



**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 (**Appendix 3**).

## Basic information

Planning legislation<sup>1</sup> 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 <sup>2</sup>
Design and Access Statement <sup>3</sup>
Fee

<sup>1</sup> Planning (General Development Procedure) Order (Northern Ireland) 2015

<sup>2</sup> Required with all applications for Major development

<sup>3</sup> Required with certain types of application – see Appendix 2 ("Design and Access Statement")

## Additional information

New legislation<sup>4</sup> 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.

<b>Table 2: Additional requirements – “Validation Checklist” (see Appendix 3)</b>	
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

<sup>4</sup> 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<sup>5</sup> 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.

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<sup>5</sup> 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](http://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 \_\_\_\_\_  
by applicant

\*To be completed

<b>Basic requirements</b> (must be completed for <u>all</u> 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 <b>reserved for subsequent approval</b> ?	Yes	No
	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

<sup>1</sup> 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



<b>Other supporting information</b> (must be completed in all cases <b>except</b> 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
<p><b>All</b> applications must be accompanied by a Planning Application form</p> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>Confirmation of details required by a condition (discharge of condition)</li> </ul>	<ul style="list-style-type: none"> <li>Complete <b>all</b> parts of the form</li> <li>The name and address of the applicant must be included in <b>all</b> cases, even where there is an agent</li> <li>Description – keep this concise and only include the aspects of the proposal that requires consent</li> <li>Forms can be found at the following website link or in our Planning Reception: <a href="http://www.infrastructure-ni.gov.uk/articles/planning-fees-and-forms">www.infrastructure-ni.gov.uk/articles/planning-fees-and-forms</a></li> </ul>

### 2. Ownership Certificate

Requirement	Advice
<p><b>All</b> applications must be accompanied by an Ownership Certificate</p> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>Approval of Reserved Matters</li> <li>Advertisement Consent</li> <li>Certificate of Lawful Development</li> <li>Non-Material Change</li> </ul>	<ul style="list-style-type: none"> <li>Complete <b>one</b> of Certificate A, B, C and D, as applicable</li> <li>Complete all of the relevant section and <b>sign</b> it</li> <li>Ownership Certificates form part of the application form, which can be found at the following website link or in our Planning Reception: <a href="http://www.infrastructure-ni.gov.uk/articles/planning-fees-and-forms">www.infrastructure-ni.gov.uk/articles/planning-fees-and-forms</a></li> </ul>

### 3. Confirmation of reserved matters (outline applications only)

Requirement	Advice
<p><b>All</b> 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).</p> <p>“Reserved matters” means any of the following matters, details of which have not been provided as part of outline planning permission, namely—</p> <p>(a) siting;</p> <p>(b) design;</p> <p>(c) external appearance;</p> <p>(d) means of access; and</p> <p>(e) the landscaping of the site;</p> <p>What information do I need to provide?</p> <ul style="list-style-type: none"> <li>You <b>must</b> complete <b>Appendix 1 Information Checklist</b> to confirm which matter/s are reserved (and which are to be determined at outline stage)</li> <li>You <b>must</b> ensure that if any of the above matters are to 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</li> </ul>	<ul style="list-style-type: none"> <li>Make sure you complete box 3 on page 1 of Appendix 1 of the Application Checklist (‘Confirmation of Reserved Matters’)</li> <li>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</li> <li>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</li> <li>The reserved matters are defined as follows: <ul style="list-style-type: none"> <li><b>Siting</b> is the exact location and footprint of proposed building(s) within the site, together with the site layout including parking</li> <li><b>Design</b> is the massing, height and proportions of building(s)</li> <li><b>External appearance</b> is the architectural treatment of the building(s) including the external design and materials</li> <li><b>Means of access</b> comprises the access point/s into the site and circulation arrangements within it for vehicles, pedestrians and bicycles</li> <li><b>Landscaping</b> 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).</li> </ul> </li> <li>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.</li> <li>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.</li> <li>Further guidance can be found in <i>Development Management Practice Note 4: Types of Application</i> at the following link: <a href="http://www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/dmpn04-types-of-planning-applications.pdf">www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/dmpn04-types-of-planning-applications.pdf</a></li> </ul>

## 4. Site Location Plan

Requirement	Advice
<p>All applications must be accompanied by a Site Location Plan</p> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>Approval of Reserved Matters</li> <li>Non-Material Change to a previous permission</li> <li>Remove or variation of a condition</li> </ul>	<ul style="list-style-type: none"> <li>Use an up-to-date map that shows surrounding properties</li> <li>Show the <b>North</b> point</li> <li>Outline the application using an <b>unbroken red line</b></li> <li>Outline any other neighbouring land controlled by the applicant using an <b>unbroken blue line</b></li> <li>We recommend a scale of <b>1:2500</b> or <b>1:1250</b></li> </ul>

## 5. Plans and Drawings

Requirement	Advice
<p>Applications must be accompanied by appropriate plans and drawings to a <b>specified scale</b></p>	<ul style="list-style-type: none"> <li>See guidance in the following sections of this table</li> <li>Applications for Demolition in a Conservation Area only require existing and proposed plans for the demolition itself (not any new buildings)</li> </ul>
<p><b>Block plan</b></p> <p>A technical plan showing the existing and proposed layout of the site. This should include:</p> <ul style="list-style-type: none"> <li>Existing and proposed buildings or structures</li> <li>Adjacent existing buildings or structures next to the site</li> <li>Access arrangements</li> <li>Parking layout</li> </ul> <p>When is it needed?</p> <ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Provide both <b>existing and proposed</b> block plans</li> <li>Use an up-to-date map that shows surrounding properties</li> <li>Show the <b>North</b> point</li> <li>We recommend a scale of <b>1:200</b> or <b>1:500</b></li> </ul>
<p><b>Elevations</b></p> <p>A technical drawing that shows the external appearance of the proposal from each of its four sides</p> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>Applications for change of use only (where no external changes proposed)</li> </ul>	<ul style="list-style-type: none"> <li>Provide both <b>existing and proposed</b> elevations</li> <li>Provide <b>all elevations</b> affected by the proposal including <b>both</b> side elevations of an extension</li> <li>Make sure that the elevations <b>match</b> the floor plans</li> <li>Label the orientation of the elevation (e.g. North, South, East, West; or North West, North East, South East and South West)</li> <li>We recommend a scale of <b>1:50</b> or <b>1:100</b></li> </ul>
<p><b>Floor Plans</b></p> <p>A technical drawing that shows the internal layout of the building</p> <p>When is it needed?</p> <ul style="list-style-type: none"> <li>All applications including proposals for a change of use</li> </ul> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>Applications for Advertisement Consent</li> </ul>	<ul style="list-style-type: none"> <li>Provide both <b>existing and proposed</b> floor plans</li> <li>Make sure that the floor plans <b>match</b> the elevations</li> <li>Include each floor of the building/s</li> <li>Label the floors (e.g. basement, ground, first, second, third, fourth floor etc.)</li> <li>We recommend a scale of <b>1:50</b> or <b>1:100</b></li> </ul>
<p><b>Roof Plan</b></p> <p>A technical drawing that shows the design of the roof from above</p> <p>When is it needed?</p> <ul style="list-style-type: none"> <li>For complex roof designs</li> <li>Proposals that include a roof terrace</li> <li>Alterations to the roof of a Listed Building</li> </ul>	<ul style="list-style-type: none"> <li>Provide both <b>existing and proposed</b> roof plans</li> <li>Label as a roof plan</li> <li>We recommend a scale of <b>1:50</b> or <b>1:100</b></li> </ul>

<p><b>Levels</b></p> <p>“Spot levels” show ground and finished floor levels on a plan</p> <p>When is it needed?</p> <ul style="list-style-type: none"> <li>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)</li> </ul> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>Where the change in ground or floor levels are clear from the elevation drawings</li> </ul>	<ul style="list-style-type: none"> <li>Provide both <b>existing</b> and <b>proposed</b> ground <u>and</u> finished floor levels</li> <li>Levels to indicate a specified datum point</li> <li>Provide a good spread of levels across the site</li> <li>Include levels on adjacent land impacted by the proposal</li> </ul>
<p><b>Sections</b></p> <p>A technical drawing that shows a cut-away section of the building or land</p> <p>When is it needed?</p> <ul style="list-style-type: none"> <li>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)</li> <li>To demonstrate the internal cill height of a window where overlooking issues are critical (e.g. a roof light or high level window)</li> <li>Internal changes to the floor of a Listed Building or alterations to a staircase in a Listed Building</li> </ul>	<ul style="list-style-type: none"> <li>Provide both <b>existing</b> and <b>proposed</b> sections</li> <li>We recommend a scale of <b>1:50, 1:100 or 1:200</b></li> <li>Include levels on adjacent land impacted by the proposal</li> </ul>

