

## Planning Application for Householder Development

Official Use	
Application No.:	_____
Fee Received: £	_____
Receipt No.:	_____

This form is specifically designed to be downloaded and completed offline. If completing a printed version, please use black ink and block capitals as the document will be scanned once received by the Planning Authority.

If you would rather make this application online, you can do so on the Planning Portal (<https://submissions.planningsystemni.gov.uk/app/>).

Please note that when you submit a planning application the information you provide including all plans, maps, drawings, forms and associated assessments will appear on the Planning Register which is publicly available and, along with any other associated documentation (with the exception of personal telephone numbers, personal e-mail addresses or sensitive personal data), will also be published online on the Planning Portal (<https://planningregister.planningsystemni.gov.uk/>). The Planning Authority will process your information in line with the General Data Protection Regulations (GDPR) requirements. A copy of the full Privacy Statement is available on the Planning Portal. To request a hard copy, please contact the Data Protection Officer for the relevant Planning Authority.

To find contact details for the Planning Authorities, including the postal or e-mail address to send offline applications to, please check their website or visit [www.nidirect.gov.uk/contacts/planning-offices-ni](http://www.nidirect.gov.uk/contacts/planning-offices-ni).

This form should be used for applications for Full planning permission for works of alteration and/or extension to a dwelling or other development for **domestic purposes** within the curtilage of a dwelling (e.g. erection of a garage).

### Section A

**Applicant's name and address**

**Agent's name and address (if applicable)**

Name:		Name:	
Address:		Address:	
Town/City:		Town/City:	
Postcode:		Postcode:	
Tel:		Tel:	
Mobile:		Mobile:	
E-mail:		E-mail:	
Your Ref.:		Your Ref.:	

### Section B

Full postal address of property to which the application relates

Please give details of the proposed works accurately and concisely. If applicable, state the number of storeys proposed and the position of any extension / alteration (e.g. Addition of a single-storey rear extension, two-storey side extension and dormer window to rear) or other development for domestic purposes within the curtilage of a dwelling (e.g. erection of a garage). Please include details of any demolition if the site falls within a designated area.

## Section C

Have you received any prior formal advice from the Council / Department about this application?

Yes  No

If Yes, what is the reference number quoted on the advice you received?  
(this may help the Authority to deal with this application more efficiently)

Has any work already started?

Yes  No

If Yes, please state when the work started

If Yes, please describe the nature of the works already started

Has the work already been completed?

Yes  No

If Yes, please state when the work was completed

## Section D

Will there be a new access or any alteration to an existing access to a public road?

Yes  No

Are you aware if the application proposes to access onto a Protected Route?

Yes  No

Are drawings and plans being provided as part of this application which clearly show details of the public road access?

Yes  No

If No, please explain why it is not possible to provide drawings and plans which show details of the public road access?

## Section E

Does the proposal involve the installation of a septic tank?

Yes  No

If Yes, are drawings and plans being provided as part of this application which clearly show details of the septic tank system?

Yes  No

If No, please explain why it is not possible to provide drawings and plans which show details of the septic tank system?

## Section F

On the application site, are you aware of the existence of any wildlife protected under the Wildlife (NI) Order 1985 (as amended)?

Yes  No

If Yes, please provide more details including what species (if possible)

Are there any trees or hedges on or adjacent to the application site?

Yes  No

If Yes, please confirm if details of trees / hedges are clearly shown on the drawings provided as part of this application (including known protected trees, indicating if they are to be removed or cut back)

Yes  No

If No, please explain why it is not possible to provide details concerning trees and hedges referred to above?

Has a Bio-diversity checklist been completed?

Yes  No

## Section G

Section 42 of the Planning Act (Northern Ireland) 2011 requires each planning application to be accompanied by a certificate of ownership. If the certificate below does not apply because you do not own, or have a long lease of the application site, please complete Form P2 and submit it as part of your application. Please note, the appropriate certificate of ownership must be completed before your application can be considered.

### 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

*(tick as appropriate)*

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | a fee simple absolute   |
| <input type="checkbox"/> | a fee tail  |
| <input type="checkbox"/> | a life estate   |
| <input type="checkbox"/> | a tenancy of which at least 40 years remain unexpired in the land |

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

**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.**

## Section H

Are you / the applicant / the applicant's spouse or partner, a member of staff within the council or an elected member of the council?

Yes  No

Are you / the applicant / the applicant's spouse or partner, a relative of a member of staff in the council or an elected member of the council or their spouse or partner?

Yes  No

If you have answered yes to either of the above questions, you / the applicant / the applicant's spouse or partner may have a duty to declare an interest in this application under the Authority's code of conduct or scheme of delegation. If necessary, a council officer may be in touch with you to confirm details.

## Section I

Please read 'Planning Fees Explanatory Notes for Applicants' and submit the correct fee as set out in the scale of fees in the current Fee Regulations available on the Department for Infrastructure's website ([www.infrastructure-ni.gov.uk/topics/planning](http://www.infrastructure-ni.gov.uk/topics/planning)). The Explanatory Notes provide further information on the fee exemptions / reductions that are available to applicants, subject to certain conditions, and the evidence which is required to be submitted.

Do you qualify for a reduced or nil fee due to any of the following reasons? (tick if applicable)

The application is for the extension / alteration to a disabled person's dwelling house to improve access, safety or comfort.

The application is to renew planning permission where the existing approval has not yet expired and therefore a reduced fee of 25% of the normal fee applies.

If Yes, what is the reference number of the previous planning application?

I enclose a cheque / postal order no.  for the sum of £

Cheques or postal orders should be made payable to the relevant council and crossed 'Not negotiable, A/C Payee only'.

If you wish to pay by an alternative method, please contact the council to enquire about the options available.

### Declaration

**The information \*I / we have given in this form and accompanying plans is correct and complete to the best of my / our 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*