character, including setting.
5.69	Objections raise concerns that the proposal would impact on Listed Buildings, however, the proposed development is considered to the sympathetic to the essential characteristics of surrounding Listed buildings and their setting, and HED do not raised any concerns.

5.70	The proposed development is considered to be sympathetic to the essential characteristics of the surrounding listed buildings. The height, scale, massing and design reflects the surrounding character and the residential use respects the character and setting of the listed buildings and surrounding area which is residential in nature. Given the separation distance from the listed buildings the proposal will not disrupt key views of the listed buildings or result in a detrimental impact. It is considered that the proposal accords with Policy BH1 and relevant provisions of the SPPS.
	Climate Change
5.71	Policy ENV2 states that planning permission will be granted for development that incorporates measures to mitigate environmental change and reduce greenhouse gases by promoting sustainable patterns of development.
5.72	The applicant has provided satisfactory details of sustainable design features, including architectural salvage, orientation of the building to achieve solar gain, permeable paving, high insulation and cycle facilities.
5.73	Policy ENV3 states that planning permission will be granted for development that incorporates measures to adapt to environmental change. The proposal includes soft landscaping to the front replacing an area of hardstanding while permeable grasscrete is proposed in the parking area. The landscaping and planting will aid to reduce flood risk and the application is supported by a Drainage Assessment. Policy ENV5 states that all built development shall include, where appropriate, SuDs measures to manage surface water effectively on site, to reduce surface water run-off and to ensure flooding is not increased elsewhere. The applicant has demonstrated the proposal will include SuDS measures such as permeable grasscrete parking areas, permeable paving and soft landscaping and tree planting.
5.74	The Plan and Policy Team were consulted and considered the proposal complies with Policies ENV2, ENV3 and ENV5.
	Residential Quality and Impact on Amenity
5.75	Policies DES1 and RD1 highlight the need to minimise the impact of overshadowing and loss of daylight on both new and existing residents and the promotion of quality residential environments. Policy OS3 required proposals make appropriate provision for open space.
5.76	Policy OS3 requires that all new development proposals make appropriate provision for open space, including hard and soft landscaped areas and outdoor amenity areas, to serve the needs of the development. The precise amount, location, type and design of such provision will be negotiated with applicants taking account of the specific characteristics of the development, the site and its context and having regard to a) the normal expectation will be at least 10% of the total site area; and b) complementary and ancillary equipment and facilities, including for active or passive enjoyment of residents or occupiers, should be incorporated into the design of the development.
5.77	*Creating Places* advocates external private amenity space of between 10 and 30 sqm per residential unit for apartments. The guidance states back garden provision should be calculated as an average space standard for the development as a whole and should be around 70sqm or greater, the guidance goes on to stipulate that smaller areas are more appropriate for houses with 1 or 2 bedrooms and for any individual house an area less than 40sqm will be unacceptable.

5.78	The 5 proposed dwellings contain a minimum of 47sqm of private amenity space, given the dwellings are 2 bedrooms rather than typical family home this is considered appropriate.
5.79	Of the 9 proposed apartments, four have some form of private amenity space either in the form of a small garden space or a balcony. Two apartments in the ground floor contain 19sqm of a private garden while two apartments on the second floor contain 6sqm of balcony space.
5.80	To the front of the apartment building is an area of communal space which contains high quality landscaping and totals 169sqm. The range of amenity space therefore provided for the apartments ranges from 18.9sqm to 37.8sqm which adheres to the guidance provided in Creating Places.
5.81	In terms of Policy OS3, the proposal provides a total of 518sqm of private and communal open space which is 24% of the site area. The proposal includes ancillary equipment and facilities in the form of a communal garden with appropriate furniture and therefore complies with Policy OS3.
5.82	The proposal does not impact on the available amenity space to the apartments at No. 18A Annadale Avenue as the land to its rear did not form part of its original planning permission.
5.83	Objections referred to the impact on their amenity by way of loss of light and overlooking. The proposal is not considered to unduly affect the privacy or amenity of neighbouring residents, including overlooking, loss of light, overshadowing or dominance. The scale and massing of the proposed building conforms to the character of the surrounding area and will not dominate existing buildings.
5.84	The proposal forms a similar relationship to the existing building on site and the neighbouring apartment developments. The scale and massing of the building is not considered to exacerbate any overshadowing over the existing building to an unacceptable degree. Due to the orientation of the building, apartment windows on the east gable of No. 20 Annadale Avenue may be in shadow for a longer period in the mornings due to the deeper three storey nature of the proposed building, but this is limited to the morning and will not impact the building for the remainder of the day.
5.85	The proposed separation distances along with obscure glazing mitigation measures are sufficient to ensure there is no harmful overlooking from either the apartments or the dwellings. The separation distance between the building within No. 18A Annadale Avenue and the proposed building is increased from a minimum of 4.9m to 6.4m and there would be a not dissimilar relationship between the properties.
5.86	While the separation distance between the proposed building and No. 20 Annadale Avenue is decreased from 13.9m to 9.4m, this is considered an acceptable relationship given that the proposed side facing windows would be fitted with obscure glazing.
5.87	The proposed dwellings have a separation distance of 19.1m from the dwellings at No. 20 Annadale Avenue while Plot 10 is the only dwelling unit which faces the gable of No. 18A and is set back further from the apartment block to form a minimum separation distance of 7.9m. Again, this is not dissimilar to the current separation of the wider buildings. Units 11 and 12 face the communal rear amenity space of No. 18A and have a separation distance from the boundary of 5.4m. The existing mature boundary hedge and vegetation will provide some screening of the amenity space and is considered

	acceptable in view of the communal nature of the space and character of the broader area, including relationship with No. 16 Annadale Avenue.
	Space Standards:
5.88	The proposal comprises of two-bedroom apartments and dwellings. The proposed units are in accordance with the minimum space standards as set out in Appendix C of the Plan Strategy.
	<u>Access and transport</u>
5.89	The site is an accessible location within close proximity to the Ormeau Road which is a designated city corridor and provides access to the city centre. It is within cycling distance of the city centre and its shops, services, leisure and employment opportunities. The site is on the national cycling network. Provision is made for sheltered and secure cycle parking. The proposal accords with Policy TRAN1.
5.90	The proposal includes 18 in curtilage parking spaces including 2 disabled parking spaces. The application is accompanied by a Travel Plan which includes a number of measures to encourage residents to travel by public transport such as appointing a travel co-ordinator and a Residential Travel Card Scheme. The Travel Plan will be secured by condition.
5.91	In considering the sustainable location within close proximity to a city corridor, the parking provision is considered acceptable. DFI Roads were consulted and no objections with conditions.
5.92	Objections were received regarding access and transport with the following issues raised: • Insufficient parking provision • No disabled spaces provided. • Access road too narrow and when car park is full delivery vans will not be able to turn. • Increased traffic flow • Traffic caused by construction
5.93	As mentioned, the proposed parking provision is considered acceptable having regard to the sustainable location and measures included within the Travel Plan. Two disabled spaces have been provided within the proposal. A tracking plan has been provided which demonstrates there is sufficient room for vehicles to turn. It would not be considered that the proposal would increase traffic flow on Annadale Avenue to an unacceptable degree; the traffic flow may decrease given the previous use as a nursery. Traffic caused by construction will be temporary and is not a material consideration.
5.94	The proposal is considered acceptable having regard to Policies TRAN1, TRAN4, TRAN6, TRAN 8 and TRAN 9.