## 6. Design and Access Statement

Requirement	Advice
<p>A written statement required for certain types of application that sets out:</p> <ul style="list-style-type: none"> <li>the design principles and concepts that have been applied to the development; and</li> <li>how issues relating to access to the development have been dealt with.</li> </ul> <p>When is it needed?</p> <ul style="list-style-type: none"> <li>All proposals for <b>Major</b> development</li> <li>Where the site is within any of the following areas, all proposals for <b>one dwelling or more</b> (including flats and apartments); <b>or</b> where the floor space of the proposed building/s is <b>100 sqm</b> or greater: <ul style="list-style-type: none"> <li>✓ Conservation Area</li> <li>✓ Area of Outstanding Natural Beauty (AONB)</li> <li>✓ World Heritage Site</li> <li>✓ Area of Townscape Character</li> </ul> </li> <li>All applications for <b>Listed Building Consent</b></li> </ul> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>Proposals to develop land without compliance with previous conditions</li> <li>Engineering or mining operations</li> <li>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)</li> <li>Waste development</li> </ul> <p>Further advice: <a href="http://www.infrastructure-ni.gov.uk/publications/development-management-practice-notes">www.infrastructure-ni.gov.uk/publications/development-management-practice-notes</a></p>	<ul style="list-style-type: none"> <li>The Design &amp; Access Statement <b>must</b>: <ul style="list-style-type: none"> <li>✓ explain the design principles and concepts that have been applied to the development;</li> <li>✓ demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;</li> <li>✓ explain the policy or approach adopted as to access, and in particular, how— <ul style="list-style-type: none"> <li>▪ policies relating to access to, from and within the development have been taken into account,</li> <li>▪ policies relating to access in the local development plan have been taken into account, and</li> <li>▪ any specific issues which might affect access to the development for disabled people have been addressed;</li> </ul> </li> <li>✓ describe how features which ensure access to the development for disabled people will be maintained;</li> <li>✓ 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;</li> <li>✓ explain how any specific issues which might affect access to the development have been addressed; and</li> <li>✓ explain the design principles and concepts that have been applied to take into account environmental sustainability.</li> </ul> </li> </ul> <p>Why is it needed?</p> <ul style="list-style-type: none"> <li>To enable the Council to assess the design and access impacts of proposals of a certain scale or within a designated area</li> </ul> <p>To comply with Sections 40(3) and 86(2) of the Planning Act (Northern Ireland) 2011; and Article 3(3)(f) and 6 of the Planning (General Development Procedure) Order (Northern Ireland) 2015</p>

## 7. Pre-application Community Consultation Report

Requirement	Advice
<p>All Major Planning Applications</p> <p>A report that confirms that pre-application community consultation has taken place in line with the statutory minimum requirements and any other requirements set out in the Council's response to the "Prior Application Notice" (PAN)</p> <p>When is it needed?</p> <ul style="list-style-type: none"> <li>All applications for <b>Major</b> development</li> </ul> <p>Why is it needed?</p> <ul style="list-style-type: none"> <li>To ensure that there has been appropriate pre-application engagement with communities before the application is made</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>The report should include the following details: <ul style="list-style-type: none"> <li>✓ Details of any community or residents' steering group(s) established;</li> <li>✓ what consultation was undertaken, when and with whom;</li> <li>✓ dates, venues and numbers attended for all consultation events and meetings;</li> <li>✓ details of how public events were made as accessible as possible to all members of the community;</li> <li>✓ 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;</li> <li>✓ the comments made by the general public and those consulted;</li> <li>✓ whether and how these comments have been taken into account in the development proposals;</li> <li>✓ summary of the main issues/comments raised through the consultation and how they have been responded to;</li> <li>✓ details of any amendments to the proposal as a result of the consultation; and</li> <li>✓ details of any existing liaison arrangements, agreements with the local community or monitoring that is proposed during the construction and operational phases.</li> </ul> </li> <li>Further guidance can be found in <i>Development Management Practice Note 10</i>, at the following link:  <a href="http://www.infrastructure-ni.gov.uk/publications/development-management-practice-notes">www.infrastructure-ni.gov.uk/publications/development-management-practice-notes</a> </li> </ul>

## 8. Fee

Requirement	Advice
<p>Applications for the following must be accompanied by a Fee (*exemptions apply):</p> <ul style="list-style-type: none"> <li>planning permission</li> <li>approval of reserved matters</li> <li>removal or variation of condition</li> <li>advertisement consent</li> <li>hazardous substance consent</li> <li>certificate of lawful use or development</li> </ul> <p>A fee is not required for applications for the following:</p> <ul style="list-style-type: none"> <li>discharge of conditions</li> <li>works to a tree covered by a Tree Preservation Order or within a Conservation Area</li> <li>determine whether Listed Building Consent is required</li> <li>Listed Building Consent</li> <li>demolish a building with an Area of Townscape Character</li> <li>determine whether Conservation Area Consent is required</li> <li>Conservation Area Consent</li> <li>Non-Material Change to a planning permission</li> <li>Modify or discharge a planning agreement</li> </ul> <p>*Exceptions:</p> <ul style="list-style-type: none"> <li>Works to a dwelling or within its curtilage to provide access for, or improve the safety, health or comfort of a disabled person</li> <li>Works for the purpose of providing means of access for disabled persons to or within a public building or premises</li> <li>Change of use whereby planning permission would not normally be required were it not for a restrictive planning condition</li> <li>Applications made by or on behalf of a club, society or other organisation (including any persons administering a trust) which is not established or conducted for profit, and the following conditions specified are satisfied: <ul style="list-style-type: none"> <li>✓ the application relates to the provision of community facilities (including sports grounds) and playing fields; and</li> <li>✓ 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</li> </ul> </li> </ul> <p>Why is it needed?</p> <ul style="list-style-type: none"> <li>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;</li> <li>To support the Council's administrative costs for dealing with the application</li> </ul>	<ul style="list-style-type: none"> <li>Other than Categories 6, 8 and 9, the fee shall be calculated as the total amount for each category in Schedule 2</li> <li>For Categories 6, 8 and 9, the fee shall be whichever is the highest category in Schedule 2</li> <li>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 (<b>red line</b>)</li> <li>Where the fee is based on gross floor space, the external measurement of floor space is used, include the thickness of walls</li> <li>EIA development – an additional £10,632 is payable where the proposal is for EIA development and an environmental statement is required</li> <li>Further guidance can be found at the following links:  <a href="http://www.infrastructure-ni.gov.uk/articles/planning-fees-and-forms">www.infrastructure-ni.gov.uk/articles/planning-fees-and-forms</a> </li> </ul>

# Basic Requirements (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	<ul style="list-style-type: none"><li>• Application Form</li><li>• Ownership Certificate</li><li>• Fee</li><li>• Site location plan</li><li>• Plans and drawings</li><li>• Design and Access Statement*</li><li>• Pre-Application Community Consultation Report*</li></ul>
Outline Planning Permission	<ul style="list-style-type: none"><li>• Application Form</li><li>• Ownership Certificate</li><li>• Fee</li><li>• Site location plan</li><li>• Plans and drawings</li><li>• Design and Access Statement*</li><li>• Pre-Application Community Consultation Report*</li></ul>
Approval of Reserved Matters	<ul style="list-style-type: none"><li>• Application Form</li><li>• Fee</li><li>• Plans and drawings</li></ul>
Variation or removal of a condition	<ul style="list-style-type: none"><li>• Application Form</li><li>• Ownership Certificate</li><li>• Fee</li></ul>
Advertisement Consent	<ul style="list-style-type: none"><li>• Application Form</li><li>• Fee</li><li>• Site location plan</li><li>• Plans and drawings</li></ul>
Listed Building Consent	<ul style="list-style-type: none"><li>• Application Form</li><li>• Ownership Certificate</li><li>• Site location plan</li><li>• Plans and drawings</li><li>• Design &amp; Access Statement</li></ul>
Conservation Area Consent (Demolition)	<ul style="list-style-type: none"><li>• Application Form</li><li>• Ownership Certificate</li><li>• Site location plan</li><li>• Plans and drawings</li></ul>
Certificate of Lawful Development (Existing)	<ul style="list-style-type: none"><li>• Application Form</li><li>• Fee</li><li>• Site Location Plan</li><li>• Plans and drawings (if applicable)</li></ul>
Certificate of Lawful Development (Proposed)	<ul style="list-style-type: none"><li>• Application Form</li><li>• Fee</li><li>• Plans and drawings (if applicable)</li></ul>
Prior Application Notice (PAN)	<ul style="list-style-type: none"><li>• Application Form (Belfast City Council website only)</li><li>• Site Location Plan</li></ul>
Confirmation of details required by a condition (discharge of condition)	<ul style="list-style-type: none"><li>• Covering letter or email (please include the application reference number and the condition number/s you seek confirmation of details for)</li><li>• Plans and drawings, sample materials etc. (if applicable)</li></ul>
Non-Material Change	<ul style="list-style-type: none"><li>• Application Form</li><li>• 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)</li><li>• Plans and drawings (if applicable)</li></ul>

## 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
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. 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](mailto: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.



