

# Development Management

## Practice Note

PRACTICE NOTE

10

### Pre-Application Community Consultation (and Pre-Application Discussions)

April 2015

## Preamble

This Development Management Practice Note is designed to guide planning officers and relevant users through the requirements for Pre-Application Community Consultation (PACC) for major applications. It also set out the non-statutory Pre-Application Discussion process and deals primarily with procedures as well as good practice.

This Practice Note forms part of a series of new practice notes stemming from **the Planning Act (Northern Ireland) 2011** [the 2011 Act] and any related subordinate legislation. The emphasis is very much on advice but where explicit legislative requirements must be followed these will be made clear.

Where appropriate this practice note will therefore highlight:

- Relevant legislation;
- Procedural guidance;
- Definitions;
- Best practice examples / relevant case law.

This guidance is not intended to replace the need for judgement by planning officers and those making planning applications. Nor is it intended to be a source of definitive legal advice. Reference should be made to the actual legislation referred to in this document and if any discrepancy or conflict exists between the Practice Note and legislation the provisions of the legislation will prevail.

## 1.0 Introduction

- 1.1 Engaging communities is an essential part of an effective and inclusive planning system. Both pre-application consultation with the community and pre-application discussions with the council, or as the case may be the Department, are intended to add value at the start of the development management process by improving the quality of the proposal and allowing applicants the opportunity to amend their emerging proposals to accommodate community and stakeholder opinion. This seeks to ensure that all parties are clear on the process that leads to a decision.
- 1.2 Where applicants engage in meaningful pre-application consultation, local communities can be better informed about development proposals and have an opportunity to contribute their views before a formal planning application is submitted. In so doing, it is hoped this will subsequently improve the quality of planning applications received; mitigate negative impacts where possible; address community issues or misunderstandings; and provide for smoother and more effective decision making.
- 1.3 Pre-Application Discussions (PADs) are a separate activity from statutory pre-application consultation with communities, although they can inform the planning process and scope of the statutory consultation activity. Such consultation may also support the applicant's preparation of the statutory design and access statement<sup>1</sup>.
- 1.4 Part A of this practice note will set out the requirements associated with pre-application community consultation (PACC) whilst Part B will examine the PAD process.

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<sup>1</sup> Design and Access Statements are considered within Development Management Practice Note 12

## **PART A: PRE-APPLICATION COMMUNITY CONSULTATION (PACC)**

### **2.0 Legislative Context**

2.1 The statutory provisions which set out the requirements for PACC are found in the **2011 Act, The Planning (Development Management) Regulations (Northern Ireland) 2015** (referred to hereafter as the Development Management Regulations) and **The Planning (General Development Procedure) Order (Northern Ireland) 2015** (referred to hereafter as the GDPO).

The 2011 Act (Primary Legislation)

Section 26 – Department's jurisdiction in relation to developments of regional significance

Section 27 – Pre-application community consultation

Section 28 – Pre-application community consultation report

Section 50– Duty to decline to determine application where Section 27 is not complied with.

Development Management Regulations (Subordinate Legislation)

Regulation 4 – Content of proposal of application notice

Regulation 5– Pre-application community consultation

Regulation 6 – Duty to decline to determine application where section 27 not complied with.

Regulation 12- Transitional provision Section 27

GDPO (Subordinate legislation)

Article 3(3)(e)- Applications for planning permission

Article 8 (2)(h)- Notice etc. of applications for planning permission & appeals

2.2 **Section 27 of the 2011 Act** places a statutory duty on applicants for planning permission to consult the community in advance of submitting an

application, if the development falls within the major category as prescribed in the Development Management Regulations. (A person who proposes to apply for permission for any major development which is prescribed in regulations as a development of regional significance must, before complying with Section 27, enter into consultations with the Department<sup>2</sup>).

*Proposal of Application Notice (PAN)*

- 2.3 Section 27 also requires that a prospective applicant, prior to submitting a major application must give notice, known as a 'proposal of application notice' (PAN), to the appropriate council, or as the case may be the Department, that an application for planning permission for the development is to be submitted. There must be at least 12 weeks between the applicant giving the notice and submitting any such application.
- 2.4 Section 27(4) stipulates that the PAN must contain:
- A description in general terms of the development to be carried out;
  - The postal address of the site, if it has one;
  - A plan showing the outline of the site at which the development is to be carried out and sufficient to identify that site; and
  - Details of how the prospective applicant may be contacted and corresponded with.
- 2.5 In addition to those matters listed above, the Development Management Regulations sets out that a PAN must also contain:
- (a) a copy (where applicable) of any determination made under Regulation 7(1)(a) of the Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2015 in relation to the development to which the proposal of application notice relates;
  - (b) a copy of any notice served by the Department under Section 26(4) or (6) i.e. confirmation (or not) of the Department's jurisdiction on regionally significant developments; and