	Environmental protection
5.95	Policy ENV1 states that planning permission will be granted for development that will maintain and, where possible, enhance environmental quality, and protects communities from materially harmful development. The proposed development has been assessed by Environmental Health in terms of noise, air pollution, general amenity, ambient air quality, contaminated land, and other considerations.
	Contaminated land
5.96	Environmental Health (EH) records do not indicate potential land contamination associated with past land use or in close proximity to the development. The proposal is therefore considered to accord with Policy ENV1.
	Air quality
5.97	EH states that the proposed development does not lie in or is adjacent to an Air Quality Management Area. It is noted that no information regarding heating and hot water provision has been provided and consequently a condition for an Air Quality Impact Assessment to be submitted in the event that any centralised combustion sources are proposed. The proposal is therefore considered to accord with Policy ENV1.
	Noise and vibration
5.98	Having considered the applicant's noise impact assessment, EH is content that the proposal is acceptable subject to conditions. The proposal is therefore considered to accord with Policy ENV1.
	Flood risk and Drainage
5.99	A Drainage Assessment has been submitted in accordance with paragraph 6.114 of the SPPS. DFI Rivers were consulted and referred to the NI Water response which states there is no commitment that the proposed works will take place and no storm sewer is available to serve the proposal. DFI Rivers objected to the proposal on the basis that a safe point of discharge is currently not available.
5.100	Since this response, the applicant has received a conditional approval for a storm requisition to serve the proposal. The Drainage Assessment is currently being updated to reflect this and delegated authority is requested to deal with the re-consultation with DFI Rivers.
	Waste-water Infrastructure
5.101	Policy SP1a requires that necessary infrastructure is in place to support new development. NI Water state a solution is yet to be agreed between the developer and NI Water. The submitted Pre-Development Enquiry (PDE) states that the sewer network is at capacity. NIW's response was received in August 2022 and an updated position has been requested.
5.102	Notwithstanding, no clear evidence has been provided to demonstrate specific harm resulting from the development. Moreover, NI Water has a duty to connect committed development across the city to its waste-water infrastructure. Such development, which includes significant levels of residential and commercial floor space across the city, will not all come forward at once and some may not come forward at all. For these reasons, it would be unreasonable for the Council to refuse planning permission on these

	grounds and the proposal is considered acceptable having regard to Policy SP1A of the Plan Strategy.
5.103	It has recommended a condition to require details of foul and surface water drainage to be agreed prior to commencement of development.
	Natural Heritage
5.104	Policy NH1 relates to the protection of natural heritage resources.
5.105	DAERA were consulted and Natural Environment Division (NED) requested a Bat Survey on the basis that the existing building was identified as having a moderate bat roosting potential. Following submission of a Bat Survey, NED advised that it has no concerns subject to conditions regarding bat roosts.
5.106	Objections were raised that the removal of the existing garden would decrease biodiversity and potential ecological impacts, namely badgers. While the existing garden is being replaced by a car park the use of grasscrete will soften this impact, there are also large areas of hardstanding within the site that will be replaced by garden and amenity areas. There is a net gain in soft landscaping when compared to the existing site. In terms of ecological impacts and impacts on badgers, DAERA were consulted and did not raise concerns of any impacts on badger setts within the site or other ecological impacts.
5.107	The proposal is considered compliant with Policy NH1, Policy ENV1 and the relevant provisions of the Strategic Planning Policy Statement.
	Waste Management
5.108	In accordance with Policy RD1, new residential development should be provided with adequate space for daily segregation of recyclable materials and waste before it is moved to the communal waste storage area. The application is supported by a Refuse Storage Plan which outlines the operational waste management measures. A communal waste storage area is proposed for the development at the southern end of the site adjacent to the parking area and meets the size and design requirements.
5.109	The proposed waste management plan and arrangements are considered acceptable.
	Section 76 Planning Agreement
5.110	A Section 76 planning agreement is recommended to secure a Viability Review prior to commencement of development. This will ascertain whether the economic conditions have sufficiently changed to allow an affordable housing Developer Contribution to be provided. Legal Services has confirmed that the planning agreement has been agreed in principle with the applicant.

	Recommendation
6.1	Having regard to the Development Plan and material considerations, it is recommended that planning permission is granted, subject to conditions and a Section 76 planning agreement.
6.2	Delegated authority is sought for the Director of Planning and Building Control to finalise the wording of the conditions and Section 76 planning agreement, and deal with the further consultation with DFI Rivers and any other issues that may arise, provided that they are not substantive.
7.0	**DRAFT CONDITIONS** 1. The development hereby permitted must be begun within five years from the date of this permission. Reason: As required by Section 61 of the Planning Act (Northern Ireland) 2011. 2. No external facing panels or materials shall be constructed or applied unless in accordance with a written specification and a physical sample panel, details of which shall have first been submitted to and approved in writing by the Council. The sample panel shall be provided on site and made available for inspection by the Council for the duration of the construction works. The sample panel shall show the make, type, size, colour, bond, pointing, coursing, jointing, profile and texture of the external facing materials. Reason: In the interests of the character and appearance of the development. 3. The depth and detailing of the window recesses and reveals shall be as shown on the approved drawings. Reason: In the interests of the character and appearance of the development. 4. Notwithstanding the provisions of the Planning (General Permitted Development) Order (Northern Ireland) 2015 (or any Order revoking and/or re-enacting that order), the [TO BE SPECIFIED] windows shall be obscure glazed to at least Privacy Level 3 (or equivalent) and non-opening unless the parts of the window which can be opened are more than 1.7 metres above floor level of the floor that the window serves: Reason: To safeguard the privacy of adjacent properties. 5. The development hereby approved shall not be occupied until the communal open space and private gardens have been provided in accordance with the approved plans. The open space shall be retained as such at all times. Reason: To ensure that appropriate provision is made for open space. 6. The proposed open space and landscaping shall be managed and maintained in accordance with the approved management plan at all times. Reason: To ensure that the open space and play equipment are properly managed and maintained.

	7. The development hereby approved shall not be occupied unless the sustainable development measures have been implemented in accordance with the Plan Strategy Statement uploaded to the Planning Portal on 23rd June 2023. The climate change measures shall be retained in accordance with the approved details at all times. Reason: To mitigate and/or adapt to climate change. 8. No dwelling shall be occupied until weather protected cycle parking has been fully provided in accordance with the approved plans. Reason: To ensure acceptable cycle parking facilities on the site and to encourage alternative modes of transport to the private car. 9. No dwelling shall be occupied until hard surfaced parking areas have been provided and permanently marked in accordance with the approved plan. The parking areas shall be permanently retained. Reason: To ensure acceptable parking facilities on the site. 10. The access gradient shall not exceed 4% (1 in 25) over the first 10m outside the road boundary. Where the vehicular access crosses a footway or verge, the access gradient shall be between 4% (1 in 25) maximum and 2.5% (1 in 40) minimum and shall be formed so that there is no abrupt change of slope along the footway. Reason: To ensure there is a satisfactory means of access in the interests of road safety and the convenience of road users. 11. The development shall not be occupied unless in accordance with the approved Travel Plan. Reason: To encourage alternative modes of transport to the private car. 12. No windows shall be installed unless a final window schedule detailing the sound reduction specification has been submitted to and approved in writing by the Council. The windows shall be designed in line with the recommendations in the Noise Impact Assessment uploaded to the Planning Portal on the 13th January 2023. The windows shall not be installed unless in accordance with the details so approved. Reason: In the interests of residential amenity. 13. Prior to occupation of the development hereby permitted, a Verification Report that demonstrates that the windows have been installed as required by condition 12 shall be submitted in writing to the Council. The Verification Report shall include a written declaration from the suppliers and installers of the windows confirming that the alternative means of ventilation have been installed as approved. Reason: In the interests of residential amenity.

