

Derry City & Strabane District Council  
Planning Department



# Quality Submissions Guide

Consultation Draft  
November 2025



# Guide to submitting Quality Submissions

Derry City and Strabane District Council is committed to improving the planning process for all stakeholders. Planning applications can require a wide range of information to be submitted during processing. Having all the right information at the start of the process will enable the Council to process applications comprehensively from the start of the process, provide meaningful engagement with consultees early in the process and ultimately help reduce processing delays.

To improve the quality of applications at the front end of the process, Council will be implementing a Quality Submissions Guide. This guide provides information for applicants and agents on what information will likely be required to be submitted at validation stage, along with the specific type of application. All applications are currently required to have the information listed in the “Basic Information”.

The additional supporting information to be submitted for applications is listed in Part 2, and is linked where appropriate to relevant policy within Council's Local Development Plan Strategy 2032. Please note not all of the information listed in Part 2 is required for every application. The extent of information required will be proportionate to the scale and nature of the development proposed and some “Common Examples” for specific application types are included on pages 9 and 10 of this guide.

Please also note the additional supporting information listed in the “Quality Submissions Validation Checklist” and ensure you consult this guide before submitting an application.

## How to submit your application:

Please submit your application online via the Planning Portal [here](#). Please also ensure any additional information you are submitting through the application process is submitted online via the Planning Portal.

Following receipt of an application, the Planning Department will review the submission to ensure the correct basic information and any additional information required has been included in the submission. If this is not the case, the Planning Department will contact agents by email and advise the information that is required in accordance with the Quality Submissions guide. Any further information must be provided within 3 working days. Please note that payment of all planning fees will only be available via GOV.UK Pay.

If further time is required to enable submission of the information, the application and fee will be returned to enable a complete application to be submitted. If you need advice on the information required then please engage with the Planning team by telephone on **028 71 253 253** or email on **[planning@derrystrabane.com](mailto:planning@derrystrabane.com)**

# Quality Submissions Validation Checklist

## Part 1: Basic Requirements

### ■ Application Form

The correct application form used will depend on the application type. For in time renewal of outline applications and applications made under Section 54 of the 2011 Act, applications can be made in writing and must give sufficient information to identify the previous grant of permission and any condition in question.

### ■ Ownership Certificate

The appropriate land ownership certificate (if necessary) should be completed, signed and dated.

### ■ Fee

The correct fee should be submitted with the application. The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2025 list the correct fee for each application type. The Planning Portal includes an online fee calculator that will estimate the fee due when you submit your planning application online. The local planning office can be contacted to provide further clarification on the fee required.

### ■ Site Location Plan

A site location plan should be submitted that is sufficient to identify the land the application relates to and any neighbouring land it relates to (and other land owned).

### ■ Plans and Drawings

Other plans and drawings that are necessary to describe the development must be submitted. This normally includes a block plan, elevations, floor plans, roof plans, site levels, sections, landscaping. Existing and proposed plans will be required as necessary.

### ■ Pre-Application Community Consultation Report

This must be submitted for development proposals that fall within the category of Major development.

### ■ Design and Access Statement

This is required for:

1. All proposals for Major development
2. Where the site is within any of the following areas, all proposals for one dwelling or more (including flats and apartments); or where the floor space of the proposed building/s is 100 sqm or greater:
  - Conservation Area
  - Area of Outstanding Natural Beauty (AONB)
  - World Heritage Site
  - Area of Townscape Character
  - All applications for Listed Building Consent

Development Management Practice Note 12 provides further guidance.

# Quality Submissions Validation Checklist

## Part 2: Additional Supporting Information Requirements (Linked where appropriate to relevant policy within LDP Plan Strategy 2032)

### ■ Access Statement

Will be required for applications for development proposals for buildings open to the public, or to be used for employment or educational purposes to demonstrate that access for all would be provided with the needs of people with disabilities and others whose mobility is impaired given particular consideration.

### ■ Affordable and Private Balanced Tenure Housing Statement (Policy HOU 5)

Will be required for applications for 10 or more residential units, or on a site of 0.5ha or more, to demonstrate a minimum of 20% of units are provided as affordable housing, to demonstrate appropriate affordable/private housing mix to meet any identified acute localised need and also provide balanced communities.