<p>SPPS Pars. 6.8-11</p>	<p>An <b>Archaeological Impact Assessment</b> 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.</p> <p><b>When is it required?</b> An <b>Archaeological Impact Assessment</b> 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).</p> <p><b>What should be included?</b> An <b>Archaeological Impact Assessment</b> should be prepared by a qualified archaeologist and include a desk-based assessment to identify the known archaeological and related historic environment assets within the application site and within an appropriate study area.</p> <p>Guidance on what should be included in an Archaeological Impact Assessment is provided by the Department for Communities' <a href="#">"Development and Archaeology: Guidance on Archaeological Works in the Planning Process"</a>.</p> <p><b>Guidance</b> 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' <a href="#">Historic environment map viewer</a> for known archaeological sites and monuments.</p> <p><b>An Archaeological Impact Assessment should consider the impact on the marine archaeology, where appropriate.</b></p>
<p><b>5. Archaeological Site Evaluation</b></p> <p><b>Planning Policy</b> Policy BH5 of the Belfast LDP Plan Strategy</p> <p>SPPS Pars. 6.8-11.</p>	<p><b>What is it?</b> 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.</p> <p>An <b>Archaeological Site Evaluation</b> 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.</p> <p>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.</p> <p><b>When is it required?</b> An <b>Archaeological Site Evaluation</b> 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</p>

	<p>proposal would be acceptable in principle (i.e. such information cannot be provided after a planning decision through planning conditions).</p> <p><b>What should be included?</b> 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 “<a href="#">Development and Archaeology: Guidance on Archaeological Works in the Planning Process</a>”.</p> <p><b>Guidance</b> 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’ <a href="#">Historic environment map viewer</a> for known archaeological sites and monuments.</p> <p><b>An Archaeological Impact Assessment should consider the impact on the marine archaeology, where appropriate.</b></p>
<p><b>6. Biodiversity Checklist</b></p> <p><b>Planning Policy</b> Policy NH1 of the Belfast LDP Plan Strategy</p> <p>SPPS Par. 6.168-198</p>	<p><b>What is it?</b> 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.</p> <p>The <b>Biodiversity Checklist</b> 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.</p> <p><b>When is it required?</b> The <b>Biodiversity Checklist</b> should be provided with all applications where another biodiversity or ecological survey has not already been completed, <b>except Householder proposals (e.g. domestic extensions, garages and outbuildings).</b></p> <p><b>What should be included?</b> Applicants should complete and submit the <b>Biodiversity Checklist</b> available on DAERA’s <a href="#">website</a>.</p> <p><b>Guidance</b> The Council has a statutory duty under the <a href="#">Wildlife and Natural Environment Act (Northern Ireland) 2011</a> to have regard to conserving biodiversity as part of policy or decision making and in drawing up development plans.</p> <p>DAERA provides <a href="#">standing advice on the development of land that may affect natural heritage interests</a>.</p>
<p><b>7. Biodiversity Survey</b></p> <p><b>Planning Policy</b> Policy NH1 of the Belfast LDP Plan Strategy</p> <p>SPPS Par. 6.168-198</p>	<p><b>What is it?</b> 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.</p> <p>A <b>Biodiversity Survey</b> (or ecological or wildlife survey) assesses the specific impacts of development proposals on natural heritage, including designated sites and priority habitats; and protected and priority species.</p> <p><b>When is it required?</b> A <b>Biodiversity Survey</b> is required where:</p>

	<ul style="list-style-type: none"> <li>the need for a survey is identified as part of the completion of the <b>Biodiversity Checklist</b> (see section 6 above); or</li> <li>the proposal would impact or have the potential to impact on natural heritage, including designated sites and priority habitats; or protected and priority species.</li> </ul> <p><b>Guidance</b> The Council has a statutory duty under the <a href="#">Wildlife and Natural Environment Act (Northern Ireland) 2011</a> to have regard to conserving biodiversity as part of policy or decision making and in drawing up development plans.</p> <p>The DAERA provides <a href="#">standing advice on the development of land that may affect natural heritage interests</a>.</p> <p>DAERA also provides <a href="#">standing advice on development that may an effect on the water environment</a> (including groundwater and fisheries).</p> <p>A Biodiversity Survey should consider the impact on the marine environment, where appropriate. Further marine related guidance is also provided on DAERA's <a href="#">website</a>.</p> <p>Further <b>general</b> planning advice and guidance is provided on DAERA's <a href="#">website</a>.</p>
<p><b>8. Climate Change Statement</b></p> <p><b>Planning Policy</b> Policies ENV2, ENV3, ENV5 and TRE1 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 3.13 and 6.137</p> <p><b>SPG</b> Sustainable Drainage Systems (SuDS) Supplementary Planning Guidance</p> <p>Trees and Development Supplementary Planning Guidance</p>	<p><b>What is it?</b> 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).</p> <p>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.</p> <p>A <b>Climate Change Statement</b> sets out how the requirements of Policies ENV2, ENV3, ENV5 and TRE1 are addressed.</p> <p><b>When is it required?</b> A <b>Climate Change Statement</b> should be submitted with all applications for new development (including new build, extensions, conversion of buildings and changes of use), <b>except Householder proposals (e.g. domestic extensions, garages and outbuildings)</b></p> <p><b>What should be included?</b> A <b>Climate Change Statement</b> should address Policies ENV2, ENV3, ENV5 and TRE1 of the Plan Strategy and be proportionate to the proposal and its context.</p> <p>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.</p> <p><u>Major applications</u></p> <p>For applications for Major development, the <b>Climate Change Statement</b> should include the following. Where a requirement or criterion is not met, the statement must provide justification as to why this is the case.</p> <p><i>Policy ENV2:</i></p> <ol style="list-style-type: none"> <li>How the proposal incorporates measures to mitigate environmental change and reduce Green House Gases (GHG) by promoting sustainable patterns of development;</li> </ol>

	<p>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</p> <p>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.</p> <p><i>Policy ENV3:</i></p> <p>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.</p> <p><i>Policy ENV5:</i></p> <p>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:</p> <ul style="list-style-type: none"> <li>• Green roofs (intensive and/or extensive systems);</li> <li>• Swales;</li> <li>• Filter strips and filter drains;</li> <li>• Permeable or porous paving;</li> <li>• Detention basins;</li> <li>• Open areas, ponds and wetlands; and</li> <li>• Trees and landscaping.</li> </ul> <p><i>Policy TRE1:</i></p> <p>6. Proposals for a net gain in tree numbers (proposals for built development only).</p> <p><b>Guidance</b> Further guidance is provided by the <a href="#">Sustainable Urban Drainage Systems and Trees and Development Supplementary Planning Guidance</a>.</p> <p><b>A Climate Change Statement</b> should consider the impact on the marine environment, where appropriate.</p>
<p><b>9. Community Cohesion and Good Relations Statement</b></p> <p><b>Planning Policy</b> Policy CGR1 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 4.17</p>	<p><b>What is it?</b> 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.</p> <p>A <b>Community Cohesion and Good Relations Statement</b> sets out how the requirements of Policy CGR1 are addressed.</p> <p><b>When is it required?</b> A <b>Community Cohesion and Good Relations Statement</b> 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.</p>

	<p><b>What must be included?</b> A <b>Community Cohesion and Good Relations Statement</b> 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.</p>
<p><b>10. (Outline) Construction Environmental Management Plan (CEMP)</b></p> <p><b>Planning Policy</b> Policies ENV1 and NH1 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 4.11-4.12, Annex A</p>	<p><b>What is it?</b> 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, <b>ambient</b> air quality, water quality, noise, vibration and light pollution.</p> <p>Policy NH1 of the Plan Strategy seeks to ensure the protection of the district's natural heritage and biodiversity.</p> <p>An <b>Outline Construction Environmental Management Plan</b> 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 <b>and local communities.</b></p> <p><b>When is it required?</b> An <b>Outline Construction Environmental Management Plan</b> should be provided with applications for:</p> <ul style="list-style-type: none"> <li>• <b>Major development;</b></li> <li>• EIA development (see section 19); <b>or</b></li> <li>• <del>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</del></li> <li>• Other forms of development that could significantly impact on the amenity of neighbouring residents, members of the public or sensitive developments.</li> </ul> <p><b>What should be included?</b> An <b>Outline Construction Environmental Management Plan</b> should include:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• details of site-specific working / method statements;</li> <li>• details of vehicle access to the construction site;</li> <li>• environmental monitoring proposals and details of any associated site action levels;</li> <li>• 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;</li> <li>• 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;</li> <li>• consideration of human health receptors / impacts;</li> <li>• detailed drawing plans, demonstrating a suitable buffer between locations for refueling, storage of oil/fuel, concrete mixing and</li> </ul>