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<sup>2</sup> Refer to Section 26 of the 2011 Act

- (c) an account of what consultation the prospective applicant proposes to undertake, when such consultation is to take place, with whom and what form it will take.
- 2.6 A council, or the Department as the case may be, can, provided that it does so within the period of 21 days after receiving the proposal of application notice, notify the prospective applicant that it requires it to carry out additional notification and/or consultation as deemed appropriate.
- 2.7 In considering whether to give such notification the council is to have regard to the nature, extent and location of the proposed development and to the likely effects, at and in the vicinity of that location, of it being carried out.
- 2.8 Legislation stipulates the minimum requirements to be placed on the prospective applicant in relation to consultation with the public. The applicant can however go beyond the minimum statutory requirements.

#### *Public Event*

- 2.9 **Regulation 5(2)** of the Development Management Regulations indicates that the prospective applicant must hold at least one public event in the locality in which the proposed development is situated where members of the public may make comments to the prospective applicant regarding the proposed development.

#### *Newspaper Advertisement*

- 2.10 A prospective applicant must also publish a notice in a local newspaper circulating in the locality in which the proposed development is situated. This notice must contain a description of, and the location of, the proposed development; details as to where further information may be obtained concerning the proposed development; the date, time and place of the public event; a statement explaining how, and by when, persons wishing to make comments to the prospective applicant relating to the proposal may do so.

- 2.11 It must also include a statement advising that comments made to the prospective applicant are not representations to the council, or as the case may be the Department, and if the prospective applicant submits an application there will then be an opportunity to make representations on that application to the council or Department at a later stage.
- 2.12 A public event held by the prospective applicant must not be held earlier than 7 days after notification of the date, time and place of such event is given.
- 2.13 It is important to note that the carrying out of such pre-application community consultation is the responsibility of the applicant and all feedback and community comments should be made to the applicant. A council, or as the case may be the Department, will not accept representations or objections to a proposal at this stage since no planning application has been received.

### **3.0 Carrying Out Community Consultation**

- 3.1 The level and extent of pre-application engagement should be proportionate to the scale and the complexity of the proposed development.
- 3.2 There are many ways in which communities can be effectively involved in proposals which may affect them. At its most simple level, a community consultation process should ensure that people:
- have access to information
  - can put forward their own ideas and feel confident that there is a process of considering ideas; and
  - have an active role in developing proposals and options to ensure local knowledge and perspectives are taken into account.

To achieve this it is essential that prospective applicants understand the local communities who are most likely to be affected by the development proposal.

## **4.0 Deciding who to consult**

4.1 For the purposes of this guidance, the term 'community' should be taken in the widest sense and should include groups identified under Section 75 of the Northern Ireland Act 1998 and all those with an interest in development in an area.

4.2 Though not an exhaustive list, applicants for major development projects may wish to consider consulting the following groups of people, where applicable, within the local area and give careful consideration as to how they could reach those people most likely to be affected by the developments and who may wish to be involved in the process:

- local community groups;
- individual residents within the local area and particularly neighbours likely to be notified of the planning application;
- landowners / businesses within the vicinity of the site;
- the District Council(s);
- Government Departments;
- Public bodies;
- local environmental groups; and
- voluntary groups

4.3 Local community workers or representatives and established local groups could provide useful contacts which may help reach out to the wider community to increase awareness of the pre-application consultation process. Prospective applicants may already have links with the local community which they can also utilise effectively.

## **5.0 Community Consultation Techniques**

5.1 It is recognised that community consultation requirements will vary depending on the nature and scale of the planning proposal and the area in which the development is to be located. A range of consultation methods may therefore be considered more appropriate for some developments in a



particular location than others. It is advisable therefore that prospective applicants use a variety of techniques to ensure that they access all sections of the community identified.

5.2 As a minimum pre-application consultation must involve at least one public event. This event should have an open invitation and be advertised through the local press although it may also be helpful to inform residents within the vicinity of the proposal about the public event by way of a letter.