### ■ Air Quality Impact Assessment (Policy GDPOL 1)

Will be required if a proposed development:

- is to be located in an existing area of poor air quality such as in the case of an application for residential development;
- will cause a significant increase in road traffic flows or changes the proximity to receptors, e.g. car parks, realigned roads, junctions etc;
- includes intensive livestock units for poultry, pigs, cattle or sheep, anaerobic digester plants or manure storage facilities.
- introduces one or more substantial combustion processes, e.g. centralised boilers, generators, CHP plant or biomass, where there is a risk of impact at relevant receptors; or
- gives rise to potentially unacceptable air pollution impacts (such as dust) at nearby sensitive locations during demolition or construction processes.

### ■ Archeological Assessment (HE2a HE2b)

Will be required for developments that impact on archaeological remains and to ensure developers take into account archaeological considerations at the start of the development management process. The first step is for applicants to consult the Department for Communities' Historic Map Viewer for known archaeological sites and monuments.

### ■ Archeological Field Evaluation

Will be required to define the importance, character and extent of the archaeological remains that may exist in the area of a proposed development, and thus indicate the weight which should be attached to their preservation. They may also provide information useful for identifying potential options for minimising or avoiding damage.

### ■ Biodiversity Checklist (Policy GDPOL 1)

Will be required for all applications where another biodiversity or ecological survey has not already been submitted. The Biodiversity Checklist is a 'step by step' tool that applicants can use to help identify if a development proposal is likely to adversely affect any biodiversity and natural heritage interests and whether further ecological assessments/surveys are required. Any further biodiversity surveys required must be completed by an ecologist or suitably competent person and submitted along with the planning application at validation stage.

[www.daera-ni.gov.uk/articles/biodiversity-checklist](http://www.daera-ni.gov.uk/articles/biodiversity-checklist)

### ■ Biodiversity Surveys

Will be required if proposals would impact or have the potential to impact on natural heritage including designed sites and priority habitats; or protected and priority species. The need for a Biodiversity survey is identified as part of the completion of the Biodiversity Checklist (see above). All development proposals on sites which are or are adjacent to trees or hedgerows should submit a biodiversity survey to take account of them.

# Quality Submissions Validation Checklist

## Part 2: Additional Supporting Information Requirements (Linked where appropriate to relevant policy within LDP Plan Strategy 2032)

### ■ Concept Statement or Concept Masterplan (HOU 9)

A Design concept statement is required for all applications for residential development being assessed under HOU 9. A Concept Masterplan will be required for applications involving:

- 200 dwellings or more; or
- The development, in part or full, of sites of 10 hectares or more.

### ■ Outline Construction Environmental Management Plan (CEMP) (Policy NE1, NE2, NE3, NE4)

Will be required to support all applications for:

- EIA development and/or
- Major development in sensitive coastal and harbour areas, within or in close proximity to protected designated sites such as Special Protection Areas (SPA), RAMSAR sites and Areas of Special Scientific Interest (ASSI).
- Outline CEMPs will be required for all other developments in close proximity to a watercourse.

### ■ Contaminated Land Report (Policy GDPOL 1)

Will be required where new development is proposed on, or in proximity to, land which has a current or previous use that has the potential for contamination. Previously developed “brownfield sites”, former industrial land (for example heavy engineering works, textile works and foundries), petrol filling stations (and other land uses associated with fuel storage); or areas that have been subject to in-filling and/or reclamation are all examples of when a contaminated land report will be required.

### ■ Contextual Design Information (GDPOL 2, HE 4)

Will be required for:

- Applications for Major development, particularly within the city centre;
- Proposals that impact on heritage assets including Listed Buildings, historic monuments/gardens, Conservation Areas and Areas of Townscape Character; or
- Proposals that may significantly impact on the street-scene or townscape.

### ■ Conservation Area Design Guide Consideration (HE 5)

Will be required for all applications within any Conservation Area, including applications that are required to be accompanied by Design and Access Statements.

### ■ Daylight, Sunlight and Overshadowing Assessment (GDPOL 1, GDPOL 2, HOU 10)

Will be required for all applications involving:

- buildings exceeding four storeys in height where adjoining other developed land or public open spaces;
- where proposed buildings or extensions (including residential extensions) could lead to overshadowing of adjacent or other proposed buildings or spaces.
- where the proposed development would itself be subject to significant shading from adjoining buildings or trees.

