



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

Fermanagh and Omagh Planning Applications Validation Checklist

12 May 2025



Introduction

Fermanagh and Omagh District Council has developed this Planning Application Validation Checklist to support applicants and agents through the planning system. This checklist builds upon the Council's Applicant/Agent Protocol – A Good Practice Guide for Processing Planning Applications.

The Checklist is designed to give certainty and clarity to applicants as to the information requirements needed to accompany applications to assist the Council in determining development proposals in an efficient and effective manner to achieve the right planning outcomes.

In the absence of the required supporting information the Council will declare an application to be incomplete by giving formal notice to the applicant that it is not a valid application and return the application.

Purpose

The purpose of the new validation arrangements is to:

- provide applicants and their agents with certainty as to the information and other evidence that is required to accompany different types of planning applications;
- ensure that councils have all of the necessary information from the outset to enable it to determine an application efficiently and in a timely fashion;
- minimise the need for councils to request the submission of further additional information, thereby avoiding delay in determining applications; and
- ensure that statutory consultees have all of the necessary information from the outset to enable them to provide an informed response efficiently and in a timely fashion.

The validation requirements set out below will not add any additional burden to applicants as part of the planning process and the extent of information sought will be proportionate to the scale and nature of the development proposed.

It is acknowledged that there may be site specific instances when a particular survey, report or assessment may not be required and each case will be considered on its own merits. Agents/Applicants are encouraged to discuss any queries with a planning officer. While the number of requirements will increase with the complexity and scale of a planning application, it would be rare that all validation requirements would be required for any one application.

During the processing of an application, a Planning Officer may request further information once an application has been validated, if that information is deemed essential to enable the assessment of the proposal.

The Departments Practice note providing guidance on Planning Application Validation Checklists can be viewed at:

[Development Management Practice Note 8 - Planning Application Validation Checklists - February 2025.pdf](#)

Legislative Context

The Planning (General Development Procedure) (Amendment) Order (Northern Ireland) 2024 amends the 2015 Order and allows the Council to specify by direction what particulars or verifying evidence shall accompany any application. The Council has issued such a direction and was agreed at the Planning Committee meeting on 16 April 2025. This Validation Checklist will take effect from the 12 May 2025.

Additional current legislation relating to the validation of applications for planning permission and applications for approval of reserved matters is included in Appendix E accompanying the Checklist.

Performance Improvement

The Council's has two statutory performance targets:

1. major applications to be processed within an average of 30 weeks, and
2. local applications to be processed within an average of 15 weeks.

The Validation Checklist will improve the quality of applications entering the system and speed up decision making. It will also reduce the number of times that new information needs to be requested and submitted which can then result in additional advertising, neighbour notification and consultations needing to be carried out.

The information requirements will allow the fair and timely assessment of planning applications by being consistent and reducing delays. The checklist will speed up the processing of applications and allow resources to be prioritised to those more complex applications with greater economic, environmental and social significance.

The checklist aims to:

- assist in improving the quality of planning application submissions;
- reduce the potential for poor quality development across the District;
- ensure that all applications can be dealt with more effectively and efficiently;
- improve the standard of service to applicants;
- improve the consultation process and consultee workloads;
- respond positively to best practice; and
- ensure Fermanagh and Omagh District Council complies with legislation and policy when assessing planning applications.

A better quality, more effective and efficient development management process, which processes better quality applications quicker, will offer

greater certainty to the public, developers and investors. This will also help deliver better quality developments across the District.

Submitting an application

The new Planning Portal went live on 05 December 2022, all planning application submissions must be made online.

Before submitting an application, particularly more complex applications, applicants and planning agents are encouraged to speak with a planning officer in relation to the Council's pre application submission services, such as Pre-Application Discussion or Pre-Application Advice by contacting the Duty Planner.

Pre-Validation Administrative Check

In addition before submitting an application to the Council, Planning Officers can carry out a Pre-Validation Check and advise Applicants in writing, what information will be required to accompany their application. The fee for this service will be £100-00.

Full and outline planning applications

Upon receipt of an application Planning Officers will review the application against the Checklist.

If the Council considers that an application does not comply with our validation requirements we will contact applicants and agents by telephone or email and advise them of the information that is required. The extent of information sought will be proportionate to the scale and nature of the development proposed.

Any further information that is required must be provided within 2 working days.

The application will be made valid upon receipt of the information.

In the circumstances where agreement cannot otherwise be reached between the applicant and the council on the matter and the information is not submitted then the Council will give formal notice to the applicant, under Article 12A(2) of the GDPO 2015 (as amended), informing them that the application is not in compliance with the Direction and Checklist and therefore is not a valid application.

This formal notice will identify the requirements in question and explain why the application does not comply with the validation requirements.

In such circumstances the application, associated information and fee, will be returned to the applicant, together with the requisite statutory notice.

Approval of Reserved Matters

If we consider that the application does not comply with the terms of the outline planning permission, in that the applicant has failed to include

information or, to provide documents or other evidence/materials to it as part of the reserved matters or information is required in accordance with the Checklist, Officers will contact applicants and agents by telephone or email and advise them of the information that is required. The extent of information sought will be proportionate to the scale and nature of the development proposed.

Any further information that is required must be provided within 2 working days.

The application will be made valid upon receipt of the information.

In the circumstances where agreement cannot otherwise be reached between the applicant and the council on the matter and the information is not submitted then the Council will give formal notice to the applicant, under Article 12A(2) of the GDPO 2015 (as amended), informing them that the application is not in compliance with the Direction and Checklist and therefore is not a valid application.

This formal notice will identify the requirements in question and explain why the application does not comply with the validation requirements.

