

# Application for permission to develop land



Please read this page first.

**Important:** This form should NOT be used for the following types of application:

- Householder Application – Form PHD
- Listed Building Consent – Form LB1
- Conservation Area Consent – Form PCAC1
- Advertisement Consent – Form A1

| Official Use     |                  |
|------------------|------------------|
| Applic No _____  | Initials _____   |
| Fee Rec'd _____  | Date Rec'd _____ |
| Receipt No _____ | Ref No _____     |

Before completing this form, please read the 'Notes on completion of Form P1' and the 'Explanatory Notes on Applying for Planning Permission, Approval of Reserved Matters and Other Planning Consents.'

**It is your responsibility to ensure that you have submitted all the relevant information to allow your planning application to be considered. Please note that failure to comply will result in your submission being immediately returned to you.**

## Ways we can help you

- Read the Explanatory Notes on Applying for Planning Permission, Approval of Reserved Matters and Other Planning Consents, and Notes on Completion of Form P1 (included within your planning application pack), or
- Visit our website at [www.planningni.gov.uk](http://www.planningni.gov.uk), or
- Discuss any queries with your nearest Divisional Planning Office.

## What you will need

### Forms

It is vital that the Form P1 is fully completed, with 7 copies all duly signed and dated. Photocopies of the original are acceptable. You may need other forms – '**Supplementary Forms**' – depending on the type of proposal you are applying for. Use Page 2, overleaf, to check if you need Supplementary Forms.

### Plans and Drawings

Planning applications are open to the public for inspection and comment. It is essential that drawings are clear and precise; this will avoid misinterpretation, which could delay your application or lead to objections.

Due to the many different types of planning application, this note cannot cover all possibilities. Refer to the Explanatory Notes for further details.

### All planning applications require:

- an accurate, up-to-date Ordnance Survey site location plan to scale not less than 1:2500 clearly showing the **boundary of the application site outlined in red**. Any other land owned by the applicant should be shown with a blue line around its boundaries, and if a public right of way exists

within or adjoining the site, it should be outlined in green.

### In addition to the above:

Applications for **Full Permission** or Approval of **Reserved Matters** must include:

- a site layout/block plan to a scale not less than 1:500 showing the proposal in relation to the boundaries of the application site and neighbouring properties. All boundary treatments should be clearly annotated.
- existing and proposed floor plans to scale 1:50 or 1:100. You should clearly mark the new works, by using colour.
- all existing and proposed elevations to scale 1:50 or 1:100 giving details of the materials to be used in the external finish of walls and roofs and their colour. You should also include elevations of the boundary treatments including any walls, gates and fences etc.
- relevant cross-sections and existing and proposed levels to scale.

Applications for **residential development** proposals (with the exception of proposals for single dwellings in the countryside), must include:

- a site appraisal/analysis and a resulting concept plan and statement placing the development in its context and demonstrating how the design and layout have been conceived. (refer to Planning Policy Statement 7 'Quality Residential Environments')

Please submit 7 copies of drawings with your planning application. All drawings should have a title, be to scale and be in metric i.e. metres and centimetres. Drawings should show the whole of the property.

### Fee

With most planning applications a fee is payable. It is essential that the correct fee is enclosed to avoid your application being returned. Please refer to 'Planning Fees – Explanatory Notes for Applicants'.

**You should note that during processing, further information and details may be requested to enable us to determine your application.**



# Supplementary Forms

Answer Questions (i) to (iv) below to check if you need to include supplementary forms with your planning application. If you answer 'No' go on to the next Question. If you answer 'Yes' complete the appropriate supplementary form. All supplementary forms are available on our website [www.planningni.gov.uk](http://www.planningni.gov.uk)

If you do need supplementary forms, tick the boxes below when you've completed them.

- |       |   |                             |                              |  |
|-------|---|-----------------------------|------------------------------|--|
| (i)   | Does the development involve the use or storage of Liquid Petroleum Gas or other Hazardous Substances (Listed on a Form P1A)? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Form P1A (1 copy) <input type="checkbox"/>   |
| (ii)  | Does your proposal involve the carrying out of any quarrying/mineral extraction?  | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Form P1B (2 copies) <input type="checkbox"/> |
| (iii) | Is your proposal for a farm dwelling (in a Green Belt or Countryside Policy Area or with access to a Protected Route)?        | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Form P1C (3 copies) <input type="checkbox"/> |
| (iv)  | Does your proposal relate to a creche / day nursery, or nursery / residential home?   | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Form P1D (2 copies) <input type="checkbox"/> |

If you need any supplementary forms, fill them in BEFORE completing the rest of the form. Please use blue or black ink to fill in your planning application forms, and complete all sections in BLOCK letters.