### ■ Demolition Justification Report and Structural Survey (HE 4, HE5, HE6)

Will be required for:

- All applications for the demolition of all or a significant part of, a Listed Building or a building in a Conservation Area or an Area of Townscape Character.
- Conversion and re-use of non-designated heritage assets

# Quality Submissions Validation Checklist

## Part 2: Additional Supporting Information Requirements (Linked where appropriate to relevant policy within LDP Plan Strategy 2032)

### ■ Drainage Assessment (FLD 3)

Will be required for all development proposals that exceed any of the following thresholds. Phased developments and those which exceed the stated thresholds as a result of cumulative development will also require a drainage assessment.

- new residential development comprising of 10 or more residential units; or
- a development site in excess of 1 hectare; or
- change of use involving new buildings and/or hardstanding surface exceeding 1,000sqm in area.

A Drainage Assessment will also be required for any development proposal, except for minor development, where:

- the proposed development is located in an area where there is evidence of a history of surface water flooding; or
- surface water run-off from the development may adversely impact upon other development or features of importance to nature conservation, archaeology or the built heritage.

If written consent from DFI Rivers is required under the terms of Schedule 6 of the Drainage (NI) Order 1973, this should be submitted with your application as part of the Drainage Assessment.

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### ■ Economic Statement (ED1-ED7, TOU 5)

Will be required for:

- all Major development for commercial uses such as offices, light industry, general industry, warehousing, retail, leisure and tourism
- Proposals that would result in the loss of employment land ED4.

An Economic Statement should include:

- the number and type of jobs to be created both during the construction phase and on occupation, specifying whether the jobs are part time or full time;
- whether the proposal is speculative or if there is a specific end user;
- the timeframe for delivery of the development;
- any wider benefits of the proposal to the economy

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### ■ Flood Risk Assessment (FLD 1)

Will be required for all new development:

- within the 1 in 100 year fluvial flood plain plus climate change allowance
- the 1 in 200 year coastal flood plain plus climate change allowance where the proposal meets the "Exceptions Test" in Policy FLD1.  
Evidence on meeting the "Exceptions Test" must be accompanied by a planning statement at validation stage.

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### ■ Landscape Management and Maintenance Plan (HOU 8, NE4)

Will be required for all:

- Housing developments for proposed planting, open spaces.
- Developments adjacent to main rivers and open water bodies to include a 10m biodiversity strip.

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### ■ Landscape and Visual Assessment (RED1, RED2, MIN 1)

Will be required for:

- All applications for wind energy development. A zone of visual influence map or critical view analysis should also be included.
  - All minerals proposals including proposals within areas of constraint on minerals development.
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# Quality Submissions Validation Checklist

## Part 2: Additional Supporting Information Requirements (Linked where appropriate to relevant policy within LDP Plan Strategy 2032)

### ■ Large Scale Managed Student Housing Management Plan (HOU 17)

Will be required to ensure quality, safe, secure and attractive place for residents would be provided and including arrangements for waste storage and collection.

### ■ Lighting Assessment (GDPOL 1)

Will be required for:

- Proposals involving large scale artificial lighting (such as floodlighting of sports pitches)
- Proposals for sensitive receptors close to largescale existing artificial light source.

### ■ Lifetime Homes Compliance Statement (HOU 7)

Will be required for

- All dwellings regardless of tenure must demonstrate accordance with Lifetime Homes standards set out in DfC's Housing Association Guide.
- All developments over 5 units whereby applicants must state how they have considered or will propose to address address Wheelchair Standards for 10% of units.

### ■ Noise Impact Assessment (GDPOL 1)

Will be required where:

- noise arising from the proposed development has potential to adversely impact on nearby residential property or other noise sensitive premises (e.g. schools or hospitals); or
- proposed noise sensitive premises or development is likely to be exposed to adverse noise and/or vibration from an existing noise source (e.g. from road traffic/railway/ entertainment venues/sports/leisure facilities/ plant noise).

### ■ Nutrient Management Plan (ODC 3)

Will be required for proposals that involve the storage and/or spreading of slurry or digestate.

### ■ Odour Assessment and Odour Abatement Strategy (GDPOL 1, ODC 3, ED1)

Will be required for all developments that have the potential to generate odours which could adversely impact on nearby sensitive receptors.

### ■ Open Space Management Arrangements (HOU 8, OS 2)

Will be required to secure long-term maintenance of open space areas, including SuDS areas.

### ■ P1C Form and Farm Maps (HOU 18)

Will be required to accompany all applications for Dwellings on farms and all agricultural / intensive livestock development.

### ■ Parking Survey (TAM 6)

Will be required when there is an identified parking need that cannot be accommodated within the application site.