	14. Prior to installation of any alternative means of ventilation, the sound reduction specification of the alternative means of ventilation shall be submitted to and approved in writing by the Council. The specification shall demonstrate that internal noise levels in habitable rooms will be achieved in line with BS8233:2014 'Guidance on sound insulation and noise reduction for buildings'. The means of ventilation shall be installed in accordance with the approved details and retained as such at all times. Reason: In the interests of residential amenity. 15. Prior to occupation of the development hereby permitted, a Verification Report that verifies that demonstrates that the alternative means of ventilation has been installed in line with details approved pursuant to condition 14 shall be submitted in writing to the Council. The Verification Report shall include a written declaration from the suppliers and installers of the alternative means of ventilation confirming that the alternative means of ventilation have been installed as approved. Reason: In the interests of residential amenity. 16. Prior to occupation of the development hereby permitted, a Verification Report that verifies that an acoustic fence has been constructed in line with the recommendations in the Noise Impact Assessment uploaded to the Planning Portal on the 13th January 2023 shall be submitted to and approved in writing by the Council. The acoustic fence shall be permanently retained in accordance wit the approved details at all times. Reason: In the interests of residential amenity. 17. All hard and soft landscaping works shall be carried out in accordance with the approved details. The works shall be carried out prior to the occupation of any part of the development unless otherwise agreed in writing by the Council. Any existing or proposed trees or plants indicated on the approved plans which, within a period of five years from the date of planting, die, are removed or become seriously damaged, diseased or dying shall be replaced during the next planting season with other trees or plants of a location, species and size, details of which shall have first been submitted to and approved in writing by the Council. All hard surface treatment of open parts of the site shall be permeable or drained to a permeable area. All hard landscape works shall be permanently retained in accordance with the approved details. Reason: In the interests of the character and appearance of the area. 18. All trees and planting within the site shall be retained unless shown on the approved drawings as being removed. Any existing or new trees or planting indicated on the approved plans which, within a period of five years from the date of planting, die, are removed or become seriously damaged, diseased or dying, shall be replaced during the next planting season (October to March inclusive) with other trees or plants of a location, species and size to be first approved in writing by the Council. Reason: In the interests of visual amenity.

19. The development hereby permitted shall not be occupied until the waste storage areas have been provided in accordance with the approved plans and shall be permanently retained as such at all times.

    Reason: To ensure that appropriate provision is made for storage and disposal of waste.

20. No development shall commence on site (other than site clearance, site preparation, demolition and the formation of foundations and trenches) unless details of foul and surface water drainage, including a programme for implementation of these works, have been submitted to and approved in writing by the Council. The development shall not be carried out unless in accordance with the approved details, which shall be retained as such thereafter.

    Reason: To ensure appropriate foul and surface water drainage of the site. Approval is required upfront because the design of the drainage is an integral part of the development and its acceptability.

INFORMATIVES

NOT04 Section 76 planning agreement
This planning permission is subject to a planning agreement under Section 76 of the Planning Act (Northern Ireland) 2011. This decision should be read in conjunction with the planning agreement, which secures a Viability Review mechanism.

NOT02 Compliance with planning permission
Please make sure that you carry out the development in accordance with the approved plans and any planning conditions listed above. Failure to do so will mean that the proposal is unauthorised and liable for investigation by the Council's Planning Enforcement team. If you would like advice about how to comply with the planning permission, you are advised to the contact the Planning Service at Belfast City Council at planning@belfastcity.gov.uk.

NOT03 Discharge of condition(s)
This planning permission includes condition(s) which require further details to be submitted to and approved by the Council. Please read the condition(s) carefully so that you know when this information needs to be provided and approved. It could take a minimum of 8 weeks for the Council to approve the details, assuming that they are satisfactory, and sometimes longer depending on the complexity of the condition. You should allow for this when planning the timeline of your project.

NOT05 Non-planning requirements
The grant of planning permission does not dispense with the need to obtain licenses, authorisations may have been identified by consultees in their response to the application and can be accessed on the Northern Ireland Planning Portal website. The responses from consultees may also include other general advice for the benefit of the applicant or developer. consents or permissions under other legislation or protocols.

	NOT06 Protected Species The applicant or developer's attention is drawn to The Conservation (Natural Habitats, etc) Regulations (Northern Ireland) 1995 (as amended), under which it is an offence to: a) Deliberately capture, injure or kill a wild animal including a European protected species, which includes all species of bat; b) Deliberately disturb such an animal while it is occupying a structure or place which it uses for shelter or protection; c) Deliberately disturb such an animal in such a way as to be likely to: (i) affect the local distribution or abundance of the species to which it belongs; (ii) Impair its ability to survive, breed or reproduce, or rear or care for its young; or (iii) Impair its ability to hibernate or migrate; d) Deliberately obstruct access to a breeding site or resting place of such an animal; or e) To damage or destroy a breeding site or resting place of such an animal. If there is evidence of bat activity / roosts on the site, all works should cease immediately and further advice sought from the Wildlife Inspector's Team, Northern Ireland Environment Agency, Klondyke Building, Cromac Avenue, Gasworks Business Park, Belfast BT72JA. Tel. 028 9056 9605.

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Committee Report

Summary	
Application ID: LA04/2024/1281/F	**Committee Date:** 18th March 2025
Proposal: Construction of a new 3G football pitch on existing grass football pitch and associated site works.	**Location:** 60 Carnanmore Park, Belfast, BT11 9YL
Referral Route: Council application	
Recommendation: Approval subject to conditions	
Applicant Name and Address: Property & Projects Department, Belfast City Council, 9-21 Adelaide Street Belfast BT2 8DJ	**Agent Name and Address:** Property & Projects Department, Belfast City Council, 9-21 Adelaide Street Belfast BT2 8DJ
Date Valid: 10th June 2024	
Target Date: 23rd September 2024	
Contact Officer: Ciara Reville, Principal Planning Officer, Development Management.	

Executive Summary:

This application relates to the existing grass football pitch located at Carnanmore Park, Belfast.

The proposal seeks permission to develop the grass pitch to a 3G playing surface.

The key issues for consideration of the application are set out below.

- Principle of the proposed uses
- Impact on amenity
- Climate change
- Open space
- Access and transport
- Health impacts
- Environmental protection
- Natural heritage

The site is within a highly sustainable location offering convenience to the end user of the development The proposal will provide a playing surface for all-weather conditions that will be beneficial to the community.

No objections have been received from statutory and non-statutory consultees.