Note: For certain types of development, a Transport Assessment would be required.

## Additional Applications

When proposing to undertake a development there may be other forms of planning control to consider. Answer Questions (v) - (viii) below to check if you need to submit an additional application. If you answer 'Yes' complete the appropriate application and submit it to the relevant Divisional Planning Office.

- |        |   |                             |                              |   |
|--------|---|-----------------------------|------------------------------|---|
| (v)    | Does your proposal relate to the alteration or demolition of a listed building?   | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Submit an application for Listed Building Consent, using Form LB1                     |
| (vi)   | Does your proposal relate to the demolition of a building within a Conservation Area?   | No <input type="checkbox"/> | Yes <input type="checkbox"/> | You may need to submit an application for Conservation Area Consent, using Form PCAC1 |
| (vii)  | Does your proposal involve the use or storage of any Hazardous Substances, which are subject to the controls set out in the Planning (COMAH) Regulations (N.I.) 2000? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Submit an application for Hazardous Substances Consent, using Form 1- 5               |
| (viii) | Does your proposal involve the display of any advertisements?   | No <input type="checkbox"/> | Yes <input type="checkbox"/> | You may need to submit an application for Advertisement Consent, using Form A1        |

Note: You may also need to apply for approval under the Building Regulations, on forms available from your District Council.

1a. **Applicant's** name and address

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Town \_\_\_\_\_ Postcode \_\_\_\_\_  
 Tel \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_

1b. **Agent's** name and address (if any)

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Town \_\_\_\_\_ Postcode \_\_\_\_\_  
 Tel \_\_\_\_\_ Fax \_\_\_\_\_  
 Contact name \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Ref No \_\_\_\_\_

**About the Application Site**

2. Give the full postal address of the site to be developed (outline in red on site location map and give townland if known)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_

3. What is the area of the site in hectares?

\_\_\_\_\_

4. State the present use of the land / buildings (if vacant state last use and date last use ceased)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**About your Development Proposal**

5. Please tick the appropriate box below to indicate the type of application

Outline permission  Full permission  Reserved Matters

If Reserved Matters, give ref no. of outline permission \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

6. Are you aware of a previous application for a similar proposal on this site? No  Yes

If **Yes**, give ref no. of previous application \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

7. Please give details of the proposed development, including purpose for which the land/buildings are to be used. (It is vital that a full and accurate description of the proposal is provided. Give as much detail as possible including number of houses/apartments etc)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Do the current proposals involve (tick as appropriate)

|   |                          |                                      |                          |
|---|--------------------------|--------------------------------------|--------------------------|
| new buildings                                 | <input type="checkbox"/> | alteration or extension of buildings | <input type="checkbox"/> |
| change of use                                 | <input type="checkbox"/> | retention of development             | <input type="checkbox"/> |
| development without complying with conditions | <input type="checkbox"/> | other operational development        | <input type="checkbox"/> |

9. Do the access arrangements for this development involve:(tick as appropriate)

Use of an existing unaltered access to a public road?

Construction of a new access to a public road?

Alteration of an existing access to a public road?

Is the access for Vehicular Use  Pedestrian Use  Both

If you propose to construct a new access or alter an existing one you **must** include full drawings with your application.

10. Do you own or control any adjoining land?

Yes  No

If **Yes**, outline in blue on site location map

11. Are you aware of the existence on the application site of any wildlife protected under the Wildlife (NI) Order 1985? (Refer to the EHS website [www.ehsni.gov.uk](http://www.ehsni.gov.uk))

Yes  No

If **Yes**, what species

12. Is there a **public** right of way within or adjoining the site of the proposed development?

Yes  No

If **Yes**, show in green on your site location map

13. What is the source of the water supply?

Mains  Other

If Other, please specify

14. How will the surface water be disposed of?

-----

-----

15. How will foul sewage be disposed with?

Mains  Septic Tank  Other

If Other, please specify

16. Does the application relate to the erection of a dwelling house in/on any of the following? (see the current Area Plan or visit the website [www.planningni.gov.uk](http://www.planningni.gov.uk))

a Green Belt Area  a Countryside Policy Area  a Protected Route

If you have ticked any of the above, complete question 17. If not, go to question 18.