5.3 If consultation is to take the form of written documentation, prospective applicants should be aware that not everyone in every community will have the same level of understanding of planning issues and some may be better reached by a different approach. In addition therefore to the public event, the following techniques are also regarded as useful ways of engaging with local communities, where practicable:

- smaller meetings with specific groups;
- public exhibitions or drop in sessions;
- circulation of a newsletter, brochure or pamphlets;
- local radio;
- provision of information through a website;
- press notice;
- information sheets;
- designated telephone line for further information;
- staffed exhibitions / interactive displays;
- questionnaires made available for feedback;
- workshops with local residents / interests groups.

5.4 These are suggestions only and are not intended to be exhaustive. Written comments from members of the community should also be accepted by prospective applicants in addition to those opinions presented through the public event or in meetings. It is also advisable to record the discussion at each meeting or event and ask attendees to register their attendance on the day.

- 5.5 Opportunities for participation should be genuine, respectful and as inclusive as possible. For example, having regard to the timing and location of events can encourage greater attendance by different groups of people.
- 5.6 Venues should be local and accessible to cater for all audiences and the format of any event or meeting should allow for meaningful participation. Depending on the proposal, it may be appropriate to hold more than one event over a number of dates, times and places.
- 5.7 Thought could also be given to the use of an independent facilitator to mediate between the local community and the prospective applicant. Although developers are free to employ independent facilitators, it is considered that direct involvement between a prospective applicant and the community could have numerous benefits for both parties and considerably enrich the planning process.
- 5.8 There may also be occasions where applicants will need to consult with people who do not have access to a computer. Face to face meetings with such groups would therefore be encouraged where possible.

## **6.0 Information to Assist Local Communities**

- 6.1 Local communities will require the necessary information to enable them to understand and respond to the development proposal. It would be preferable that proposals are sufficiently developed to allow for meaningful comment to be made although not so detailed that flexibility to amend the proposal has diminished.
- 6.2 A short document could initially be prepared by the prospective applicant specifically for local communities, summarising the proposals, outlining the matters on which the view of the local community is sought. It could also, as far as possible, describe the key aims and objectives of the proposal and explain what the potential impacts of the proposal might be. Where

documents are being used they should be written in clear, accessible and non-technical language.

- 6.3 Applicants may wish to make this information available online, at any workshops or other events held by the applicant and could also be placed at appropriate localities (i.e. libraries) and sent to local community groups as appropriate.
- 6.4 Graphic representations of the proposed development can help local communities understand and visualise the proposal. Local communities may need assistance to understand plans, drawings and any technical information.
- 6.5 Prospective applicants should be clear about what work has been done and what still remains to be done. This includes details of any Environmental Impact Assessment undertaken or planned. Pre-application consultation with local communities may also be helpful in identifying possible environmental impacts.
- 6.6 It is important that prospective applicants explain the purpose of pre-application consultation, manage expectations and make it clear whether plans might be subject to change before submission to the council, or the Department as may be the case.

## **7.0 The Pre-Application Community Consultation Report**

- 7.1 Where pre-application community consultation has been required and a proposal of application notice (PAN) has been submitted at least 12 weeks in advance of the application being submitted, the applicant must prepare a report known as a pre-application community consultation report to accompany the planning application.
- 7.2 The purpose of the report is to confirm that pre-application community consultation has taken place in line with the statutory minimum requirements

and any other requirements set out in the council, or as the case may be the Department's, response to the PAN. The report should contain details of the steps that have been taken to comply with the requirements for consultation.

7.3 To support the evidence required above, applicants are also encouraged to include the following details within their pre-application community consultation report:

- details of any community or residents' steering group(s) established;
- what consultation was undertaken, when and with whom;
- dates, venues and numbers attended for all consultation events and meetings;
- details of how public events were made as accessible as possible to all members of the community;
- 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;
- the comments made by the general public and those consulted;
- whether and how these comments have been taken into account in the development proposals;
- summary of the main issues/comments raised through the consultation and how they have been responded to;
- details of any amendments to the proposal as a result of the consultation; and
- details of any existing liaison arrangements, agreements with the local community or monitoring that is proposed during the construction and operational phases.

7.4 The report should be in writing (which may include an electronic version) and should include evidence that the various steps have been undertaken, for example, copies of advertisements of public events and details of material made available at such events. The report should also demonstrate what steps were taken to explain the nature of the pre-application community consultation process and that it does not replace the planning application

process when representations could in due course be made to the council or the Department as the case may be.