### ■ Phasing and Restoration Plan (GDPOL 1, MIN 1, MIN 5)

Will be required for all proposals for minerals development, including extensions to existing quarries.

### ■ Planning Statement

Will be required for **all** applications stating which planning policies it is submitted under, how it complies with those policies and any other material considerations. Planning statements should also address proposals that are an exception to the policy or have policy compliance issues or material considerations that the agent considers outweigh planning policy criteria.

# Quality Submissions Validation Checklist

## Part 2: Additional Supporting Information Requirements (Linked where appropriate to relevant policy within LDP Plan Strategy 2032)

### ■ Retail Impact Assessment (RP2-RP7, RP9)

Will be required for;

- Proposals that have a retail floor space of 1,000 sqm gross or above which are not proposed in a town centre (not including district or local centres)
- Proposals for an extension to retail floor space that would result in the overall development exceeding 1,000sqm gross (out of centre developments).
- Proposals for retail or other main town centre uses below the threshold of 1,000sqm will require an assessment of need which is proportionate to support their application. This may incorporate a quantitative and qualitative assessment of need taking account of the sustainably and objectively assessed needs of the local town and take account of committed development proposals and allocated sites.

### ■ Sequential Test (RP 1)

Will be required for all development proposals for retail or main town centre uses that are not in an existing centre and are not in accordance with the Local Development Plan, irrespective of the scale of the development.

### ■ Shadow Flicker Assessment (GDPOL 1, RED 1, RED 2)

Will be required for applications for wind turbines for properties within 130 degrees either side of north, relative to the turbine.

### ■ Tourism Benefit Statement (Including Sustainable Benefit Statement) (TOU 2)

Will be required for tourism amenity proposals in the countryside that have regional importance and must demonstrate substantial benefit to regional tourism as well as sustainable benefits to the locality. Appendix 2 of the Plan Strategy advises further.

### ■ Transport Assessment Form (TAM 6)

Will be required for:

- Applications for 25 or more residential units
- Non-residential with a gross floor area of 500sqm or more
- Likely to generate 30 or more vehicle movements per hour
- Likely to generate 10 or more freight movements per day or 5 in any given hour

### ■ Transport Assessment (TAM 6)

Will be required where a Transport Assessment Form indicates that a new development would likely have significant transport implications.

### ■ Travel Plan (TAM 6)

The requirement for a travel plan will be informed by a Transport Assessment.

### ■ Tree Survey or (arboricultural survey) (NE 3)

Will be required for development that has the potential to impact on existing trees on or adjacent to the including trees protected by a Tree Preservation Order. All Tree Surveys must be carried out in accordance with BS5837:2012 *Trees in relation to design, demolition and construction - recommendations* (or any subsequent replacement BS).

# Quality Submissions Validation Checklist

## Part 2: Additional Supporting Information Requirements

### ■ Waste Management Plan (GDPOL 1, ODC 3, MIN 1)

Will be required for:

- New residential development for which communal waste storage is proposed (e.g. apartments, flats or sheltered housing); or
  - New commercial development of 500sqm or more.
  - Intensive livestock applications (may overlap with Nutrient Management Plan)
  - All minerals developments, including extensions to existing quarries.
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# Quality Submissions Common Examples

## Common Examples of Additional Supporting Information Requirements

In addition to the basic validation requirements for each application type listed in Part 1 of the Validation checklist document, additional supporting information will be required. This will be dependent on the proposed development and its location and siting within the surrounding area. The additional supporting information is listed in Part 2 of the Quality Submissions Validation Checklist.

Applicants and Agents submitting applications should familiarise themselves with the validation checklist Part 1 which sets out the basic requirements and Part 2 which sets out the other supporting information requirements. Advice should be sought from the Planning Department through the duty planner provision on the information to be accompanied with your application if in any doubt.

Common examples of additional supporting information required by proposed development are listed below. This list is not definitive and further information may be requested at validation stage depending on the site and the nature of the proposal.

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### ■ Domestic Household Extensions

- Planning Statement
- All urban proposals require a Daylight/Sunlight and Overshadowing Assessment

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### ■ Single Dwellings in the Countryside

- Planning Statement
- Lifetime Homes Compliance Statement
- Biodiversity Checklist for all single dwelling applications, and if necessary Preliminary Ecological Assessment
- Bat survey or bat roost survey if demolition of any building is proposed and if any trees are to be removed
- P1C forms, copies of up-to-date farm maps to show all land which is part of the business, or evidence that the farm business is currently active and established for a minimum of 6 years. Location of the principal group of farm buildings. Details of any dwellings “sold off” over the previous 10 years
- For dwellings for personal and domestic circumstances a planning statement detailing the circumstances and the consideration of alternatives and supporting information from suitable qualified person (e.g. medical or health professional)
- Flood Risk Assessment if required.