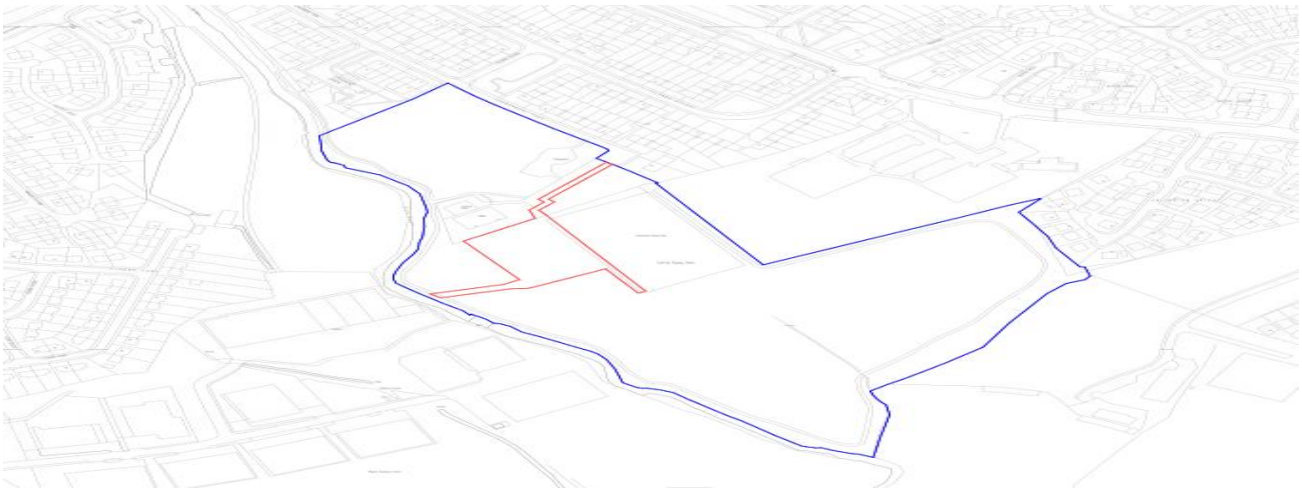
One objection has been received to the proposal which calls into question the standard of the PRA contamination report presented with the application and stating that a GQRA report would be required.

Recommendation
Having regard to the Development Plan and material considerations, it is recommended that planning permission is granted subject to conditions.

Delegated authority is sought for the Director of Planning and Building Control to finalise the wording of the conditions.

DRAWINGS AND IMAGERY

Site Location Plan:



Site layout plan:

1.0	**Characteristics of the Site and Area**
1.1	The site is an existing grass football pitch, one of four pitches that are adjacent to Suffolk Community Centre. The site is adjacent to a residential area and is separated from an industrial/storage and distribution complex by the Glen River.

2.0	**RELEVANT PLANNING HISTORY**
2.1	Z/2004/2945/F, Permission Granted 07 April 2005: Proposal: Provision of ramp access to Suffolk Pavilion and general refurbishment works.
2.2	Z/2010/0978/F, Permission Granted 22 December 2010: Proposal: Erection of perimeter steel fencing 2.45m high and spectator fencing 1.2m high, including gates, repositioning of existing fences & gates and track for service vehicles.
2.3	Z/2011/1145/F Permission Granted 26 January 2012: Proposal: Single storey changing and meeting room facilities and 2no floodlighting installations 8.4m high
3.0	**PLANNING POLICY**
3.1	**Development Plan – Plan Strategy** <u>Belfast Local Development Plan, Plan Strategy 2035</u> Policy CI1 – Community Infrastructure Policy OS5 – Intensive sports facilities Policy ENV1 – Environmental quality Policy ENV2 – Mitigating environmental change Policy ENV3 – Adapting to environmental change Policy ENV4 – Flood Risk Policy ENV5 – Sustainable drainage systems (SuDS) Policy HC1 – Promoting healthy communities Policy GB1 – Green and blue infrastructure network Policy OS3 - Ancillary open space Policy TRE1 – Trees Policy NH1 – Protection of natural heritage resources **Development Plan – zoning, designations and proposals maps** Belfast Urban Area Plan (2001) BUAP Draft Belfast Metropolitan Area Plan 2015 (v2004) Draft Belfast Metropolitan Area Plan 2015 (v2014) **Regional Planning Policy** Regional Development Strategy 2035 (RDS) Strategic Planning Policy Statement for Northern Ireland (SPPS)
4.0	**CONSULTATIONS AND REPRESENTATIONS**
4.1	<u>Statutory Consultees</u> **DfI Roads** – no objection. **DfI Rivers** – no objection, the proposal is not within a flood plain. **NIEA** – no objection, recommends conditions. **Shared Environmental Services** – no objection

	Non-Statutory Consultees
4.2	**Environmental Health** – no objection, recommends conditions.
4.3	**Representations** The application has been advertised in the newspaper and neighbours notified. One objection has been received from a local resident, raising the following concern. • The objection called into concern the validity of the submitted contamination stating there has been an omission of important not included. Environmental Health and NIEA are the relevant authority for contamination in relation to impact on human health and environmental assets, they have assessed the submitted information and were content to with the proposal subject to relevant conditions.
5.0	**PLANNING ASSESSMENT**
	Main Issues
5.1	The main issues relevant to consideration of the application are set out below. • Principle of the proposed uses • Impact on amenity • Open space • Climate change • Access and transport • Health impacts • Environmental protection • Natural heritage
5.2	**Development Plan Context**
5.3	Section 6(4) of the Planning (Northern Ireland) Act 2011 states that in making any determinations under the Act, regard is to be had to the local development plan, and the determination must be made in accordance with the plan unless material considerations indicate otherwise.
5.4	Section 45(1) of the Act states that in determining planning applications, the Council must have regard to the local development plan, so far as material to the application, and to any other material considerations.
5.5	The Belfast Local Development Plan (LDP) when fully completed will replace the Belfast Urban Area Plan 2001 as the statutory Development Plan for the city. The Belfast LDP will comprise two parts. Part 1 is the Plan Strategy, which contains strategic and operational policies and was adopted on 02 May 2023. Part 2 is the Local Policies Plan, which will provide the zonings and proposals maps for Belfast and has not yet been published. The zonings and proposals maps in the Belfast Urban Area Plan 2001

	("Departmental Development Plan") remain part of the statutory local development plan until the Local Policies Plan is adopted.
5.6	Operational Polices
5.7	The Plan Strategy contains a range of operational policies relevant to consideration of the application. These are listed above.
5.8	Proposals Maps
5.9	Until such time as the Local Policies Plan is adopted, the Council must have regard to the land-use zonings, designations and proposals maps in the Belfast Urban Area Plan 2001, both versions of the draft Belfast Metropolitan Area Plan (v2004 and v2014) (draft BMAP 2015) and other relevant area plans. The weight to be afforded to these proposals maps is a matter for the decision maker. It is considered that significant weight should be given to the proposals map in draft BMAP 2015 (v2014) given its advanced stage in the development process, save for retail policies that relate to Sprucefield which remain contentious. **Belfast Urban Area Plan 2001** – the site is zoned as Lands reserved for Landscape, Amenity or Recreation use. **Belfast Metropolitan Area Plan 2015 (2004**) – the site is zoned as existing area of open space and urban landscape wedge **Belfast Metropolitan Area Plan 2015 (v2014)** – the site is zoned as existing open space and Urban Landscape wedge (BT 083) Colin Glen
5.10	**Principle of the proposed use**
5.11	The use of the site has already been established as planning fields. The proposal seeks to alter the playing surface from grass to an all-weather surface. The proposal retains the established use of the site and provides a betterment for the community.
5.12	**Impact on amenity**
5.13	Policy CI 1 relating to community infrastructure expresses that the Council will seek to protect and provide development opportunities for community health and leisure among other facilities based on local need. The policy further states that planning permission will be granted for the provision of new and improved community infrastructure within the urban area. Proposals will be expected to ensure there is no unacceptable impact on residential amenity or the natural or built heritage. Proposals will also be expected to be assessable to all.
5.14	The site of the pitch will not be altered in terms of distance from nearby residential dwellings. It is therefore accepted that the proposal will not introduce any additional impacts on these nearby properties. The site is located within an area that accommodates all forms of transport to reach the site including walking, cycling and public transport. NIEA has also confirmed that the proposal will not impact on natural heritage.
5.15	**Open space**