- 7.5 The report should be as detailed as possible in setting out the issues raised by those consulted and the general public throughout the consultation process and with respect to any changes made to the proposals to address the issues raised. Where an applicant has been unable to make changes in response to the comments received it would be helpful if the report explained the reasoning for this. Notes of any public event or meeting would also be beneficial.
- 7.6 A good report would be a concise yet thorough assessment of the quality and extent of consultation activities that have taken place. It would also detail how comments received from the community were responded to indicating if any changes or mitigating measures have been included in the proposal.
- 7.7 The applicant's response to concerns raised by the community will form an important part of the report. As well as describing any amendments to the proposal, the report should also detail any re-consultation on these changes, issues which remain unresolved and/or issues which the applicant considers cannot be reasonably addressed. Pre-application consultation is likely to be more successful if the applicant makes significant efforts to open lines of communication with, and provide feedback to, the local communities and work with them to secure development proposals which are acceptable to everyone.
- 7.8 An applicant may wish to consider producing a summary report aimed at the local community setting out the key findings and how they have been addressed together with a link to the full consultation report for those interested. This could, where practicable, be supplemented by further workshops, seminars or other events in the local area.
- 7.9 The report must accompany the planning application when it is submitted. Section 50 of the 2011 Act requires the council or, as the case may be the

Department, to decline to determine the application, if the pre-application community consultation requirements under Section 27 of the 2011 Act have not been complied with.

- 7.10 If, after considering the report, the council or, as the case may be the Department, concludes that the applicant has therefore failed to carry out the required steps, they may decline to determine the application. Before deciding whether an application must be declined, the council or as may be the case the Department, can request additional information in order to decide whether to decline the application. **Section 50(2)** allows the relevant authority to prescribe a period of 21 days within which the applicant must provide the additional information. (The period of 21 days begins with the day on which the additional information referred to was requested).

## **8.0 Summary of Pre-Application Community Consultation (PACC)**

- 8.1 Section 27 of the 2011 Act places a statutory duty on applicants for planning permission to consult the community in advance of submitting a major planning application. PACC applies to all applications for planning permission for major development (except a development to which section 213 applies – Crown development).
- 8.2 Planning permission is defined in Section 250 of the 2011 Act. An application for approval of reserved matters is not an application for planning permission, therefore this would mean that Section 27 of the 2011 Act only applies to “applications for planning permission for a major development” for Outline Planning Permission and Full Planning Permission only. Renewal of outline and full applications will also require PACC.
- 8.3 The timing and duration of consultation is likely to vary from project to project depending on its size and complexity and the range and scale of its impacts. Although PACC is statutory for major applications, for smaller scale proposals, a good approach may be for applicants to discuss their proposal

with any neighbour who may be affected by the proposal before submitting their planning application.

- 8.4 It is important that prospective applicants understand the local communities who may be affected by the planning application and utilise a variety of methods to ensure that all sections of the community can engage effectively in the planning process as early as possible.
- 8.5 There are numerous benefits of engaging in meaningful pre-application community consultation. Whilst local communities are provided with the opportunity to be better informed about development proposals early in the process, this in turn can help shape better quality, more accepted schemes and ensure improved outcomes for the community, the prospective applicant and the environment.
- 8.6 Please note that **Regulation 12** of the Development Management Regulations has introduced a transitional provision whereby **Section 27 of the 2011 Act (pre- application community consultation) applies only to applications for planning permission made on or after 1st July 2015 and the requirement in Article 3(3)(e) of the GDPO shall not apply before that date.**
- 8.7 As a point of clarification, Sections 27 and 50 of the 2011 Act will come into operation on 1<sup>st</sup> April 2015. However, as prospective applicants will not have had an opportunity to submit a proposal of application notice to the relevant council, or the Department in the case of regionally significant development, before this date, the requirement to carry out pre-application community consultation will not apply to planning applications made between 1 April 2015 and 30 June 2015. This will allow a period of bedding in, and the minimum amount of time for the applicant to start the pre-application community consultation process.
- 8.8 However, Section 27 will apply to all applications for planning permission for major development made on or after 1<sup>st</sup> July 2015 and all such planning

applications must be accompanied from that date by the pre-application community consultation report as required by article 3(3)(e) of the GDPO. Therefore, the onus is on the applicant who proposes to submit such an application on or after 1 July 2015 to ensure that they have complied with **Section 27**, which includes submitting a proposal of application notice (PAN) anytime on or after 1<sup>st</sup> April 2015 (when sections 27 and 50 of the Act commence). The applicant should ensure that at least 12 weeks have elapsed from the date that they served the proposal of application notice (PAN) on the relevant council or Department and that they have complied with the requirements of the 2011 Act and the Development Management Regulations. If not, then the council, or the Department, can refuse to determine the application under Section 50 of the 2011 Act.