	<p>washing areas and any watercourses or surface drain present on site or adjacent to the site;</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• proposals for engaging with the surrounding community and for monitoring contractor compliance with the CEMP, including responding to and resolving complaints.</li> </ul> <p><b>Guidance</b></p> <p>DAERA also provides <a href="#">standing advice on development that may have an effect on the water environment</a> (including groundwater and fisheries). A biosecurity plan may be required for construction impacting on the marine environment.</p> <p>Further <a href="#">general</a> guidance is available on DAERA's <a href="#">website</a>.</p> <p>The following guidance may also be useful in preparing an Outline Construction Environmental Management Plan:</p> <p><a href="#">IAQM Guidance on the assessment of dust from demolition and construction.</a></p> <p><a href="#">IAQM Guidance on Monitoring in the Vicinity of Demolition and Construction Sites</a></p> <p><a href="#">LAQM.TG(22)BCC Advice note for construction and demolition sites.  https://www.belfastcity.gov.uk/Documents/Advice-note-for-construction-and-demolition-sites</a></p> <p><a href="#">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.</a></p> <p><a href="#">Institution of Lighting Professionals Guidance Note 1 for the reduction of obtrusive light 2021.</a></p>
<p><b>11. Contaminated Land Assessment</b></p> <p><b>Planning Policy</b> Policy ENV1 of the Belfast LDP Plan Strategy</p>	<p><b>What is it?</b></p> <p>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.</p> <p>Land contamination can harm:</p> <ul style="list-style-type: none"> <li>• human health;</li> <li>• drinking water supplies, groundwater and surface water;</li> <li>• soils;</li> <li>• ecosystems including wildlife, animals and wetlands;</li> <li>• property.</li> </ul> <p>In accordance with the <a href="#">Land Contamination Risk Management (LCRM)</a> guidance published by the UK Environment Agency, the <b>Contaminated Land Assessment</b> process is used to:</p> <ul style="list-style-type: none"> <li>• identify and assess if there is an unacceptable risk;</li> <li>• assess what remediation options are suitable to manage the risk;</li> <li>• plan and carry out remediation;</li> <li>• verify that remediation has worked.</li> </ul> <p><b>When is it required?</b></p> <p>A <b>Contaminated Land Assessment</b> 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.</p>



### **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.**



	<p>DAERA also provides <a href="#">standing advice on development that may have an effect on the water environment</a> (including groundwater and fisheries).</p>
<h2>12. Contextual Design Information</h2> <p><b>Planning Policy</b> Policies DES1, BH1, BH2 and BH3 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 4.23- 4.40</p> <p><b>SPG</b> Placemaking and Urban Design Supplementary Planning Guidance</p> <p>Residential Design Supplementary Planning Guidance</p> <p>Residential Extensions and Alterations Supplementary Planning Guidance</p>	<p><b>What is it?</b> 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.</p> <p>Policy BH1 relates to proposals affecting a Listed Building.</p> <p>Policy BH2 relates to new development within or affect the setting of a Conservation Area.</p> <p>Policy BH3 relates to new development within an Area of Townscape Character.</p> <p><b>Contextual Design Information</b> 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.</p> <p><b>When is it required?</b> <b>Contextual Design Information</b> will be required for the following (other than where they only involve a material change of use):</p> <ul style="list-style-type: none"> <li>• applications for Major development;</li> <li>• proposals that impact on built heritage including Listed Buildings, Scheduled Monuments, historic monuments/gardens, Conservation Areas and Areas of Townscape Character; or</li> <li>• proposals that may significantly impact on the street-scene or townscape.</li> </ul> <p><b>What should it include?</b> The type of <b>Contextual Design Information</b> that is required will depend on the nature of the proposal, its location, scale and the potential impacts.</p> <p>Examples of <b>Contextual Design Information</b> include:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• site sections;</li> <li>• photomontages showing existing and proposed key views;</li> <li>• axonometric drawings; and</li> <li>• 3D modelling such as use of <a href="#">VU.CITY: Belfast</a> (an accurate 3D model of most of Belfast).</li> </ul>
<h2>13. Daylight, Sunlight and Overshadowing Assessment</h2> <p><b>Planning Policy</b> Policies DES1 and RD1 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 4.23- 4.40</p> <p><b>SPG</b></p>	<p><b>What is it?</b> 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.</p> <p>Policy RD1 requires that proposals do not unduly affect the amenity of neighbouring residents, including loss of light and overshadowing.</p> <p><b>A Daylight, Sunlight and Overshadowing Assessment</b> 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.</p>

<p>Residential Design Supplementary Planning Guidance</p> <p>Placemaking and Urban Design Supplementary Planning Guidance</p>	<p><b>When is it required?</b> A <b>Daylight, Sunlight and Overshadowing Assessment</b> should be provided with all applications involving:</p> <ul style="list-style-type: none"> <li>• buildings exceeding four storeys in height where adjoining other developed land or public open spaces; or</li> <li>• where proposed buildings or extensions could lead to harmful overshadowing of adjacent or other proposed buildings or spaces within or outside the site; or</li> <li>• where the proposed development would itself be subject to significant shading from adjoining buildings or trees, or the proposed development itself.</li> </ul> <p><b>What should it include?</b> A <b>Daylight, Sunlight and Overshadowing Assessment</b> should include:</p> <ol style="list-style-type: none"> <li>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 (20<sup>th</sup> or 21<sup>st</sup> March) and during the following times of day: <ul style="list-style-type: none"> <li>• 8am; 10am; 12pm; 2pm; 4pm; and 6pm.</li> </ul> <p>For applications for Major development, the assessment should include an assessment consistent with the latest relevant Building Research Establishment (BRE) guidance.</p> </li> <li>2. an assessment of daylight and sunlight levels within the proposed development itself. <p>For applications for Major development, the assessment should include an assessment consistent with the latest relevant Building Research Establishment (BRE) guidance.</p> </li> </ol>
<p><b>14. Demolition Justification Statement</b></p> <p><b>Planning Policy</b> Policies BH2, BH3 and ENV2 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 6.13, 6.15, 6.18s, 6.19 and 6.22</p>	<p><b>What is it?</b> 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.</p> <p>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.</p> <p>A <b>Demolition Justification Statement</b> demonstrates why a building or structure that is normally protected by planning policy is not proposed to be retained and re-used.</p> <p><b>When is it required?</b> A <b>Demolition Justification Statement</b> should be provided:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• for demolition of a building that makes a material contribution to a Conservation Area, having regard to Policy BH2 of the Plan Strategy; or</li> <li>• 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.</li> </ul>

	<p><b>What should it include?</b></p> <p>The level of detail included in the <b>Demolition Justification Statement</b> should be proportionate to the nature and function of the building and the issues involved.</p> <p>The <b>Demolition Justification Statement</b> 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 <b>Marketing Statement</b> (see section 27) and/or <b>Viability Assessment</b> (see section 49).</p> <p>The <b>Demolition Justification Statement</b> 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.</p>
<p><b>15. Drainage Assessment</b></p> <p><b>Planning Policy</b> Policies ENV4 and ENV5 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 6.104 and 6.113</p> <p><b>SPG</b> Planning and Flood Risk Supplementary Planning Guidance</p>	<p><b>What is it?</b></p> <p>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.</p> <p>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.</p> <p>A <b>Drainage Assessment</b> 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).</p> <p><b>When is it required?</b></p> <p>In accordance with the <a href="#">Planning and Flood Risk Supplementary Planning Guidance</a>, a <b>Drainage Assessment</b> should be provided for all development proposals that meet or exceed any of the following thresholds.</p> <ul style="list-style-type: none"> <li>• new residential development comprising of 10 or more residential units; or</li> <li>• a development site in excess of 1 hectare; or</li> <li>• change of use involving new buildings and/or hardstanding surface exceeding 1,000 sqm in area.</li> </ul> <p>A <b>Drainage Assessment</b> should also be provided for any development proposal, except for minor development, where:</p> <ul style="list-style-type: none"> <li>• the proposed development is located in an area where there is evidence of a history of surface water flooding; or</li> <li>• 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.</li> </ul> <p><b>What should be included?</b></p> <p>Guidance on the information that should be contained in a <b>Drainage Assessment</b> is provided in Annex E of the <a href="#">Planning and Flood Risk Supplementary Planning Guidance</a>.</p> <p><b>Guidance</b></p> <p>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 <b>Drainage Assessment</b>.</p>