5.16	Policy OS5 relating to intensive sports facilities states that planning permission will be granted for the provision of new and extended intensive sports facilities where it is located within settlement limits, is accessible and there are no unacceptable impacts on the amenity of people living near-by.
5.17	The proposal complies with the policy, it is located within an accessible location within a settlement and will not impact on the amenity of near-by residents as for the reason previously stated.
5.18	**Climate change**
5.19	Policy ENV2 states that planning permission will be granted for development that incorporates measures to mitigate environmental change and reduce greenhouse gases by promoting sustainable patterns of development. Policy ENV3 states that planning permission will be granted for development that incorporates measures to adapt to environmental change. The proposed pitch is to include materials to that are natural and bio degradable demonstrated by the use of corn cobs, cork or olive pits filling.
5.20	Policy ENV5 states that all built development shall include, where appropriate, SuDs measures to manage surface water effectively on site, to reduce surface water run-off and to ensure flooding is not increased elsewhere. The scheme proposes the use of surface water collection system fitted with a hydrobrake that reduces the run-off rate to the same level as greenfield run-off.
5.21	**Health impacts**
5.22	Policy HC1 seeks to ensure that all new developments maximise opportunities to promote healthy and active lifestyles. New developments should be designed, constructed and managed in ways that improve health and promote healthy lifestyles. This will include supporting active travel options, improving accessibility to local service centres, reducing the use of private car travel, adequate provision of public open space, leisure and recreation facilities, high quality design and promoting balanced communities and sustainable neighbourhoods.
5.23	The site is highly accessible and will provide an excellent community infrastructure that will help contribute to the health and wellbeing of the community over a long-term basis.
5.24	The proposal is considered to satisfy the requirements of Policy HC1.
5.25	**Environmental protection**
5.26	Policy ENV1 states that planning permission will be granted for development that will maintain and, where possible, enhance environmental quality, and protects communities from materially harmful development. The proposed development has been assessed by Environmental Health in terms of contaminated land, air quality, noise and odour impacts.
5.27	**Contaminated land** The contaminated land reports provided with the application has been accepted by Environmental Health and they are content subject to condition. The proposal is considered to accord with Policy ENV1.
5.28	

5.29	**<u>Natural heritage</u>** Policy NH1 relates to the protection of natural heritage resources. The proposal will see the discharge of run-off water into the near-by Colin River NIEA and SES were consulted on the proposal. They offered no objection to the proposal subject to the inclusion of planning conditions.
6.0 6.1 6.2	**Recommendation** Having regard to the Development Plan and material considerations, it is recommended that planning permission is granted subject to conditions. Delegated authority is sought for the Director of Planning and Building Control to finalise the wording of the conditions and any issues arising so long as they are not substantive.
7.0	**DRAFT CONDITIONS** 1. The development hereby permitted must be begun within five years from the date of this permission. Reason: As required by Section 61 of the Planning Act (Northern Ireland) 2011. 2. If during the carrying out of the development, new contamination is encountered that has not previously been identified, all related development works shall cease, and the Council shall be notified immediately in writing. No further related development works shall proceed until this new contamination has been fully investigated in accordance with current Environment Agency and CIRIA guidance and British Standards. Reason: To ensure that any contamination within the site is appropriately dealt with, in the interests of human health. 3. In the event of unacceptable human health risks being identified, a Remediation Strategy shall be submitted to and agreed in writing by the Council. The Remediation Strategy shall be implemented and subsequently a Verification Report shall be submitted to and agreed in writing by the Council prior to the development being occupied or operated. The Verification Report shall be completed by competent persons and demonstrate the successful completion of the remediation works and that the site is now fit for end-use. The Verification Report shall be in accordance with current Environment Agency and CIRIA guidance and British standards. Reason: To ensure that any contamination within the site is appropriately dealt with, in the interests of human health. 4. The hereby approved floodlighting scheme shall be installed in line with the submitted design scheme presented in the Wallace Whittle Environmental Building Services report titled: Suffolk 3G Pitch Floodlighting calculations report' to ensure compliance with the Institute of Lighting Professionals Guidance on the Reduction of Obtrusive Lighting at nearby houses. Reason: protection of residential amenity

	5. The approved floodlighting scheme shall not be operational between the hours of 23:00 and 07:00hrs on any day. Reason: protection of residential amenity 6. The installed drainage system shall at all times include the proposed gullies fitted with silt trap buckets and microfilter on the outlet pipes as detailed in Typical Details uploaded to the Planning Portal 15 Nov 2024. Reason: To ensure protection of the aquatic environment. 7. Prior to the operation of the 3G pitch hereby approved the full Maintenance and Management Plan as outlined in the document "Consultation Response to NIEA & SES October 2024" uploaded to the Planning Portal 15 Nov 2024 is to be complied with and must include a regular inspection and cleaning regime for the silt trap buckets and microfilter in the drainage system. The pitch will thereafter be operated in accordance with this document. Reason: To ensure protection of the aquatic environment. 8. No development (including demolition, site clearance and site preparation) shall be carried out unless in accordance with the approved Construction Environmental Management Plan uploaded to the Planning Portal 15 Nov 2024. Reason: To protect ecology and safeguard the amenities of the area.

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Development Management Officer Report

Committee Application

Summary	
Committee Meeting Date: 18th March 2025	
Application Ref: LA04/2024/1869/F	
Proposal: Temporary Change of Use of 92 No. Student Bedrooms to Short Term Let Accommodation	**Location:** The Edge, 48-52 York Street, Belfast, BT15 1AS
Referral Route: Paragraph 3.8.2 (d) of the scheme of delegation – change of use application involving student accommodation	
Recommendation: Approval subject to condition	
Applicant Name and Address: 48-52 York Street Operating LLP 38 Seymour Street London W1H 7BP	**Agent Name and Address:** TSA Planning 20 May Street Belfast BT1 4NL
Date Valid: 01.11.2024	
Target Date: 11.02.2025	
Contact Officer: Lisa Walshe, Principal Planner	

Executive Summary:

The application site is situated at The Edge, 48-52 York Street, Belfast, BT15 1AS. Permission was granted under Z/2014/0479/O and LA04/2016/1213/RM for an 11-storey building comprising of 3 no. ground floor retail units, 307 studios for use as purpose built managed student accommodation.

The delivery of the PBSA at the junction of Frederick Street and York Street suffered some delays towards the end of the building programme which has resulted in an abnormally high number of vacancies within the building for the academic year 2024/25. This application seeks full planning permission for a temporary Change of Use of 92 No. Student Bedrooms to Short Term Let Accommodation until the end of August 2025.

As such, it is proposed that 30% of units, located on floors 5, 7 & 8 and comprising 93 rooms, are permitted a temporary change of use to short term let accommodation until the end of August 2025.

The key issues for consideration of the application are set out below:

- Principle of the proposal
- Access, movement and parking

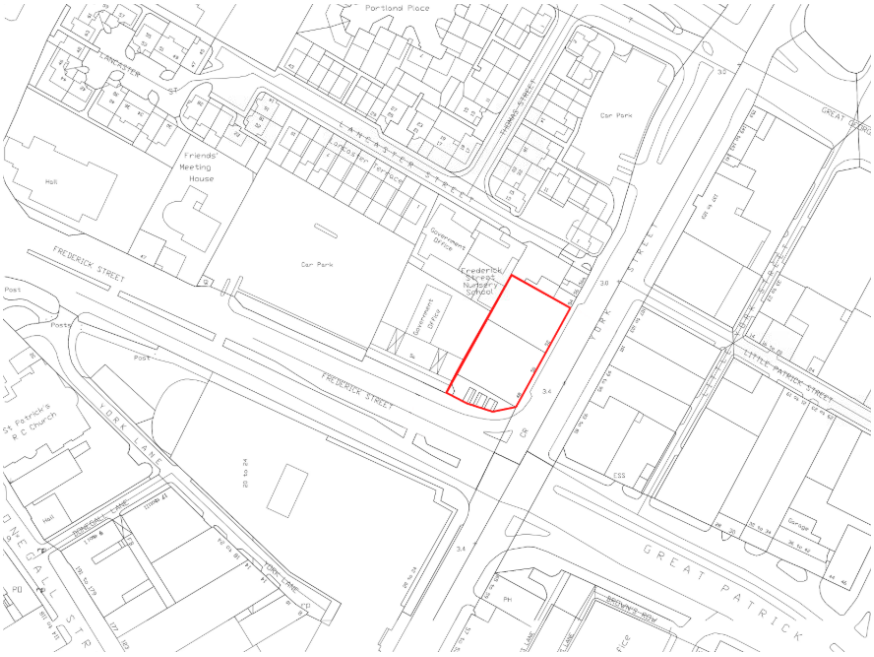
No representations were received and no consultation was necessary as outlined in the report below.