## **PART B: PRE-APPLICATION DISCUSSION (PAD)**

### **9.0 Background**

- 9.1 The pre-application discussion process is not a statutory requirement and is therefore optional. However, it is widely recognised that individuals and groups have important contributions to make at key stages in the planning process and as such councils, or the Department as the case may be, should encourage and welcome pre-application discussions for all types of proposed development. Whilst such discussions are therefore a separate activity from statutory pre-application consultation with communities, they can inform the planning and scope of the statutory consultation activity required.
- 9.2 By facilitating effective and meaningful pre-application discussions a council can ensure that opportunities to work collaboratively with applicants and to improve the quality of developments are maximised.
- 9.3 The pre-application discussion process will take a different form in each instance. A proportionate approach should be taken in light of the nature, scale and benefits of the application. For instance if the query is of a more general nature, a simple discussion between the relevant planning officer and the prospective applicant may be sufficient to address any concerns. Similarly, for development of a minor nature a reference to existing advice and guidance already available on a council or Departmental website may be adequate to alleviate any concerns that a prospective applicant may have. When dealing with smaller scale proposals it is a good idea for the planning officer to highlight to the prospective applicant the importance of discussing their proposal with any neighbour who may be affected by the proposal before making their planning application.
- 9.4 For more complex proposed developments it will be necessary for the prospective applicant to submit as much information as possible to enable meaningful discussions with the relevant council, or as the case may be the Department, to take place.

9.5 In order to allow for effective and constructive pre-application advice to be provided/discussions held, a certain level of information should be submitted with the initial request. The following additional information would be beneficial but is by no means an exhaustive list:

- A fully completed Pre-Application Discussion Request Form (Annex A provides a model form);
- A site plan (scale 1:1250 or 1:2500) marked with the footprint of the proposed development (in red) and the limit of the land in the applicants ownership/control (in blue);
- Photographs of the existing site;
- Initial sketch drawings of the proposed development showing the nature and scale of the development;
- Drawings/plans showing the potential constraints [trees, other vegetation, overhead wires, listed buildings etc];
- Brief description of the nature and purpose of the development and of its possible effects on the environment, and such other information as the applicant may wish to provide.

#### Desirable Information

- Results of any preliminary consultation with neighbours, other authorities or statutory undertakers (in a proportionate manner as appropriate);
- Other supporting information such as a draft environmental statement; transport assessments or ecological surveys (in a proportionate manner as appropriate); and
- Evidence of any pre-community consultation carried out (where required)

9.6 Providing this information at the outset allows the council, or as the case may be the Department, to consider and understand issues relevant to the proposal and to identify key stakeholders that may be able to contribute to the process in advance of any discussions taking place.

- 9.7 The more accurate information an applicant can provide at the outset, the more helpful and informed the council or Department's advice can be. The level of information sought by a council or Department at the outset will be tailored to the scale and complexity of the proposed development.

## **10.0 Procedure for seeking pre-application discussion**

- 10.1 The pre-application discussion process will not be relevant in every instance. A proportionate approach should be taken in light of the nature, scale and impact of the application.
- 10.2 Below is a model example for applicants as to how the PAD process could be conducted and is based on the current PAD process undertaken by the Department. Councils can however adopt their own approach to this and prospective applicants may therefore wish to contact their relevant council planning office for further advice.

### Model example of PAD process for applicants

#### Stage One

- 10.3 If your query is of a more general nature, you may wish to discuss it with a duty planning officer in the relevant planning office or refer to existing advice and guidance already available on the Planning Portal or relevant council website.
- 10.4 If you wish to engage in pre-application discussions with the Department or council in advance of submitting your planning application, it is recommended that you complete the Pre-Application Discussion pro-forma and forward it, along with the information specified in Paragraph 9.5 to your relevant planning office.

#### Stage Two

- 10.5 On receipt of your completed pre-application discussion pro-forma, a planning officer will make contact with you within 5 working days of receipt of

your request (i) to discuss your request and where considered appropriate, will suggest dates for a pre-application meeting and/or (ii) to request from you, additional information in advance of any pre-application discussions taking place. Confirmation may also be provided at this stage of the need for any specialist officer, or other stakeholders to be involved in the process. Your request will also receive a unique reference number and be linked to the relevant parcel of land or property in order to inform future planning applications associated with the site.