## 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:

	<p><u>Construction</u></p> <ul style="list-style-type: none"> <li>• 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);</li> <li>• the number and type of Full Time Employment (FTE) jobs that will be created during the construction stage of the development including job occupations;</li> <li>• 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</li> <li>• For public sector construction, confirmation that Social Value applies. A Construction Employability and Skills Plan is not necessary in such cases.</li> </ul> <p><u>Operation</u></p> <ul style="list-style-type: none"> <li>• Details of the “operational phase” including: breakdown of floor space by use/number of bedrooms as applicable;</li> <li>• 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;</li> <li>• 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</li> <li>• the developer should base the provided figures on recognised employment densities and provide information on any assumption they have adopted.</li> </ul> <p><b>Guidance</b></p> <p>The submitted information should be sufficient for the Council to carry out a “skills assessment” to establish whether employability and skills interventions are required.</p> <p>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 <b>Planning Agreements (Heads of Terms Form)</b>).</p> <p>Further guidance is provided by the Council’s <a href="#">Developer Contributions Framework</a>.</p>
<p><b>18. Event Management Plan</b></p> <p><b>Planning Policy</b></p> <p>Policies TRAN 3 and TRAN 6 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 4.11, 6.90 and 6.208. 6.213, Annex A</p>	<p><b>What is it?</b></p> <p>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.</p> <p>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.</p> <p>An <b>Event Management Plan</b> sets out how the proposal seeks to minimise the transportation impacts of events that would be held as a result of the proposal.</p> <p><b>When is it required?</b></p> <p>An <b>Event Management Plan</b> 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.</p>

	<p><b>What should be included?</b></p> <p>An <b>Event Management Plan</b> should consider the types of trips, in all modes, likely to visit the site, to ensure they can arrive, park if necessary and depart without causing a traffic safety hazard or disruption to other traffic on the network.</p> <p>Where disruption to the network is anticipated, the <b>Event Management Plan</b> 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 <b>Event Management Plan</b>.</p> <p>The <b>Events Management Plan</b> 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.</p>
<p><b>19. Environmental Statement (EIA)</b></p> <p><b>Legislation</b> The <a href="#">Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2017</a></p>	<p><b>What is it?</b></p> <p>The <a href="#">Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2017 ("the Regulations")</a> specifies the circumstances in which a proposal is "EIA" development and requires an Environmental Statement to be submitted alongside the planning application.</p> <p>An <b>Environmental Statement</b> sets out the likely significant effects of the proposal – whether positive or negative – and can relate to environmental, social or economic impacts.</p> <p><b>When is it required?</b></p> <p>An <b>Environmental Statement</b> should be submitted where:</p> <ul style="list-style-type: none"> <li>the development proposal falls under Schedule 1 of the Regulations; or</li> <li>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 <b>Environmental Statement</b> is required; or</li> <li>the applicant intends to submit an <b>Environmental Statement</b> alongside the planning application.</li> </ul> <p><b>What should be included?</b></p> <p>Applicants should seek a "Scoping Opinion" from the Council as to the recommended content of the <b>Environmental Statement</b> before it is prepared.</p> <p><b>Guidance</b></p> <p>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.</p> <p>Where an <b>Environmental Statement</b> is deemed to be required, the applicant is advised to seek a scoping opinion from the Council on its content.</p>



## 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 1](#) and 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 had 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:

	<div>1. A “housing mix schedule”, providing information on the number, type and size of each residential unit.</div> <table><tr><th>House type</th><th>Size (sqm)</th><th>Number of units</th></tr><tr><td>E.g. three-bedroom four person detached dwelling</td><td></td><td></td></tr><tr><td>Etc.</td><td></td><td></td></tr></table> <div>2. A written statement that demonstrates how the proposed housing mix has been informed by the following:<div><div>a. analysis of prevailing housing need in the area;</div><div>b. the location and size of the site;</div><div>c. specific characteristics of the development; and</div><div>d. the creation of balanced and sustainable communities.</div></div><div>Where a criterion is not satisfied, the statement should provide justification as to why this is the case.</div><div><div>Guidance</div><div>Further guidance is provided by the Council's <a href="#">Affordable Housing and Housing Mix Supplementary Planning Guidance</a>.</div></div></div>	House type	Size (sqm)	Number of units	E.g. three-bedroom four person detached dwelling			Etc.		
House type	Size (sqm)	Number of units								
E.g. three-bedroom four person detached dwelling										
Etc.										
<div>24.</div> <div>Landscape/Townscape and Visual Impact Assessment (LVIA)</div> <div><div>Planning Policy ss</div><div>Policies LC1, LC1A, LC1B, LC1C, LDCD, LC2, LC3 and LC4 of the Belfast LDP Plan Strategy</div></div> <div>SPPS Para. 4.39 and 6.76</div> <div><div>SPG</div><div>Placemaking and Urban Design Supplementary Planning Guidance</div></div> <div>Tall Buildings Supplementary Planning Guidance</div>	<div><div>What is it?</div><div>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.</div></div> <div><div>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.</div></div> <div><div>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).</div></div> <div><div>When is it required?</div><div>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).</div></div> <div><div>What should be included?</div><div>A Landscape/Townscape and Visual Impact Assessment should follow the methodology set out in the <a href="#">Guidelines on Landscape and Visual Impact Assessment</a> published by the Landscape Institute and Institute of Environmental Management and Assessment.</div></div> <div><div>An LVIA should consider the impact on the marine environment, where appropriate.</div></div>									
<div>25.</div> <div>Landscape/Townscape and Visual Appraisal (LVA)</div>	<div><div>What is it?</div><div>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.</div></div>									

<p><b>Planning Policy</b> Policies LC1, LC1A, LC1B, LC1C, LDCD, LC2, LC3 and LC4 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 4.39 and 6.76</p> <p><b>SPG</b> Placemaking and Urban Design Supplementary Planning Guidance</p>	<p>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.</p> <p>A <b>Landscape/Townscape and Visual Appraisal (LVA)</b> 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).</p> <p><b>When is it required?</b> A <b>Landscape and Visual Appraisal</b> should be provided with applications for the following where the proposal is <u>not</u> EIA Development:</p> <ul style="list-style-type: none"> <li>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</li> <li>proposals in the urban area which are likely to have a significant visual impact on the townscape; or</li> <li>proposals for wind turbines where their overall height would exceed 15 metres and where Environmental Impact Assessment is required.</li> </ul> <p><b>What should be included?</b> A <b>Landscape/Townscape and Visual Appraisal</b> should follow the methodology set out in the <a href="#">Guidelines on Landscape and Visual Impact Assessment</a> 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.</p> <p>Further guidance is contained in the <a href="#">Placemaking and Urban Design Supplementary Planning Guidance</a>.</p> <p>An LVA should consider the impact on the marine environment, where appropriate.</p>
<p><b>26. Lighting Impact Assessment</b></p> <p><b>Planning Policy</b> Policies ENV1, OS5 and OS7 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 4.11 and 6.213</p>	<p><b>What is it?</b> 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.</p> <p>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.</p> <p>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.</p> <p>A <b>Lighting Impact Assessment</b> 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.</p> <p><b>When is it required?</b> A <b>Lighting Impact Assessment</b> should be provided with applications for:</p> <ul style="list-style-type: none"> <li>proposals involving largescale artificial lighting (such as floodlighting of sports pitches);</li> </ul>

	<ul style="list-style-type: none"> <li>proposals for sensitive receptors close to a large scale existing artificial light source; <b>or</b></li> <li>proposals that have the potential to impact on sensitive receptors such as the aquatic environment.</li> </ul> <p><b>What should be included?</b> A Lighting Impact Assessment should include:</p> <ol style="list-style-type: none"> <li>technical specification of the external lighting, including a layout plan with beam orientation and a schedule of the equipment in the design;</li> <li>details of any directional hoods or other forms of mitigation;</li> <li>proposed hours of illumination;</li> <li>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;</li> <li>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';</li> <li>details of cumulative impact from proposed lighting and any existing artificial lighting, if they will be in operation simultaneously, and</li> <li>demonstration that the vertical lux levels for the appropriate environmental zone and time of day will not be exceeded at nearby receptors.</li> </ol> <p><b>Guidance</b> Detailed guidance on lighting impact can be found on the Institute of Lighting Professionals (ILP) <a href="#">website</a>. This includes the ILP <a href="#">Guidance on Undertaking Environmental Lighting Impact Assessments</a> and <a href="#">Guidance Note for the reduction of obtrusive light</a>.</p> <p>Guidance is also provided by <a href="#">Sport England – Outdoor Sports Lighting Briefing Note</a>.</p> <p><b>A Lighting Impact Assessment should consider the impact on the marine environment, where appropriate.</b></p>
<p><b>27. Marketing Statement</b></p> <p><b>Planning Policy</b> Policies BH2, EC4 and TLC2 of the Belfast LDP Plan Strategy</p> <p><b>SPG</b> Loss of Zoned Employment Land Supplementary Planning Guidance</p>	<p><b>What is it?</b> 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.</p> <p>Policy EC4 of the Plan Strategy states that only in exceptional circumstances will the loss of zoned employment land be considered acceptable.</p> <p>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.</p> <p>A <b>Marketing Statement</b> 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.</p> <p><b>When is it required?</b> A <b>Marketing Statement</b> 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</p>

