

Applicant Advice for Completion of Planning Application Form (Form P1)

This general advice is to assist applicants in the completion of the Planning Application form (Form P1). It will also help to ensure that all the necessary material has been enclosed with a general planning application, using the Form P1.

There is also a simplified form for householder development (PHD) and this should be used where appropriate. However applications for householder development may also be accepted on a P1 form.

Form P1

Q1a. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county and full postcode should also be entered. If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

Q1b. Agent Name and Address

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county and full postcode should also be entered. If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

Q2. About the Application Site

Please provide the full postal address of the application site. Enter the house/flat number and / or name (if appropriate) and street name in the Street address field. The town, county and full postcode should also be entered. If the application relates to open ground describe its location as

clearly as possible (e.g. *'Land approximately 160 metres north east of 2 Main Street'* or provide a grid reference).

The application site must be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays (access around a road junction or access, which should be free from obstruction), landscaping, car parking and open areas around buildings).

A blue line must be drawn on the plan around any other land owned by the applicant, close to or adjoining the application site. Each plan should show the direction of North.

Q3. Area of Site in Hectares

Please provide the site area in hectares. It is essential that all plans must be to a metric scale and any figured dimensions given in metres and a scale bar should be included.

Q4. Present Use of the Land

Please provide an accurate and concise description of the current use of the application site.

Example:

'Agricultural land'

'Vacant property – last used as retail and residential'

Q5. Provide Details of the Proposed Development

Please describe the proposal accurately and concisely. Provide details of all the buildings proposed.

Example:

- *Outline application for a new superstore with ancillary petrol filling station with some matters reserved.*

- *Full application for residential development for 200 dwellings, associated open space and play areas and necessary access road taken from Belfast Road.*
- *Full application for a new Park and Ride facility for 400 cars and associated access road.*

Q6. Specifying what the Current Proposal Involves

Please tick the box that most accurately describes the nature of the proposed development.

Q7. Pre-Application Discussion

If you have received pre-application advice from the planning authority please indicate the reference number of any correspondence. If you do not know these details then please state '*Unknown*'.

This will assist the council, or as the case may be, the Department in dealing with your application as quickly as possible.

Q8. Major Development

If your application is for planning permission or planning permission in principle (or a further application other than one made under Section 54 of the Planning Act (Northern Ireland) 2011) for a major or regionally significant development, you must consult the local community about your proposals before making your application. This is known as 'pre-application community consultation' and details of how this is to be achieved must be set out within the 'pre-application notification' which must be submitted to the council, or as the case may be, the Department 12 weeks prior to the submission of the planning application. Your application must include a 'pre-application community consultation report'.

Q9. Temporary Permission

Please advise if the permission is required for a temporary period or not. If a temporary permission is required please advise for how long it is required and the reason why.

Q10. Type of Application

Please advise whether the application for outline permission, full permission, approval of reserved matters or renewal of planning permission.

Q11. Previous Planning Applications

If there was a previous application on the site then please provide the reference number.

Q12. Access Arrangements

You must indicate on your form whether you propose to use an existing access or create a new one and show the location of these on your plans. Any public highway or footpath that crosses or adjoins the site or is affected must be shown clearly on the plans, including any proposals that may require a closure or diversion.

If you are proposing to undertake any works that will affect the pavement or roadway then it is advisable to seek advice from Transport NI.

Q13. Ownership/Control of Adjoining Land

You must show any adjoining land that is within your ownership or control in blue on the site location map.

Q14. Wildlife (NI) Order 1985

It is important to highlight to the local council, or as the case may be, the Department the existence on the application site of any species protected under the Wildlife (NI) Order 1985. Where a development proposal is likely to significantly affect features of biodiversity or geological conservation interest, it will be necessary to submit with the application sufficient information on what those effects are, in order for the local council, or as the

case may be, the Department to determine it. The local council, or the Department, may have produced a list of which features in their area will require such additional information.

Q15. Public Rights of Way

You must indicate on your drawings any public highway or footpath that crosses or adjoins the site or is affected by the proposed development. This must be shown clearly on the plans (coloured green), including any proposals that may require a closure or diversion.

Q16. Source of Water Supply

Please indicate the source of water supply. In most instances water supply will be from the mains system, however, if not please provide further details.

Q17. Surface Water Disposal

Please provide a brief description of how surface water will be disposed of e.g. existing drainage system, drainage ditch, soakaway etc.

Q18. Foul Sewage Disposal

You must indicate how foul sewage is to be disposed of. If 'other', please provide additional details.