17. Is the proposed dwelling for a person involved in agriculture?

Yes  (You need to complete form P1C) No  (Please complete questions (a) and (b))

(a) What is the reason for choosing this site?

-----

-----

(b) What is the proposed occupant's main occupation?

-----

-----

**If your application relates to Non Residential Development please complete questions 18 to 22, if not go to question 23 on the next page**

18. In the case of industrial development, give a brief description of the process, products and type of plant and machinery to be operated.

-----

-----

19. What is the anticipated daily water requirement?  m<sup>3</sup>

20. What is the nature, volume and proposed means of disposal of any trade effluents or trade refuse?

-----

-----

21. Please detail floorspace as indicated below

| Floorspace uses | Existing area (m <sup>2</sup> ) |     | Proposed addition or replacement (m <sup>2</sup> ) |     | Total |     |
|-----------------|---------------------------------|-----|--|-----|-------|-----|
|                 | Gross                           | Net | Gross  | Net | Gross | Net |
| Production      |                                 |     |  |     |       |     |
| Sales           |                                 |     |  |     |       |     |
| Offices         |                                 |     |  |     |       |     |
| Storage         |                                 |     |  |     |       |     |
| Ancillary uses  |                                 |     |  |     |       |     |
| Total           |                                 |     |  |     |       |     |

22. Indicate in the grids below answers to the following

| Average No. of vehicles at premises daily from | Existing | Expected increase | Total |
|--|----------|-------------------|-------|
| Staff  |          |                   |       |
| Visitors/Customers                             |          |                   |       |
| Goods  |          |                   |       |

| Average No. of persons attending premises daily | Existing | Expected increase | Total |
|---|----------|-------------------|-------|
| Employees                                       |          |                   |       |
| Others Attending*                               |          |                   |       |
| TOTAL   |          |                   |       |

\* Others attending include visitors, customers, diners, spectators, pupils etc.

# Planning Application Certificate

23. • Fill in ONE of the following certificates as required under Article 22 of the Planning (Northern Ireland) Order 1991. This form constitutes a statement of ownership, not proof of ownership.
- If you are applying for Approval of Reserved Matters following a grant of outline permission a certificate is NOT required.

**CERTIFICATE A**

I hereby certify that the accompanying application is made by or on behalf of \_\_\_\_\_  
(Please use BLOCK LETTERS)

Who is in actual possession of every part of the land to which the said application relates and is entitled to \*a fee simple absolute/a fee tail/a life estate/a tenancy of which at least 40 years remain unexpired in the land.  
\*You **must** delete words which do not apply.

Signature of applicant/agent \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

or

**CERTIFICATE B**

I hereby certify that the accompanying application is made by or on behalf of \_\_\_\_\_  
(Please use BLOCK LETTERS)

Who is the trustee of a trust or settlement which affects every part of the land to which the accompanying application relates and that at the date of the application:

- (a) a beneficiary under the trust or settlement is in the actual possession of every part of the land; and
- (b) no person other than a beneficiary under the trust or settlement is entitled to enter into the actual possession of any part of the said land within a period of 40 years.

Signature of applicant/agent \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

or

**CERTIFICATE C**

I hereby certify that the <sup>§</sup>requisite notice of the accompanying application has been given by or on behalf of \_\_\_\_\_  
(Please use BLOCK LETTERS)

to any person, who at the beginning of the period of 21 days ending with the date of the said application was, in relation to all or any part of the land affected by the application:

- (a) a person then in actual possession;
- (b) the trustee of a trust or settlement where a beneficiary under the trust or settlement was in actual possession and no person other than such a beneficiary was entitled to enter into actual possession within a period of 40 years; and
- (c) a person [not being a person falling within (a) or (b)] entitled to enter into actual possession within a period of 40 years.