	<p>an important material consideration when the planning application is assessed.</p> <p>For example, a <b>Marketing Statement</b> may be used to support applications which involve:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• loss of zoned employment land, having regard to Policy EC4 of the Plan Strategy; or</li> <li>• loss of existing tourism, leisure and cultural provision and assets, having regard to Policy TLC2 of the Plan Strategy</li> </ul> <p><b>What should be included?</b></p> <p>The <b>Marketing Statement</b> should include the information specified at paragraphs 3.3.7 and 3.3.8 of the <a href="#">Loss of Zoned Employment Land Supplementary Planning Guidance</a>.</p>
<p><b>28. Masterplanning Statement</b></p> <p><b>Planning Policy</b> Policy DES2 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 3.3, 4.2, 4.11, 4.12, 4.23-4.36</p> <p><b>SPG</b> Masterplanning Approach for Major Development Supplementary Planning Guidance</p>	<p><b>What is it?</b> Policy DES2 of the Plan Strategy requires a masterplanning approach for Major development.</p> <p>A <b>Masterplanning Statement</b> sets out how proposals for Major development accord with the masterplanning principles set out in Policy DES2 of the Plan Strategy.</p> <p><b>When is it required?</b> A <b>Masterplanning Statement</b> should be provided with all applications for Major development.</p> <p><b>What should be included?</b> A <b>Masterplanning Statement</b> 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.</p> <p><b>Guidance</b> Further guidance is contained in the Council's <a href="#">Masterplanning Approach for Major Development Supplementary Planning Guidance</a>.</p>
<p><b>29. Noise Impact Assessment (NIA)</b></p> <p><b>Planning Policy</b> Policy ENV1 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 4.11-4.12, Annex A</p> <p><b>SPG</b> Evening and Night-time Economy Supplementary Planning Guidance</p> <p>Sensitive Uses Supplementary Planning Guidance</p> <p><b>Guidance</b> Belfast City Council Environmental Protection Advice Note 1 (EPAN 1)</p>	<p><b>What is it?</b> 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.</p> <p>A <b>Noise Impact Assessment</b> sets out the potential for new development to impact on its surroundings by way of noise and/or vibration. Where necessary, it will include measures to mitigate noise and vibration impacts, particularly if the site is surrounded by sensitive premises such as housing and other residential uses.</p> <p><b>When is it required?</b> A <b>Noise Impact Assessment</b> should be provided with applications where:</p> <ul style="list-style-type: none"> <li>• 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, <b>places of worship, offices and other business premises</b>; or</li> </ul>

	<ul style="list-style-type: none"> <li>proposed noise sensitive premises or development <b>could</b> be exposed to <b>unacceptable</b> adverse noise and/or vibration from an existing noise source (e.g. from road traffic/railway/ entertainment venues/sports/leisure facilities/plant noise).</li> </ul> <p><b>What should be included?</b> The <b>Noise Impact Assessment</b> should include the information and follow the guidance contained in the Belfast City Council <a href="#">Environmental Protection Advice Note 1 (EPAN 1)</a>.</p> <p><b>Guidance</b> Further guidance is contained in the Council's <a href="#">Sensitive Uses Supplementary Planning Guidance</a> and <a href="#">Evening and Night-time Economy Supplementary Planning Guidance</a>.</p> <p>DAERA also provides <a href="#">standing advice on development that may have an effect on the water environment</a> (including groundwater and fisheries). A <b>Noise Impact Assessment</b> should consider the impact on the marine environment, where appropriate.</p>
<p><b>30. Odour Impact Assessment</b></p> <p><b>Planning Policy</b> Policy ENV1 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 4.11 and 6.90</p> <p><b>SPG</b> Sensitive Uses Supplementary Planning Guidance</p> <p>Evening and Night-time Economy Supplementary Planning Guidance</p>	<p><b>What is it?</b> 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.</p> <p>An <b>Odour Impact Assessment</b> assesses the impact of odour generating uses on sensitive receptors; or the impact of existing nearby odour generating uses on <b>proposed uses which</b> are sensitive by nature.</p> <p>Where necessary and appropriate, the <b>Odour Impact Assessment</b> should include measures to mitigate odour impacts. <b>These</b> shall include details of proposed odour abatement system controls and demonstrate that the proposed controls are fit for purpose.</p> <p><b>When is it required?</b> An <b>Odour Impact Assessment</b> should be provided with applications for:</p> <ul style="list-style-type: none"> <li>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;</li> <li>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.</li> </ul> <p><b>What should be included?</b> An <b>Odour Impact Assessment</b> 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):</p> <p><a href="#">Guidance on the Assessment of Odour for Planning.</a></p> <p><a href="#">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.</a> <a href="https://www.gov.uk/government/publications/environmental-permitting-h4-odour-management">https://www.gov.uk/government/publications/environmental-permitting-h4-odour-management</a></p>



	<p>Details of an odour abatement system should include:</p> <ol style="list-style-type: none"> <li>1. scale floor plans and elevations showing the positioning and design of ventilation, flue/s and extraction equipment including termination points;</li> <li>2. manufacturers details of the equipment proposed including odour abatement techniques; and</li> <li>3. assessment of certain processes may require odour dispersion modelling to predict impact at sensitive receptors.</li> </ol> <p><b>Guidance</b> Further guidance is contained in the Council's <a href="#">Sensitive Uses Supplementary Planning Guidance</a> and <a href="#">Evening and Night-time Economy Supplementary Planning Guidance</a>.</p> <p>Other relevant guidance includes:</p> <p>Environment Agency Additional guidance for H4 Odour Management - How to comply with your environmental permit.</p> <p>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.</p> <p>CIWEM Policy Position Statement - Control of Odour.</p> <p>NIW Development Encroachment - Odour Assessment Useful guidance concerning managing odour from commercial kitchens is provided by <i>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) (2<sup>nd</sup> EMAQ edition) (6<sup>th</sup> May 2022)</i>, <a href="https://emaq.ricardo.com/course/view.php?id=231">https://emaq.ricardo.com/course/view.php?id=231</a></p> <p><del>An associated <b>Noise and Vibration Impact Assessment</b> may also be required (see section 30).</del></p>
<p><b>31. Office Impact Assessment</b></p> <p><b>Planning Policy</b> Policies SD2, EC6 and RET2 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 6.85 and 6.95</p> <p><b>SPG</b> Retail and Main Town Centre Uses Supplementary Planning Guidance</p>	<p><b>What is it?</b> 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.</p> <p>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.</p> <p>An <b>Office Impact Assessment</b> sets out how the requirements of Policies EC6 and RET2 are addressed in respect of larger scale office proposals.</p> <p><b>When is it required?</b> An <b>Office Impact Assessment</b> 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.</p> <p><b>What should be included?</b> An <b>Office Impact Assessment</b> should:</p>



	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> </ul> <p>Applicants should refer to the by step approach set out in paragraph 3.3 and paragraph 3.5 of the <a href="#">Retail and Main Town Centre Uses Supplementary Planning Guidance</a>.</p> <p><b>Guidance</b> Further guidance is contained in the <a href="#">Retail and Main Town Centre Uses Supplementary Planning Guidance</a>.</p>
<p><b>32. Open Space Statement</b></p> <p><b>Planning Policy</b> Policy OS3 of the Belfast LDP Plan Strategy</p> <p>SPPS Paras 4.4, 4.8, 6.199, 6.200, 6.201 and 6.211</p> <p><b>SPG</b> Residential Development Supplementary Planning Guidance</p>	<p><b>What is it?</b> 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.</p> <p>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:</p> <ol style="list-style-type: none"> <li>a normal expectation will be at least 10% of the total site area; and</li> <li>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.</li> </ol> <p>An <b>Open Space Statement</b> sets out how the requirements of Policy OS3 have been addressed.</p> <p><b>When is it required?</b> An <b>Open Space Statement</b> should be provided with all applications for Major development for non-residential uses such as employment, retail, leisure, tourism, cultural and community uses.</p> <p>Note: the requirement for open space for residential housing proposals are dealt with through a separate Residential Quality Statement (see section 38).</p> <p><b>What should be included?</b> An <b>Open Space Statement</b> should address the requirements in Policy OS3 of the Plan Strategy, including the following.</p> <ol style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>3. where the requirements of Policy OS3 are not fully met, the reasoning must be explained.</li> </ol>
<p><b>33. Parking Survey</b></p> <p><b>Planning Policy</b></p>	<p><b>What is it?</b> Policy TRAN 8 of the Plan Strategy requires development proposals to provide adequate provision for car parking and appropriate servicing arrangement.</p>

