



Application Validation Checklist

midulstercouncil.org



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Planning Application Validation Checklist

1.0 Introduction

1.1 On 1st October 2024, the Department for Infrastructure (DfI) made a Statutory Rule, The Planning (General Development Procedure) (Amendment) Order (Northern Ireland) 2024, which enables Councils to publish a planning application “Validation Checklist”.

1.2 This Direction contains the Mid Ulster District Council validation checklist. The purpose of the validation checklist is to assist applicants and agents in the identification of information that will be needed to accompany a planning application and to avoid unnecessary delays in the processing of a planning application upon its receipt.

2.0 Mid Ulster District Council Validation Requirements

2.1 The Planning (General Development Procedure) Order (Northern Ireland) 2015 sets out the minimum information that must be submitted with a planning application to make it valid. If this information is not submitted the Planning Department cannot process a planning application. This information can be found in detail at “Part 1 Basic Requirements” of this Direction.

2.2 When a planning application is submitted planning officers will review the information to ensure that it includes the minimum mandatory information set by legislation and any additional information as specified in “Part 2 Additional Information Requirements” of this Direction. A planning application cannot be processed by the Planning Department until it is valid, and the Planning Application Validation Checklist will assist to ensure an application is valid upon submission.

3.0 Notice of Non-Compliance

3.1 Should the Planning Department consider that further clarification is required on the detail of the submitted information at validation stage we will write to inform you. You will be given 10 working days from the date of notification to respond.

3.2 If, at the end of this period, all the requested information is not submitted a notice will be provided stating that the application is not in compliance with this Direction and therefore the application is not valid. The notice will identify the requirements and explain why the application does not comply with the validation requirements. In such circumstances the application, associated information and fee will be returned together with the requisite statutory notice.

3.3 If an application is not accompanied by the Validation Checklist requirements in Part 2 of this document, a written justification must be included with the reasons why you do not consider the information is necessary for the planning application. The Planning Department will consider the justification and if it is satisfied the application will be registered as valid. If the Planning Department is not satisfied, the application will be made invalid, and a written explanation will be provided in a notice confirming non-compliance with this direction. In such circumstances the application, associated information and fee will be returned together with the requisite statutory notice.

4.0 Appealing Against a Notice of Non-Compliance

4.1 In the circumstances set out above where a notice of non-compliance with this Direction is issued, an applicant may appeal to the Planning Appeals Commission. An appeal must be made within 14 days of the date of the notice.

4.2 In its decision on appeal against non-validation, the Planning Appeals Commission will consider only the matter of 'validation' and following consideration on the matter, has the power to either allow or dismiss the appeal; or vary the notice issued by the Council. The decision of the Planning Appeals Commission will be final.

4.3 If the appeal is allowed, then the information previously sought by the Planning Department does not need to be submitted when making a new application.

4.4 If the appeal is dismissed in its entirety, or the notice is varied the appellant, when making a new application to the Planning Department should do so taking account of the decision of the Planning Appeals Commission.

4.5 In all cases, the decision of the Planning Appeals Commission should be submitted, together with any new application, to aid the validation process. The new application, submitted to the Planning Department, will be validated accordingly.

Part 1 – Basic Requirements

Basic information required under The Planning (General Development Procedure) Order (NI) 2015 according to the type of application.

Application Type	Information Required
Advertisement Consent	- Signed application form - The correct fee in accordance with the current The Planning (Fees) (Amendment) Regulations (Northern Ireland) - Site Location Plan - Plans and drawings
Approval of Reserved Matters	- Signed application form - The correct fee in accordance with the current The Planning (Fees) (Amendment) Regulations (Northern Ireland) - Plans and drawings
Certificate of Lawful Use or Development (Existing or Proposed)	- Signed application form - The correct fee in accordance with the current The Planning (Fees) (Amendment) Regulations (Northern Ireland) - Site Location Plan - Plans and drawings
Conservation Area Consent	- Signed application form - Site Location Plan - Plans and drawings
Discharge of Condition	- A statement which must include both the planning reference number and the condition number(s) you seek confirmation of discharge - Plans/drawings/reports/materials if applicable
Full Planning Permission	- Signed application form - Certificate of ownership - The correct fee in accordance with the current The Planning (Fees) (Amendment) Regulations (Northern Ireland) - Site Location Plan to include neighbouring land owned (if applicable) - Plans and drawings - Design and Access Statement (if required by Article 6 of The Planning (General Development Procedure) Order (NI) 2015 - Pre-Application Community Consultation Report where the application relates to development belonging to the category of major development - P1c form if applicable
Listed Building Consent	- Signed application form - Certificate of ownership - Site Location Plan - Plans and drawings - Design and Access Statement