A Section 77 to vary the Section 76 of the host approval is necessary and is agreed in principle with Legal Services.

Recommendation

Having regard to the development plan and other material considerations, the proposal is considered acceptable. It is recommended that planning permission is granted subject to conditions. Delegated authority is sought for the Director of Planning and Building Control to finalise the wording of the conditions, resolve the relevant Section 77, and deal with any other issues that arise, provided that they are not substantive.

Officer Report	
1.0	**Drawings**
1.1	**Site Location**



Fifth Floor Plan

Seventh Floor Plan

7TH FLOOR PLANS
(29no. STUDIOS)

Eighth Floor Plan

8TH FLOOR PLANS
(28no. STUDIOS)

2.0	**Characteristics of the Site and Area**
2.1	The application site comprises a Purpose-Built Student Accommodation (PBSA) on Frederick Street which received planning permission under reference LA04/2016/1213/RM in October 2017. It contains 307 self-contained units spread across 11 floors with associated communal and amenity facilities.
3.0	**Description of Proposal**
3.1	The application is seeking full planning permission for a temporary Change of Use of 92 No. Student Bedrooms to Short Term Let Accommodation until the end of August 2025.
3.2	The reason for the application is due to the delayed delivery of the PBSA towards the end of the building programme which has resulted in an abnormally high number of voids within the building for the academic year 2024/25.
3.3	As such, it is proposed that 30% of units, located on floors 5, 7 & 8 and comprising 93 rooms, are permitted a temporary change of use to short term let accommodation until the end of August 2025.
4.0	**Planning Policy and Other Material Considerations**
4.1	**Development Plan – Plan Strategy** Belfast Local Development Plan, Plan Strategy 2035
4.2	*Strategic Policies:* Policy SP2 – sustainable development *Operational Policies:* HOU13 – Short-term let accommodation TLC1 - Supporting tourism leisure and cultural development TLC3 - Overnight visitor accommodation TRAN 8 - Car parking and servicing arrangements Policy ENV1 – Environmental quality
4.3	**Development Plan – zoning, designations and proposals maps** Belfast Urban Area Plan (2001) BUAP Draft Belfast Metropolitan Area Plan 2015 (v2004) Draft Belfast Metropolitan Area Plan 2015 (v2014)
4.4	**Regional Planning Policy** Regional Development Strategy 2035 (RDS) Strategic Planning Policy Statement for Northern Ireland (SPPS)
4.5	**Relevant Planning History** Z/2014/0479/O - 48-52 York Street - Demolition of existing building and construction of new multi storey building with retail units at ground floor and purpose-built student accommodation over. Approved.

	LA04/2016/1213/RM – 48-52 York Street - Demolition of existing buildings and erection of 11 storey building comprising of 3 no. ground floor retail units, 307 studios for use as purpose built managed student accommodation with associated communal and amenity facilities, including gym and all associated site and access works. Approved.
5.0	**Consultations and Representations**
5.1	**Statutory Consultations** None required.
5.2	**Non-Statutory Consultations** None required.
5.3	**Representations**
5.3.1	The application has been advertised and neighbours notified. No representations have been received.
6.0	**PLANNING ASSESSMENT**
6.1	**Development Plan Context**
6.1.1	Section 6(4) of the Planning (Northern Ireland) Act 2011 states that in making any determinations under the Act, regard is to be had to the local development plan, and the determination must be made in accordance with the plan unless material considerations indicate otherwise.
6.1.2	Section 45(1) of the Act states that in determining planning applications, the Council must have regard to the local development plan, so far as material to the application, and to any other material considerations.
6.1.3	The Belfast Local Development Plan (LDP), when fully completed, will replace the Belfast Urban Area Plan 2001 as the statutory Development Plan for the city. The Belfast LDP will comprise two parts. Part 1 is the Plan Strategy, which contains strategic and operational policies and was adopted on 02 May 2023. Part 2 is the Local Policies Plan, which will provide the zonings and proposals maps for Belfast and has not yet been published. The zonings and proposals maps in the Belfast Urban Area Plan 2001 remain part of the statutory local development plan ("Departmental Development Plan") until the Local Policies Plan is adopted.
6.1.4	**Operational policies** – the Plan Strategy contains a range of operational policies relevant to consideration of the application, which are set out in the following section of this report.).
6.1.5	**Proposals Maps** – until such time as the Local Policies Plan is adopted, the Council must have regard to the land-use zonings, designations and proposals maps in the Belfast Urban Area Plan 2001, both versions of the draft Belfast Metropolitan Area Plan (v2004 and v2014) (draft BMAP 2015) and other relevant area plans. The weight to be afforded to these proposals is a matter for the decision maker. It is considered that significant weight should be given to the proposals map in draft BMAP 2015 (v2014) given its advanced stage in the development process, save for retail policies that relate to Sprucefield which remain contentious.

6.1.6	**Belfast Urban Area Plan 2001** - The site is located within the settlement development limit in the BUAP and is not zoned for any use.
6.1.7	**Belfast Metropolitan Area Plan 2015 (2004 and 2014) –** The is located within the City centre.
6.1.8	**Key Issues**
6.1.9	The key issues to be considered in this application are: • Principle • Access, movement and parking
6.2	**Principle of the proposal**
6.2.1	Policy HOU13 relating to short term lets set out a number of key criteria which must be satisfied.
6.2.2	Criterion a. requires that the proposal *strengthens and diversifies the range of short-stay visitor accommodation in the city.* As of March 2023, short-term lets comprise 21% of Belfast City Council's tourist accommodation. The proposal is for 92 rooms on a temporary basis until the end of August 2025 and therefore would strengthen and diversify the range of short-term visitor accommodation in the city.
6.2.3	Criterion b. requires that the proposal *is accessible by public transport.* The site is located in the city centre and is highly accessible by public transport.
6.2.4	Criterion c. requires that the proposal *is sited within an existing tourism cluster or in close proximity to a visitor attraction.* The site is within the city centre with several visitor attractions in close proximity. City hall is 0.8 miles away and a 20 min walk.
6.2.5	Criterion d. requires that the proposal *has appropriate management arrangements in place to ensure a positive and safe living environment whilst minimising any potential negative impacts.* The applicant has provided an appropriate management plan to the council for consideration. The management plan covers, servicing arrangements, waste storage and collection, laundry, anti-social behaviour, code of conduct and complaints, and guest capacity. It also sets out how interaction between students and short-term guests will be minimised.
6.2.6	Criterion e. requires that *the site is not located within a designated HMA (see policy HOU10), unless it can be demonstrated that the development is needed to meet a specific demand in that location.* As the site is not located within a designated HMA, this criterion is not applicable.
6.2.7	Criterion f. requires that *in the case of a change from permanent residential use, part of the property must be retained as permanent residential housing.* The existing building is a PBSA therefore this criterion is not applicable.
6.2.8	Policy TLC1 states that the Council will seek to support tourism, leisure and cultural development that contributes to extending the offer of these forms of development across daytime and nighttime for the visitor. It is also expected that the proposal will lead to improving the quality and accessibility of tourism, leisure and cultural assets to support the city's reputation as an attractive tourism destination.