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### ■ Single Wind Turbines (Up to two single turbines)

- Planning Statement
  - Biodiversity Checklist and if necessary Preliminary Ecological Assessment
  - Bat survey or bat roost survey
  - Noise Impact Assessment
  - Landscape and Visual Assessment
  - Shadow flicker assessment
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Continued over...

# Quality Submissions Common Examples

## Common Examples of Additional Supporting Information Requirements

### ■ Change of use applications

- Planning Statement
- Parking survey if there is an identified parking need that cannot be met within the site
- Odour Assessment for all odour emitting proposals
- Noise Impact Assessment depending on the proposed development and any noise sensitive properties
- Drainage Assessment, if required
- Flood Risk assessment, if required

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### ■ Agricultural Developments

- Planning Statement
- P1C form to include farm business number and details of farming activity, copies of up-to-date farm maps or evidence that the farm business is currently active and established for a minimum of 6 years.
- Odour Assessment
- Air Quality Impact Assessment
- Drainage Assessment
- Nutrient Management Plan

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### ■ Housing Development (All Housing Developments)

- Planning Statement
- Affordable and private Balanced tenure Housing Statement - if applicable
- Biodiversity Checklist
- Concept Statement
- Outline CEMP
- Drainage Assessment (if required)
- Landscape Management and maintenance Plan
- Lifetime Homes Compliance Statement
- Open Space management Arrangements (if required)
- Transport Assessment Form (if required)

# Basic Requirements by Application Type

| Application Type                                                       | Basic Information Required<br>(See Part 1 of Quality Submissions Validation Checklist)                                                                                                                                                                                                                       |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Full Planning Permission                                               | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Ownership Certificate</li> <li>• Fee</li> <li>• Site Location Plan</li> <li>• Plans and drawings</li> <li>• Design and Access Statement (if required)</li> <li>• Pre-Application Community Consultation Report (if required)</li> </ul> |
| Outline Planning Application                                           | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Ownership Certificate</li> <li>• Fee</li> <li>• Site Location Plan</li> <li>• Plans and drawings</li> <li>• Design and Access Statement (if required)</li> <li>• Pre-Application Community Consultation Report (if required)</li> </ul> |
| Approval of Reserved Matters                                           | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Fee</li> <li>• Plans and Drawings</li> </ul>                                                                                                                                                                                            |
| Section 54 Non-compliance with Planning conditions previously attached | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Ownership Certificate</li> <li>• Fee</li> </ul>                                                                                                                                                                                         |
| Advertisement Consent                                                  | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Ownership Certificate</li> <li>• Site Location Plan</li> <li>• Plans and drawings</li> </ul>                                                                                                                                            |
| Listed Building Consent                                                | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Ownership Certificate</li> <li>• Site Location Plan</li> <li>• Plans and drawings</li> <li>• Design and Access Statement</li> </ul>                                                                                                     |
| Conservation Area Consent (Demolition)                                 | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Ownership Certificate</li> <li>• Site Location Plan</li> <li>• Plans and drawings</li> </ul>                                                                                                                                            |
| Certificate of Lawful Use or Development (Existing)                    | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Fee</li> <li>• Site Location Plan</li> <li>• Plan and Drawings</li> </ul>                                                                                                                                                               |
| Certificate of Lawful Use or Development (Proposed)                    | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Fee</li> <li>• Site Location Plan</li> <li>• Plan and Drawings</li> </ul>                                                                                                                                                               |
| Proposal of Application Notice (PAN)                                   | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Site Location Plan</li> <li>• Plans and Drawings</li> </ul>                                                                                                                                                                             |
| Discharge of Condition                                                 | <ul style="list-style-type: none"> <li>• Statement outlining the planning reference number and the condition number(s) you seek confirmation of details for</li> <li>• Plans and drawings, sample materials etc (if applicable)</li> </ul>                                                                   |
| Non-Material Change                                                    | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Covering letter or email (please describe the proposed changes and why you are making them. The proposed changes should be annotated on plans/drawings)</li> <li>• Plans and Drawings</li> </ul>                                        |