The persons upon whom notice was served are:

| Name and Address | Interest | Date of service of notice |
|------------------|----------|---------------------------|
| _____            | _____    | _____                     |
| _____            | _____    | _____                     |
| _____            | _____    | _____                     |

Signature of applicant/agent \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<sup>§</sup> Copies of the requisite notice (Form P2A) may be obtained from any Divisional Planning Office.

or

**CERTIFICATE D**

1. I hereby certify that the person making the accompanying application:
- (a) is unable to issue a certificate in accordance with either Article 22(1)(a) or (b) of the Planning (Northern Ireland) Order 1991;
  - (b) has made due enquiries and is of the opinion that he is unable to issue a certificate which would satisfy the requirements of Article 22(1)(c) of the said Order for the following reasons;

-----  
 -----

- (c) has given the §requisite notice of the application to the undermentioned persons who, at the beginning of the period of 21 days ending with the date of the said application, were in the actual possession of all or part of the land to which the application relates, namely:

| Name and Address | Date of service of notice |
|------------------|---------------------------|
| -----            | -----                     |
| -----            | -----                     |
| -----            | -----                     |

2. Notice of the said application has been published in the ----- on  
 ----- / ----- / ----- and a copy of the newspaper in which the notice appeared is enclosed.

Signature of applicant/agent ----- Date ----- / ----- / -----

§ Copies of the requisite notice (Form P2A) may be obtained from any Divisional Planning Office.

**WARNING:** Any person who knowingly or recklessly issues this certificate containing a statement which is false or misleading is guilty of an offence and liable on summary conviction to a fine.

**Neighbour Notification of Planning Application**

- You are not required to notify the occupiers listed below, this will be done by the Planning Service.

24. Please give the address of occupied buildings on neighbouring land. (You must give the addresses of all occupiers of buildings on sites which adjoin the boundary of the application site, and those which would adjoin the boundary but for an entry or a road less than 20 metres wide. Where occupants of a building have to be notified and the building is in multiple occupation give the addresses of all occupants).

a. Address -----  
 -----  
 -----  
 Town ----- Postcode -----

b. Address -----  
 -----  
 -----  
 Town ----- Postcode -----

c. Address -----  
 -----  
 -----  
 Town ----- Postcode -----

d. Address -----  
 -----  
 -----  
 Town ----- Postcode -----

e. Address -----  
 -----  
 -----  
 Town ----- Postcode -----

f. Address -----  
 -----  
 -----  
 Town ----- Postcode -----

If there is not enough space please list any additional addresses on a separate sheet.

Please turn over



## Fee Payable

25. Please read the fee guidance notes and submit the correct fee as set out in the current scale of fees included within the planning application pack or refer to the Planning Service website [www.planningni.gov.uk](http://www.planningni.gov.uk)

Please give details of the fee category

I enclose a cheque / postal order no.

for the sum of £

Cheques or postal orders should be made payable to '**DOE (General Account)**'  
and crossed '**Not negotiable, A/C Payee only**'

## Checklist

It is very important that you check to ensure that all of the requirements listed have been satisfied before submitting your application. Please note that failure to comply will result in your submission being returned immediately.

Please tick the boxes to indicate enclosures

### Forms

Have all forms been completed fully, with the correct number of copies all duly signed and dated?

Have you completed the certificate of ownership section with the appropriate parts deleted?(Only one section A, B, C or D should be fully completed. If required, please refer to page 3 of "Explanatory Notes on Applying for Planning Permission, Approval of Reserved Matters and other Planning Consents").

Have you listed all of the neighbours who should be notified?

### Plans/Drawings

Have you included Ordnance Survey based site location plans to scale, clearly showing the site outlined in red, ensuring that lands required for access to the public road and for the septic tank are included within the red line?

Have you submitted the required number and type of fully annotated detailed drawings to an appropriate scale?

Site Location Plan (x 7 copies)

Elevations (x 7 copies)

Site layout/Block Plan (x 7 copies)

Cross Sections (x 7 copies)

Floor Plans (x 7 copies)

Existing and Proposed Levels (x 7 copies)

### Fee

Have you enclosed the correct fee ?

### Reserved Matters

If you are applying for Reserved Matters approval following the grant of Outline permission, are all the conditions of the Outline approval met? (If not, the Reserved Matters approval cannot be sought and Full permission should be sought instead).

## Declaration

The information \*I/We have given in this Form P1 and accompanying plans is correct and complete to the best of my knowledge and belief.

**\*I / We apply for planning permission for the development described in this application and the accompanying plans.**

**Signature of \*Applicant/Agent** \_\_\_\_\_ **Date** \_\_\_\_\_

\* Delete as appropriate