6.2.9	Policy TLC3 states that planning permission will be granted for tourism development for new overnight accommodation within the city centre boundary. Although the policy advises that short-term lets are considered under policy HOU13, nonetheless it demonstrates that there is a thrust for tourism development to be located within the city centre.
6.3	**Car Parking**
6.3.1	Policy TRAN8 seeks to ensure that there is sufficient car parking and servicing arrangement for all developments. The development is car free with cycle parking available for short-term guests. There will be a drop off and loading bay within the site for limited use for delivery and loading/unloading. Short-term guests will therefore be encouraged to use more sustainable means of transport, such as cycling, walking or take advantage of regular local transport facilities. For short-term guests who do need parking, they will be directed to St Anne's Square multi-storey car park.
6.3.2	The approved Travel Plan as agreed under LA04/2016/1213/RM is sufficient for the purposes of this temporary change of use.
6.4	**Section 76 Planning Agreement**
6.4.1	Application LA04/2016/1213/RM was subject to a Section 76 agreement which restricted the use to student accommodation or associated use by educational institutions only. As such a Section 77 is required to modify the original S76 to ensure that the student use is compliant with its legal obligations.
6.4.2	A Section 77 to vary the Section 76 of the host approval has been agreed in principle with Legal Services and delegated authority is sought to resolve the finalisation of same.
6.5	**Conclusion**
6.5.1	The proposal is considered to be an appropriate form of development within the city centre, it will provide additional visitor accommodation within the city centre on a temporary basis, adding to the diversity of visitor accommodation on offer. It will also assist with temporary vacancy within the building. Approval is recommended.
7.0	**Recommendation**
8.1	Having regard to the development plan and other material considerations, the proposal is considered acceptable. It is recommended that planning permission is granted subject to conditions.
8.2	Delegated authority is sought for the Director of Planning and Building Control to finalise the wording of the conditions, resolve the Section 77 variation to the host Section 76 planning agreement and deal with any other issues that arise, provided that they are not substantive.

DRAFT CONDITIONS:

1. The use hereby permitted shall cease on or before 31st August 2025.

   Reason: The development has only been granted temporary permission.

2. The development hereby permitted shall operate in accordance with the approved Travel Plan & Service Yard Management Plan bearing Belfast City Council Planning Office date stamp 02 June 2016 as agreed under LA04/2016/1213/RM.

   Reason: To encourage the use of alternative modes of transport to the private car in accordance with the Transportation Principles and in the interests of road safety and the convenience of road users.

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Planning Committee

Development Management Report

Summary	
Date of Committee: 18th March 2025	
Application Ref: LA04/2025/0140/LBC	
Proposal: Installation of new stained-glass window within City Hall	**Location:** Belfast City Hall 2 Donegall Square North Belfast BT1 5GS
Referral Route: Referral to the Planning Committee under Section 3.8.5 (c) of the Scheme of Delegation (council as applicant and landowner)	
Recommendation: Grant Listed Building Consent	
Applicant Name and Address: Esther Waugh Belfast City Council 9-21 Adelaide Street Belfast BT2 8DJ	**Agent Name and Address:** *Applicant is Agent*
Date Valid: 29th January 2025	
Target Date: 14th May 2025	
Contact Officer: Ciara Reville, Principal Planning Officer (Development Management)	

Executive Summary:

The application seeks Listed Building Consent to remove the existing stain-glass window and install a new stain-glass window to the ground floor of Belfast City Hall.

The existing stain-glass window is to be removed, set into wooden crates and placed in storage. The new stain-glass window design will depict the Pride parade as well as local figures and landmarks relating to Belfast's LGBTQ+ history. The new stain-glass window is to be cut, painted, constructed, weather proofed and installed using traditional techniques, in keeping with the other stained glass within the area. The new window will make use of the original steel sub frame, making some adjustments in situ (i.e. removing the internal mullions and transoms). This will allow the new window to be viewed unhindered by the horizontal and vertical steel bands.

Belfast City Hall is a Grade A listed building of special architectural or historic interest.

Area Plan

The site is located within the City Centre in BUAP, within the City Centre Area of Townscape Character in both versions of dBMAP. The surrounding area is commercial in nature with a mix of city centre uses, the building is surrounded by several listed buildings.

The proposal is considered to comply with the SPPS, Policies BH1 and BH2 of the Belfast Local Development Plan Strategy 2035 and Section 91(2) of the Planning Act (Northern Ireland) 2011.

There will be minimal impact on the existing structure.

DfC HED were consulted and are content in principle with the installation of a new stained-glass window in the location outlined in this application, requesting that the original window is carefully removed, retained completely intact and carefully stored, for any potential future use on the estate.

Recommendation:
Having regard to the development plan and other material considerations, the proposal is considered acceptable. It is recommended that Listed Building Consent is granted.
Delegated authority is sought for the Director of Planning and Building Control to finalise the conditions and deal with any other matters which may arise so long as they are not substantive.

Case Officer Report	
1.0	Drawings
1.1	Site Location Plan
1.2	Existing Window fig 1.1 & 1.2 - Internal views of existing stained glass windows to be removed, set into wooden crates and placed in storage

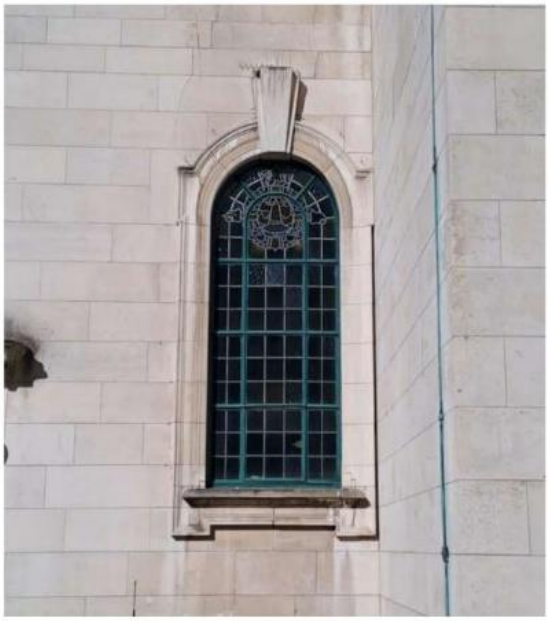
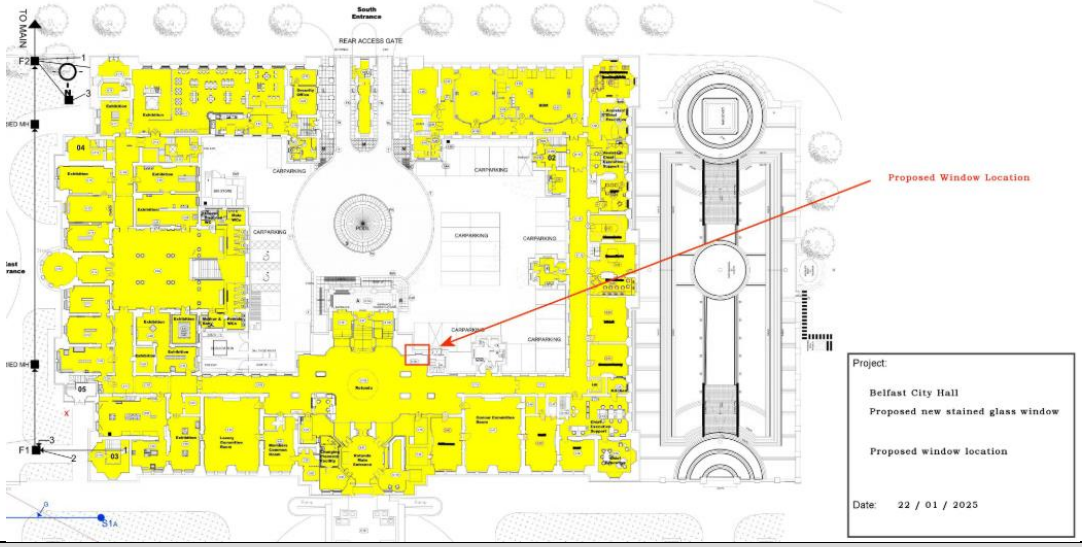