<p>Policy TRAN8 and TRAN9 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 6.296, 6.297 and 6.304</p> <p><b>Guidance</b> Parking Standards (Dfl)</p> <p>Creating Places (Dfl)</p>	<p>Parking standards are set out in the Department's <a href="#">Parking Standards</a> guidance, currently under review.</p> <p>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.</p> <p>A <b>Parking Survey</b> 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.</p> <p><b>When is it required?</b> A <b>Parking Survey</b> should be submitted when there is an identified parking need that cannot be accommodated within the application site.</p> <p><b>What should be included?</b> A <b>Parking Survey</b> should include the following:</p> <ol style="list-style-type: none"> <li>1. A survey of parked vehicles and available parking spaces within 200 metres radius (400 metres diameter) of the application site;</li> <li>2. Parked vehicles and available spaces are to be shown on a plan;</li> <li>3. Timed and dated photographs;</li> <li>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;</li> <li>5. Spaces within 15 metres of a junction should also not be included;</li> <li>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;</li> <li>7. Residential Parking Survey (in support of residential proposals) – the survey should take place between 7pm and 7am; and</li> <li>8. Commercial Parking Survey (in support of commercial proposals) – the survey should take place between 7am and 7pm.</li> </ol> <p><b>Guidance</b> Parking standards are set out in the Department's <a href="#">Parking Standards</a> guidance, currently under review.</p>
<p><b>34. PBMSA Statement</b></p> <p><b>Planning Policy</b> Policy HOU12 of the Belfast LDP Plan Strategy</p> <p><b>SPG</b> PBMSA Supplementary Planning Guidance</p>	<p><b>What is it?</b> 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.</p> <p>A <b>PBMSA Statement</b> sets out how the requirements of Policy HOU12 are addressed.</p> <p><b>When is it required?</b> A <b>PBMSA Statement</b> should be submitted with all applications for Purpose Built Managed Student Accommodation.</p> <p><b>What must be included?</b> The <b>PBMSA Statement</b> 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.</p>

	<p>In respect of criterion e., a “statement of student housing need” should be submitted, which addresses the following points:</p> <ol style="list-style-type: none"> <li>1. the specific need that is being addressed, with reference to relevant Corporate Plans published by the city's further and higher education institutions;</li> <li>2. why this need is currently unmet by existing student accommodation stock, implemented and un-implemented planning permissions for PBMSA;</li> <li>3. the type of existing accommodation the potential student occupiers are likely to be drawn from;</li> <li>4. any recorded increase in student numbers;</li> <li>5. university support, if available;</li> <li>6. current waiting lists for student accommodation;</li> <li>7. bedspace to student population ratio/percentage comparison to other university cities; and</li> <li>8. bank funding available to deliver proposals.</li> </ol> <p><b>Guidance</b> Further guidance is contained in the Council's <a href="#">Draft Purpose Built Managed Student Accommodation Supplementary Planning Guidance</a>.</p>
<p><b>35. Phasing Plan</b></p> <p><b>Planning Policy</b> Policies DES1 and DES2 of the Belfast LDP Plan Strategy</p> <p>SPPS Par. 6.301</p> <p><b>SPG</b> Masterplanning Approach For Major Development Supplementary Planning Guidance</p>	<p><b>What is it?</b> Policy DES1 of the Plan Strategy relates to the principles of urban design.</p> <p>Policy DES2 of the Plan Strategy requires proposals for Major development to comply with specified masterplanning principles.</p> <p>A <b>Phasing Plan</b> sets out the sequence in which the various parts of a larger development scheme will be brought forward. The phasing is indicated on a diagrammatic plan with supporting narrative that describes the sequencing and why it is to take place in that order.</p> <p><b>When is it required?</b> A <b>Phasing Plan</b> should be provided with applications for</p> <ul style="list-style-type: none"> <li>• Major development; or</li> <li>• proposals intended to be implemented in phases.</li> </ul> <p><b>What should be included?</b> A <b>Phasing Plan</b> should include the following:</p> <ol style="list-style-type: none"> <li>1. A plan demarcating the various proposed phases of the development;</li> <li>2. Supporting narrative that describes the sequencing of the phases and why the proposal is proposed to be implemented in that order;</li> <li>3. The sequencing of delivery of any infrastructure necessary to support the proposal;</li> <li>4. If necessary, financial viability information to support the case for phasing of the development (also see section 49, <b>Viability Assessment</b>).</li> </ol> <p><b>Guidance</b> Further guidance is provided by the <a href="#">Masterplanning Approach For Major Development Supplementary Planning Guidance</a>.</p>

## 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](mailto: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

	<p>character or appearance of that Area of Townscape Character (Policy BH3).</p> <p><b>What should be included?</b></p> <p>The <b>Planning Statement</b> should set out how a development proposal takes account of relevant planning policies and other material considerations. It should include:</p> <ol style="list-style-type: none"> <li>1. a description of the site and its surrounding context;</li> <li>2. a description of the proposal and why it is needed;</li> <li>3. relevant planning history;</li> <li>4. summary of the relevant regional and local planning policies, including the Local Development Plan, and how those planning policies have been applied;</li> <li>5. other relevant material considerations;</li> <li>6. assessment of how the proposal addresses the key planning issues;</li> <li>7. explanation if the proposal is contrary to any of the relevant planning policies (e.g. loss of open space);</li> <li>8. suggested draft planning conditions in the event that planning permission is granted.</li> </ol>
<p><b>38. Residential Quality Statement</b></p> <p><b>Planning Policy</b> Policies RD1 and OS3 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 4.4, 4.8, 4.9, 6.199, 6.200, 6.201 and 6.211</p> <p><b>SPG</b> Residential Design Supplementary Planning Guidance</p> <p><b>Guidance</b> Creating Places</p>	<p><b>What is it?</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>A <b>Residential Quality Statement</b> sets out how proposals for new residential development addresses policy requirements and guidance around open space, amenity space, space standards and natural light.</p> <p><b>When is it required?</b></p> <p>A <b>Residential Quality Statement</b> should be provided with applications for the following forms of residential accommodation, including new build, conversion, sub-division and material changes of use:</p> <ul style="list-style-type: none"> <li>• new residential housing (including dwelling houses, apartments, flats and maisonettes);</li> <li>• Houses in Multiple Occupation (HMOs); and</li> <li>• Purpose Built Managed Student Accommodation (PBMSA) accommodation.</li> </ul>

### 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			
<b>Total</b>			
<b>Average</b>			

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](#).

<p><b>41. Short-term Let Accommodation Statement</b></p> <p><b>Planning Policy</b> Policies HOU3 HOU13 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 6.135, 6.136 and 6.137</p>	<p><b>What is it?</b> Policy HOU3 of the Plan Strategy seeks to protect existing residential accommodation.</p> <p>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.</p> <p>A <b>Short-term Let Accommodation Statement</b> demonstrates how proposals for short-term let accommodation meet the requirements of Policy HOU13.</p> <p><b>When is it required?</b> A <b>Short-term Let Accommodation Statement</b> should be provided with applications for short-term let accommodation – including short-term holiday lets; self-catering apartments; apart-hotels and serviced apartments.</p> <p><b>What should be included?</b> The <b>Short-term Let Accommodation Statement</b> 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.</p>
<p><b>42. Specialist Housing Statement</b></p> <p><b>Planning Policy</b> Policy HOU8 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 4.14. 4.16. 6.137</p>	<p><b>What is it?</b> 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.</p> <p>A <b>Specialist Housing Statement</b> demonstrates how proposals for specialist residential accommodation meet the requirements of Policy HOU8.</p> <p><b>When is it required?</b> A <b>Specialist Housing Statement</b> 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.</p> <p><b>What should be included?</b> The <b>Specialist Housing Statement</b> 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.</p>
<p><b>43. Tall Buildings Design Statement</b></p> <p><b>Planning Policy</b> Policy DES3 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 3.3, 4.2, 4.11, 4.12, 4.23-4.36</p> <p><b>SPG</b> Tall Buildings Supplementary Planning Guidance</p>	<p><b>What is it?</b> 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.</p> <p>A <b>Tall Buildings Design Statement</b> sets out how proposals for tall buildings address the design criteria in Policy DES3.</p> <p><b>When is it required?</b> A <b>Tall Buildings Design Statement</b> should be provided with applications for a tall building, defined as:</p> <ul style="list-style-type: none"> <li>• any building 35 metres above ordinance datum (AOD) or taller; or</li> <li>• any building which is significantly higher than their surroundings.</li> </ul> <p><b>What should be included?</b> The <b>Tall Buildings Design Statement</b> should address criteria a. to h. inclusive of Policy DES3 of the Plan Strategy. Where a criterion is not met, this must be justified.</p> <p><b>Guidance</b> Further guidance is contained in the Council's <a href="#">Tall Buildings Supplementary Planning Guidance</a>.</p>