Application Type	Information Required
Non-Material Change	- Signed application form - Statement describing the proposed non-material change and the original approval planning reference
Outline Planning Permission	- Signed application form - Certificate of ownership - The correct fee in accordance with the current The Planning (Fees) (Amendment) Regulations (Northern Ireland) - Site Location plan to include neighbouring land owned (if applicable) - Plans and drawings - Design and Access Statement (if required by Article 6 of The Planning (General Development Procedure) Order (NI) 2015 - Pre-Application Community Consultation Report where the application relates to development belonging to the category of major development - P1c form if applicable
Proposal of Application Notice (PAN)	- Signed application form - Site Location Plan
Section 54 application to vary or remove a planning condition	- Signed application form - Certificate of ownership - The correct fee in accordance with the current The Planning (Fees) (Amendment) Regulations (Northern Ireland)

Appendix 1 - Information Checklist

This must be completed by the applicant/agent and submitted with the application.

Basic Requirements (must be completed for all applications)	Yes	N/A	Official Use Only
Signed application form			
The site is address accurately described			
The correct fee has been submitted			
An accurate description of the proposal which matches the drawings submitted			
The applicant and agents address			
The correct neighbours identified			
Certificate of ownership has been signed			
Site location plan			
Necessary plans and drawings			
Design and Access Statement			
If a PAN has been submitted the application includes a Pre Application Community Consultation report for Major planning applications.			

Official Use Only	
Basic requirements met	Yes / No
Additional information requirements met	Yes / No
Duty Planner Comments	

Part 2 – Additional Information Requirements

Additional information required under The Planning (General Development Procedure) (Amendment) Order (NI) 2024.

Application Information Required	Type of Application	Y or N confirm
1. Air Quality Impact Assessment (AQIA)	For all the following applications: - Intensive livestock units for poultry, pigs, cattle or sheep, anaerobic digester plants or manure storage facilities. - Intensive development that may give rise to air pollution. - Major development within an Air Quality Management Area	
2. Archaeological Assessment	Proposals where there is an impact from a development on an archaeological monument, or within an Area of Archaeological Interest or Potential where it involves the breaking of ground.	
3. Biodiversity Checklist	Parts 1 and 2 are required for all outline/full/reserved matters/renewal applications. Part 3 is required where it is identified under parts 1 and 2.	
4. Biodiversity Survey	This will be required where the need for a survey is identified as part of the completion of the Biodiversity Checklist. This must be completed by an ecologist or suitably qualified person. Standing advice is available at www.daera-ni.gov.uk/articles/biodiversity-checklist	
5. Contextual Assessment	All planning applications: - That impact on built heritage, including Listed Buildings, Scheduled Monuments, Historic Monuments, in Conservation Areas and in Areas of Townscape Character. - For Major development.	
6. Daylight, Sunlight and Overshadowing Assessment	For extensions to the front or rear of a terraced or semi-detached residential property: - Where the proposed extension meets the 60-degree line for a single storey extension - Where the proposed extension meets the 45-degree line for a two-storey extension. These must be shown on the drawings submitted with the planning application.	

Application Information Required	Type of Application	Y or N confirm
7. Demolition Justification Report and Structural Survey	For all applications as follows: - Listed Buildings where all or a significant part of the building is to be demolished. - Complete or partial demolition of a building in a Conservation Area - Complete or partial demolition of a building in an Area of Townscape Character	
8. Design Concept Statement	For all applications for residential development for two or more dwellings.	
9. Drainage Assessment	For the following: - New residential development of 10 units or more - Development sites in excess of 1 hectare - Proposed change of use involving new buildings and/or hardstanding in excess of 1,000 square metres For any development proposal, except for “minor development” where: - The development located within an area with historic surface water flooding - Surface water run-off from a proposed development may adversely affect other development or features of nature conservation, built heritage or archaeology.	
10. Environmental Statement	Development that falls within either: - Schedule 1 of The Planning (Environmental Impact Assessment) Regulations (NI) 2017; or - Schedule 2 of The Planning (Environmental Impact Assessment) Regulations (NI) 2017 and the Council has issued a screening opinion to confirm that an Environmental Statement is required.	
11. Farm Details	All applications for a dwelling on a farm, a new building on a farm and farm diversification proposals will require the following information: - Full extent of land ownership - Location of all buildings on the farm - Evidence the farm business is currently active and has been established for 6 years.	
12. Flood Risk	- For all new development within the 1 in 100-year fluvial flood plan including climate change allowance where the applicant sets out the proposal can meet the “Exceptions Test” under PPS 15, Policy FLD 1 - For minor development within defended and undefended flood plains - For all new development within a potential flood inundation area of a controlled reservoir under PPS 15, Policy FLD 5.	