### Stage Three

- 10.6 The pre-application meeting (if considered appropriate) will be organised as soon as possible following receipt of your initial request (subject to all relevant stakeholders being available). Each council will decide where this meeting will normally be held.

### Stage Four

- 10.7 The council, or Department as may be the case, will retain a written record of discussions that take place including any agreed actions. The relevant council or Department may also follow up discussions with a letter clarifying points raised and information requested where necessary. Further time may be required to prepare written advice in respect of more complex proposals and sites but this should be highlighted at the initial discussion stages.
- 10.8 To ensure consistency, the council, or as the case may be the Department, should endeavour where possible to provide continuity in officer involvement so that any related planning application is dealt with by the same officer.

## **11.0 Matters likely to be addressed through Pre-Application Discussions**

- 11.1 Advice and information (as appropriate) will normally be provided without prejudice to a prospective applicant on the content, preparation and presentation of an application likely to satisfy current and relevant planning policies. Whilst every application will be unique, most pre-application advice will deal with matters such as:

- The planning history of the site;
- Issues associated with the relevant development plan (including statutory designations for the site and surrounding area) and Regional Development Strategy where appropriate;
- Other relevant planning policies and supplementary guidance;
- Some general advice on how to complete the application form and any supplementary information necessary;
- Provision of advice on other approvals which may be required for example demolition or listed building consent;
- General advice about other statutory consents that may be required and how they relate to the planning process;
- Advice in relation to general procedures, consultation arrangements and estimated timescale for processing the submitted applications;
- Possible requirement for legal agreements, covering matters such as contributions to infrastructure improvements necessary to support the proposed development; and
- An initial view on the need for an environmental impact assessment.

11.2 Other matters identified through the pre-application discussion process will also be documented.

11.3 It is important to understand that if an applicant chooses to ignore any advice given through the pre-application discussion process their application when received may take longer to process and/or result in an unfavourable outcome.

## **12.0 Benefits of Pre-Application Discussions**

12.1 The benefits of pre-application discussions have already been recognised by applicants in the processing of planning applications. Engaging in the pre-application process can help to:

- Identify potential policy constraints and other material issues which need to be addressed at an early stage in the process;

- Facilitate discussions with key consultees (where appropriate) at an early stage, especially where an environmental statement is likely to be required;
- Identify related technical issues and allow for discussion with a view to resolving such matters;
- Ensure that engagement with appropriate stakeholders takes place at an early stage in the planning process;
- Offer an opportunity for informed amendments and improvements to be made to schemes prior to formal planning applications being submitted, thereby potentially reducing the time taken for an application to move through the planning system;
- Improve the content and quality of planning applications;
- Enhance the quality of a development scheme;
- Speed up the statutory decision making process; and
- Ensure active case management.

### **13.0 Summary of Pre-Application Discussions**

13.1 The pre-application process relies on a constructive approach from applicants and the council, or the Department as may be the case. Spending time exchanging information or discussing plans during the critical period when proposals are being developed and are therefore capable of change allows for a collaborative way of working to solve problems, enhance sustainability and quality and better ensure financial viability. As such, whilst non-statutory, pre-application discussions are a central part of a positive and proactive planning system.

**Annex A: Pre-application Discussion – Model Request Pro-forma**

Applicant Details		Agent Details (if any)	
Name:		Name:	
Address:		Address:	
Postcode:		Postcode:	
Telephone:		Telephone:	
Email:		Email:	
Location of application site and ownership			
Address:			
Postcode:			
Grid Reference:		Ownership:	
Description of the proposed development (including <i>inter alia</i> the nature and purpose of the development and of its possible effects on the environment...)			





advice obtained through discussions with duty officers or through the pre-application discussion process does not bind the council, or as the case may be the Department, in making a formal decision at the regulatory stage, following public consultation with all interested parties and consultation with relevant stakeholders.

It is important to note therefore that all pre-application advice is given without prejudice to the formal consideration of a planning application as other information may arise from consultations, third party representations or policy changes during the regulatory determination process. Any variations from the general advice offered at the pre-application stage would be unusual.

### Declaration

Signed		Dated	

**Return this completed form to your relevant Planning Office:** Contact details are available on the Planning Portal ([www.planningni.gov.uk](http://www.planningni.gov.uk))



**DOE**

Department of  
the Environment  
[www.doeni.gov.uk](http://www.doeni.gov.uk)

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