## 44. Telecommunications 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

	<p><b>What should be included?</b></p> <p>The requirement for and scope of a <b>Transport Assessment</b> should be discussed with the Council's Planning Service and DfI Roads as part of a Pre-Application Discussion.</p> <p>Detailed guidance is provided by the Department's <a href="#">Transport Assessment: Guidelines for Development Proposals in Northern Ireland (November 2006)</a> (currently under review).</p> <p><a href="#">Further guidance is provided by the Transportation Supplementary Planning Guidance.</a></p>
<p><b>46. Transport Assessment Form</b></p> <p><b>Planning Policy</b> Policies TRAN 1, TRAN 2, TRAN 4 and TRAN 6 of the Belfast LDP Plan Strategy</p> <p>SPPS Par. 6.293-305 <b>SPG</b> Transportation Supplementary Planning Guidance</p>	<p><b>What is it?</b> 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.</p> <p>A <b>Transport Assessment Form</b> 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.</p> <p><b>When is it required?</b> A <b>Transport Assessment Form</b> (TAF) should be submitted with applications for the following proposals:</p> <ul style="list-style-type: none"> <li>• residential comprising 10 or more units;</li> <li>• non-residential with a gross floor area of 500 sqm or more;</li> <li>• likely to generate 30 or more vehicle movements per hour;</li> <li>• likely to generate 10 or more freight movements per day or 5 in any given hour.</li> </ul> <p><b>What should be included?</b> Applicants should complete the <b>Transport Assessment Form</b> at Appendix A of the Department's <a href="#">Transport Assessment: Guidelines for Development Proposals in Northern Ireland (November 2006)</a> (currently under review).</p> <p><b>Guidance</b> <a href="#">Further guidance is provided by the Transportation Supplementary Planning Guidance.</a></p> <p>Further advice can be found on the <a href="#">Department of Infrastructure Roads website</a></p>
<p><b>47. Travel Plan</b></p> <p><b>Planning Policy</b> Policy TRAN4 of the Belfast LDP Plan Strategy</p> <p>SPPS Par. 6.293-305</p> <p><b>SPG</b> Transportation Supplementary Planning Guidance</p> <p><b>Guidance</b> Chapter 10 of the Developer Contributions Framework</p>	<p><b>What is it?</b> Policy ENV4 of the Plan Strategy states that proposals for significant travel generating uses will require a travel plan.</p> <p>A <b>Travel Plan</b> 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.</p> <p><b>When is it required?</b> The requirement for a <b>Travel Plan</b> will be informed by the criteria set out in paragraph 3.4.3 of the <a href="#">Transportation Supplementary Planning Guidance.</a></p>

	<p><b>What should be included?</b> Further guidance is provided by the <a href="#">Transportation Supplementary Planning Guidance</a>.</p>
<p><b>48. Tree Report</b></p> <p><b>Planning Policy</b>  Policies TRE1 and LC1 of the Belfast LDP Plan Strategy  SPPS Para. 6.192</p> <p><b>SPG</b> Trees and Development Supplementary Planning Guidance</p> <p><b>Guidance</b> Creating Places</p>	<p><b>What is it?</b> 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.</p> <p>. A <b>Tree Report</b> 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 <b>Tree Report</b> should also set out measures to protect the trees during construction.</p> <p><b>When is it required?</b> 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).</p> <p><b>What should be included?</b> The <b>Tree Report</b> should include the information set out at paragraph 3.3.1 of the <a href="#">Trees and Development Supplementary Planning Guidance</a>.</p> <p><b>Guidance</b> Further guidance is contained in the Council's <a href="#">Trees and Development Supplementary Planning Guidance</a>.</p>
<p><b>49. Viability Assessment</b></p> <p><b>Planning Policy</b> Policies HOU5, BH1, BH2 and BH3 of the Belfast LDP Plan Strategy  SPPS Para. 6.13</p> <p><b>SPG</b> Development Viability Supplementary Planning Guidance</p>	<p><b>What is it?</b> 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.</p> <p>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.</p> <p>The financial viability of proposals may therefore in some circumstances be a material planning consideration.</p> <p>A <b>Viability Assessment</b> assesses whether a development proposal is viable.</p> <p><b>When is it required?</b> A <b>Viability Assessment</b> should be provided with applications where the normal planning policy requirement cannot be achieved on grounds of viability, such as:</p> <ul style="list-style-type: none"> <li>the provision of affordable housing in accordance with Policy HOU5 of the Plan Strategy</li> <li>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</li> <li>loss of existing tourism or cultural facilities in the context of Policy TLC2 of the Plan Strategy</li> </ul>

	<p><b>What should be included?</b> The <b>Viability Assessment</b> should be based on the factors set out at paragraph 6.2.2 of the <a href="#">Development Viability Supplementary Planning Guidance</a>.</p> <p>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).</p> <p><b>Guidance</b> A <b>Viability Assessment</b> should be carried out by a suitably qualified professional such as a quantity surveyor.</p> <p>The Council may choose to commission an independent review of the <b>Viability Assessment</b> the cost of which will be met by the applicant.</p> <p>The <b>Viability Assessment</b> 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.</p> <p>Further guidance is provided by the Council's <a href="#">Development Viability Supplementary Planning Guidance</a>.</p>
<p><b>50. Waste Management Plan</b></p> <p><b>Planning Policy</b> Policy DES1 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 3.3, 4.2, 4.11, 4.12, 4.23-4.36</p> <p><b>SPG</b> Waste Infrastructure Supplementary Planning Guidance</p>	<p><b>What is it?</b> Policy DES1 sets out principles for urban design including protection of amenity and effective placemaking.</p> <p>A <b>Waste Management Plan</b> 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.</p> <p><b>When is it required?</b> A <b>Waste Management Plan</b> should be provided with applications for:</p> <ul style="list-style-type: none"> <li>• new commercial or mixed use developments of 500 sqm or greater; or</li> <li>• development that proposes use of communal waste storage (such as apartments, flats, sheltered housing, <b>HMOs</b> and Purpose Built Managed Student Accommodation).</li> </ul> <p><b>What should be included?</b> The <b>Waste Management Plan</b> should include the information contained in Table 2 (paragraph 4.3.1) of the <a href="#">Waste Infrastructure Supplementary Planning Guidance</a>.</p> <p><b>Guidance</b> Further guidance on waste management is contained in the <a href="#">Waste Infrastructure Supplementary Planning Guidance</a>.</p>
<p><b>51. Waste Storage Plan</b></p> <p><b>Planning Policy</b> Policy DES1 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 3.3, 4.2, 4.11, 4.12, 4.23-4.36</p> <p><b>SPG</b></p>	<p><b>What is it?</b> Policy DES1 sets out principles for urban design including protection of amenity and effective placemaking.</p> <p>A <b>Waste Storage Plan</b> 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.</p>



<p>Waste Infrastructure Supplementary Planning Guidance</p>	<p><b>When is it required?</b> A <b>Waste Storage Plan</b> 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).</p> <p><b>What should be included?</b> The <b>Waste Storage Plan</b> should comprise the following scaled drawings:</p> <ul style="list-style-type: none"> <li>• location of the waste storage area/s within the proposed site layout;</li> <li>• elevations showing how the waste storage area/s will be physically contained (if applicable).</li> </ul> <p><b>Guidance</b> Further guidance on waste management is contained in the <a href="#">Waste Infrastructure Supplementary Planning Guidance</a>.</p> <p>Appendix 2 of the <a href="#">Waste Infrastructure Supplementary Planning Guidance</a> provides guidance on the volume of waste and size of waste storage area for different uses and types of development.</p>
<p><b>52. Wind Energy Statement</b></p> <p><b>Planning Policy</b> Policy ITU 4 of the Belfast LDP Plan Strategy</p> <p>SPPS Para. 6.227, 6.230, 6.233</p> <p><b>Guidance</b> Wind Energy Developments in Northern Ireland's Landscapes Supplementary Planning Guidance</p>	<p><b>What is it?</b> Policy ITU 4 of the Plan Strategy sets out the circumstances when planning permission will be granted for wind energy development.</p> <p>A <b>Wind Energy Statement</b> demonstrates how the proposal complies with the requirements of Policy ITU 4.</p> <p><b>When is it required?</b> A <b>Wind Energy Statement</b> should be provided with applications for commercial wind energy development.</p> <p><b>What should be included?</b> The <b>Wind Energy Statement</b> 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.</p> <p><b>Guidance</b> Further guidance is contained in the Department for Infrastructure's <a href="#">Wind Energy Development in Northern Ireland's Landscapes Supplementary Planning Guidance</a>.</p>