Application Information Required	Type of Application	Y or N confirm
13. Landscape and Visual Assessment	Any of the following development in the AONB: • Major planning applications • Wind farm planning applications • Single wind turbine planning applications • Proposed telecommunication masts	
14. Nutrient Management Plan	For all proposals that involve the storage and/or spreading of slurry or digestate.	
15. Parking Survey	For all proposals that have an identified parking need that cannot be accommodated within the application site.	
16. Planning Statement	For all proposals except for householder applications and advertisement consents. It shall include: • A statement to identify which planning policies the application is submitted under and how it complies with the policies identified. • A justification for an exception to planning policy where a proposed development is submitted as an exception to policy. Where a Certificate of Lawful Development is submitted it must be accompanied by a planning statement identifying how the development complies with The Planning (General Permitted Development) Order 2015 or so amended.	
17. Pre-Development Enquiry response from NI Water	For all development proposing a new connection to, or an intensification of, the existing water or sewerage infrastructure.	
18. Retail Impact Assessment	Applications for: • Retail or town centre type developments above a threshold of 1000 square metres gross external area which are not proposed in a town centre location and are not in accordance with the LDP. • An extension to a retail or town centre type development which would result in the overall development exceeding 1000 square metre gross external area. Please Note: For any application for retail development when there is no current and up-to-date LDP, applicants must prepare a statement to support their application in accordance with Para 6.289 of SSPS Edition 2.	

Application Information Required	Type of Application	Y or N confirm
19. Renewable Report	All applications for renewable or low carbon energy must be accompanied by a report to satisfy Para 6.223 of the Strategic Planning Policy Statement, Edition 2, 2025.	
20. Sequential Test	All planning applications for main town centre uses that are not in an existing centre and are not in accordance with an up-to-date LDP.	
21. Shadow Flicker Analysis	For applications for a wind turbine for properties within 130 degrees either side of north relative to the wind turbine.	
22. Telecommunications Supporting Statement	For all proposals for a new or replacement telecommunications masts.	
23. Transport Assessment Form (TAF)	For the following types of proposals: • Residential comprising 10 or more units • Non-residential with a gross floor area of 500 square metres or more • Likely to generate 30 or more vehicle movements per hour • Likely to generate 5 or more freight movements per day	
24. Transport Assessment	This will be required where a TAF identifies that a new development is likely to have signification transport implications. As a guide, proposals exceeding the following parameters may have sufficient transport impacts to require the completion of a detailed Transport Assessment. • Food retail - 1,000m2 Gross Floor Area • Non-food retail - 1,000m2 Gross Floor Area • Cinemas and conference facilities - 1,000m2 Gross Floor Area • Leisure facilities - 1,000m2 Gross Floor Area • Business - 2,500m2 Gross Floor Area • Industry - 5,000m2 Gross Floor Area • Distribution and warehousing - 10,000m2 Gross Floor Area • Hospitals - 2,500m2 Gross Floor Area • Higher and further education - 2,500m2 Gross Floor Area • Stadia - 1,500 seats • Housing - 100 dwellings	
25. Travel Plan	The need for a Travel Plan will be informed by the completed Transport Assessment.	

Application Information Required	Type of Application	Y or N confirm
26. Tree Survey	For all proposals that: • Will impact on those trees protected by a Tree Preservation Order. • Will impact on trees in a Conservation Area.	
27. Waste Management Plan	For the following proposals: • New residential development for which communal waste storage is proposed. • All mineral developments, including extensions to existing quarries.	