fig 2.1 & 2.2 - External views of existing stained glass windows to be removed, set into wooden crates and placed in storage.

fig 3.1 - Example of tyical brass plaque placed next to the newly installed stained glass window

1.3 Proposed New Window Location



2.0	**Characteristics of Site and Area**
2.1	The site is located within on the ground floor of Belfast City Hall, a Grade A listed building which is of special architectural or historic interest located in Donegall Square.

2.2	The surrounding area is predominantly commercial to the north of the site and business use to the south of City Hall.
2.3	The site is located within the City Centre in BUAP and within the City Centre Conservation Area in both versions of dBMAP.
3.0	**Description of Proposal**
3.1	This application seeks Listed Building Consent to remove the existing stain-glass window and install a new stain-glass window to the ground floor of Belfast City Hall. The window will be located within the internal courtyard.
4.0	**Planning Policy and Other Material Considerations**
4.1	Development Plan – Plan Strategy Belfast Local Development Plan: Plan Strategy 2035
4.2	Operational Policies Policy BH1 – Listed buildings Policy BH2 – Conservation areas Policy BH3 – Areas of townscape character
4.3	Development Plan – zoning, designations and proposals maps Belfast Urban Area Plan (2001) BUAP Draft Belfast Metropolitan Area Plan 2015 (v2004) Draft Belfast Metropolitan Area Plan 2015 (v2014)
4.4	Regional Planning Policy Regional Development Strategy 2035 (RDS) Strategic Planning Policy Statement for Northern Ireland (SPPS)
4.5	Relevant Planning History There is no planning history directly relevant to the proposal.
5.0	**Consultations and Representations**
5.1	Statutory Consultees Responses DfC HED are content in principle with the installation of a new stained-glass window in the proposed location. HED has requested that the original window is carefully removed, retained completely intact and carefully stored, for any potential future use.
5.2	The application was advertised on 28th February 2025. No representations have been received.
6.0	**Planning Assessment**
6.1	Section 6(4) of the Planning (Northern Ireland) Act 2011 states that in making any determinations under the Act, regard is to be had to the local development plan, and the determination must be made in accordance with the plan unless material considerations indicate otherwise.
6.2	Section 45(1) of the Act states that in determining planning applications, the Council must have regard to the local development plan, so far as material to the application, and to any other material considerations.
6.3	The Belfast Local Development Plan (LDP), when fully completed, will replace the Belfast Urban Area Plan 2001 as the statutory Development Plan for the city. The Belfast LDP will comprise two parts. Part 1 is the Plan Strategy, which contains

	strategic and operational policies and was adopted on 02 May 2023. Part 2 is the Local Policies Plan, which will provide the zonings and proposals maps for Belfast and has not yet been published. The zonings and proposals maps in the Belfast Urban Area Plan 2001 remain part of the statutory local development plan ("Departmental Development Plan") until the Local Policies Plan is adopted.
6.4	**Operational policies** – the Plan Strategy contains a range of operational policies relevant to consideration of the application, which are set out in the following section of this report.).
6.5	**Proposals Maps** – until such time as the Local Policies Plan is adopted, the Council must have regard to the land-use zonings, designations and proposals maps in the Belfast Urban Area Plan 2001, both versions of the draft Belfast Metropolitan Area Plan (v2004 and v2014) (draft BMAP 2015) and other relevant area plans. The weight to be afforded to these proposals maps is a matter for the decision maker. It is considered that significant weight should be given to the proposals map in draft BMAP 2015 (v2014) given its advanced stage in the development process, save for retail policies that relate to Sprucefield which remain contentious.
7.0	**Key Issues**
7.1	The key issues for consideration of the application are set out below: - Impact on the architectural and historic qualities of the Listed Building
7.2	*Impact on the architectural and historic qualities of the Listed Building*
7.2.1	Section 91 (2) of the Planning Act (Northern Ireland) 2011 applies which states 'the Department must have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses.'
7.2.2	Policy BH1 of the Plan Strategy provides policy for the extension or alteration of a listed building and four criteria are to be met which are: f. The works preserve, restore and complement the building's features of special architectural or historical importance to ensure the existing building remains intact and unimpaired; g. The design respects the essential character of the existing building and/or setting; h. The proposal makes use of quality materials and appropriate detailing sympathetic with the existing building and/or setting; and i. In the case of extensions, they shall be subservient to the existing building with regard to height, scale, massing, form and alignment;
7.2.3	Policy BH1 goes on to state there will be a presumption in favour of retaining listed buildings. Partial demolition of parts of listed buildings will be wholly exceptional and only acceptable where an alteration or extension proposal has been agreed and that demolition is required to facilitate it. The Strategic Planning Policy Statement essentially repeats this policy approach.
7.2.4	Policy BH2, Section 7.4.16, emphasises that new development within conservation areas should be sensitive to its context, particularly in terms of massing, scale, elevational appearance, materials, and overall quality. The policy seeks to protect and reinforce the character of the area by ensuring that new development respects the established built form and does not compromise key views within, into, or out of the conservation area. Development should complement the surrounding

	architectural style and materials to avoid the erosion of character caused by inappropriate design or scale.
7.2.5	The final design of the window is not yet available however the proposed window will be carefully designed and constructed using traditional techniques, including cutting, painting, weatherproofing, and installation, to ensure consistency with the existing stained-glass windows in the area. The window will match the scale of the original, preserving the visual harmony of the building and contributing to the overall integrity of the conservation area. This approach aligns with the policy's objective of reinforcing the area's historic character and maintaining the architectural coherence of the built environment.
8.0	**Recommendation**
8.1	Having regard to the development plan and other material considerations, the proposal is considered acceptable. It is recommended that Listed Building Consent is granted.
8.2	Delegated authority is sought for the Director of Planning and Building Control to finalise the wording of the conditions and deal with any other issues that arise, provided that they are not substantive.

Draft Conditions

1. The works hereby permitted shall be begun not later than the expiration of 5 years beginning with the date on which this consent is granted.

   Reason: As required by Section 94 of the Planning Act (Northern Ireland) 2011.

2. Prior to installation of the window hereby consented, the original window must be carefully removed, retained completely intact and carefully stored, for any potential future use on the estate.

   Reason: To ensure an important architectural feature of the listed building is preserved.

3. Prior to installation the final design of the new window shall be submitted to and agreed in writing with the Council and thereafter retained as agreed.

Reason: To ensure the listed building is preserved.

By virtue of paragraph(s) 3 of Part 1 of Schedule 6
of the Local Government Act (Northern Ireland) 2014.

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