Q19. Assessment of Flood Risk

Owners have the primary responsibility for assessing the flood risk to and from their property. Site-specific Flood Risk Assessments (FRAs) are generally carried out by prospective developers for specific development proposals.

The Rivers Agency Flood Map which shows the flood zones can be viewed at:

<http://www.dardni.gov.uk/index/rivers/flood-maps-ni.htm>

Q20. Persons Involved in Agriculture

Please advise if the applicant is a person involved in agriculture. If the answer is 'Yes' you will be required to complete a Form P1C in addition to the Form P1.

Q21. Industrial Development

If the proposal involves industrial development you must provide as much information as possible regarding the processes, products and type of plant and machinery that is likely to be operated.

Q22. Daily Water Requirement

Please provide an estimate of envisaged daily water usage.

Q23. Disposal of Trade Effluent / Trade Refuse

Please describe the type, quantities and means of disposal of any trade refuse or effluent. If there is to be none please mark as 'N/A'.

Q24. Detail of Floorspace

Gross floorspace is measured externally (*for the purposes of fees*), and should include circulation and service space such as lifts and floorspace devoted to corridors, toilets, storage, etc. It does not include any area external to the building(s).

Where more than one use class is proposed as part of any development, floorspace should be specified for each separate planning unit (by Use Class). All floorspace figures should be provided in square metres.

Q25. Projected Numbers of Visitors and Vehicles Visiting the Premises

For commercial / industrial proposals please populate the two tables to show estimated daily visitor and vehicle numbers visiting the application site. Please ensure that the existing numbers as well as the estimated daily increase are demonstrated and also provide a total figure.

Q26. Council Employee / Elected Member Interest

You must declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

Serving elected members or planning officers who submit their own planning applications should play no part in their determination and such applications should be determined by the planning committee rather than by planning officers under delegated powers.

For the purposes of this question 'related to' means related by birth or otherwise closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was a real possibility of bias on the part of the decision-maker in the council.

Q27. Planning Application Certificate of Ownership

An ownership certificate must be completed stating the current ownership of the land to which the application relates under Section 42 of the Planning Act (Northern Ireland) 2011.

It is an offence, knowingly or recklessly, to complete a false or misleading certificate.

Q28. Neighbour Notification

Your neighbours must be told about your application to give them the opportunity to make representations if they so wish.

Your failure to correctly identify notifiable neighbours is likely to delay consideration of your application.

To help your local council, or as the case may be, the Department to notify the correct people you must complete the neighbour notification section, giving the addresses of all identified occupiers of adjoining premises, provided they abut the application site. Occupiers of buildings which would adjoin the boundary of your site but for an entry or a road less than 20 metres wide are also regarded as neighbours.

Q29. **Fee Payable**

It is essential that the correct fee is paid for your application. Failure to do so will result in an invalid application and will result in it being returned to you. Details of fees are set out in the leaflet “Planning Fees - Explanatory Note for Applicants” which can be viewed on the NI Planning Portal (www.planningni.gov.uk) or can be obtained from your local Planning Office.

The calculation of certain fees is based on the area to be developed. It is important that applications should clearly show the area which it is proposed to develop. This should be done by submitting an appropriately scaled plan with the application site edged, or shaded, in red. This area will be taken as the application site for the purposes of calculation of the fee. Where an applicant wishes to develop only part of his/her property there is no reason why he/she should not restrict the application to the part of the property where the development will be located by edging or shading that part of the property in red.

In accordance with paragraph 6 (1) of Part 1 General Provisions of Schedule 1 of the Fees Regulations for the purpose of calculating the planning fee payable, gross floorspace in categories 5, 7 and 12b should be ascertained by using the external measurement of floorspace – that is, including the thickness of the external walls.

Q30. **Reduced or Nil Fee**

Some types of planning applications may apply for a reduced fee or no fee at all.

For instance, no fee is applicable in the following circumstances:

- no fee is payable for an application in relation to the carrying out of works to a dwelling house or within its curtilage to provide access for, or improve the safety, health or comfort of a disabled person;
- no fee is payable for an application in relation to the carrying out of works for the purpose of providing means of access for

disabled persons to or within a building or premises to which members of the public are admitted;

- no fee is payable for an application for planning permission that is 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, subject to certain conditions being met.

In the case of a renewal of planning permission where the existing approval has not yet expired a reduced fee of 25% of the normal fee applies. In these circumstances you must provide the reference number of the existing approval.