In such circumstances the application, associated information and fee, will be returned to the applicant, together with the requisite statutory notice.

Applications that are found to be invalid during processing

Where it becomes clear during the processing of an application that information which should have been submitted at the start with the application has not been submitted, or the information provided is incorrect, then the application will be made invalid.

Planning Officers will contact the Applicant and Agent by telephone or email and advise them of the information that is required and request the information as if the application was a new application. The extent of information sought will be proportionate to the scale and nature of the development proposed.

Any further information must be provided within 2 working days.

The application will be made valid again upon receipt of the information.

If further time is needed to enable submission of the information or if the application is not submitted, then Officers will return the application so that a complete application, with all the information needed to determine an application, can be submitted when ready.

In such circumstances the application, associated information and fee, will be returned to the applicant, together with the requisite statutory notice which identifies the requirements in question and explain why the application does not comply with the validation requirements.

Appealing Against a Notice

In the circumstances set out above where a notice of non-compliance with direction is issued an applicant may appeal to the Planning Appeals Commission (PAC). It applies to both applications for planning permission and applications for approval of reserved matters.

An appeal must be made within 14 days of the date of the notice.

In its decision on an appeal against non-validation the PAC will consider only the matter of 'validation' and following consideration on the matter, has the power to either allow or dismiss the appeal; or vary the notice issued by the council.

Other applications

As the form, content and information requirements governing applications for the consenting regimes for applications other than Full, Outline or Reserved Matters are set by separate legislative provisions, they sit outside of the validation requirements set by the GDPO 2015 as amended, and by consequence **DO NOT** give rise to a potential notice of non-validation.

Part A – Regional Requirements

	Required Information	Clarification
Forms	Correct application forms submitted, and a declaration of ownership completed. The form must contain: I. the name and address of the applicant, II. the site address, and III. description of the development which must be clear and concise and accurately reflect the proposal. The form must identify the means of sewage disposal.	*Where it is identified during the processing of the application that the site address is incorrect the application will be made invalid and held for two working days to allow the submission of a new application form. The application will be made valid again when this is received. If it is not received the application will be returned, along with the fee.
Fee	Applications cannot be processed without the correct fee.	If you are unsure about the appropriate fee for your application, please contact the Council's Planning Office. Further guidance on planning fees has been provided by the Department in Development Management Practice Note 1 which can be viewed at the link below: Planning Fees
Plans and Drawings	All full and outline applications must be accompanied with a site location plan sufficient to identify the site. An application should also be accompanied by a block plan, and any other plans to explain the proposal clearly. This may include existing and proposed elevations, floor plans and roof plans, existing and proposed site sections and proposed landscaping or restoration plans.	Established working practice is that the site and means of access (including visibility splays) are outlined in red with all other land in the control of the Applicant outlined in blue).

Pre-Application Community Consultation Report:	Required for all major applications	Further guidance on PACC has been provided by the Department in Development Management Practice Note 10 which can be viewed at the link below: Development Management Practice Notes
Design and Access Statement:	Required for all* major applications and where any part of the development is in a designated area**, development consisting of – (i) the provision of one or more dwelling houses, or (ii) the provision of a building or buildings where the floor space to be created by the development is 100m or more.	*D&AS are not required for certain Major Section 54 applications; for engineering or mining operations; a material change in the use of land or buildings; or for development which is waste development. **For the purposes of a D&AS, a 'Designated Area' is defined as an Area of Outstanding Natural Beauty, a Conservation Area, or an Area of Townscape or Village Character. Further guidance on D&AS has been provided by the Department in Development Management Practice Note 12 which can be viewed at the link below: Development Management Practice Notes

Part B (i) – Local Requirements

The following information must accompany all outline and full planning applications.

Reserved matters applications should comply with the conditions of the outline planning permission and be accompanied by updated or additional information that may be necessary to determine the submission.

To improve communication and in the interests of transparency and openness, all application forms should include the phone number and an email address for the applicant. This information will not be published on the Planning Portal.

	Required Information	Clarification	Plan Policy
LDP Plan Strategy Statement	1. DE02 Design Quality Criteria (k)	A written statement of all energy and resource efficiency measures.	DE02 (k)
	2. FLD03 Sustainable Drainage Systems (SuDS)	A written statement of all measures to capture, use, delay and absorb rainwater as close as possible to source and details on future management and maintenance or a statement on why SuDS are 'not practical'. The Plan Strategy and SPGs can be viewed at the links below: Supplementary Planning Guidance Fermanagh & Omagh District Council Plan Strategy	FLD03
	3. Parts 1 and 2 of the Biodiversity Checklist for all local development applications.	Parts 1 and 2 of the Checklist can be completed by the Applicant or Agent or Ecologist or another competent person. The Checklist can be viewed at the link below: NI Biodiversity Checklist documents	NE01, NE02 & NE03

Part B (ii) – Local Requirements

Where relevant the following information must accompany all outline and full planning applications.

Reserved matters applications should comply with the conditions of the outline planning permission and be accompanied by updated or additional information that may be necessary to determine the submission in accordance with the Checklist.

	Required Information	Clarification	Plan Policy
Affordable Housing Report	Required for all applications for new housing inside a settlement limit where a need for affordable housing is confirmed by the NIHE, and: i. proposes to develop 10 housing units or more, or ii. is on a site of 0.5 hectares. Where AH is required and the required provision is not being met a Viability Assessment must be submitted including information demonstrating why a reduced or alternative provision of AH may be acceptable, must be submitted.	The Plan Strategy and SPG can be viewed at the links below: Supplementary Planning Guidance Fermanagh & Omagh District Council Plan Strategy	HOU03 HOU16
Air Quality Impact Assessment (AQIA) and Waste Management Plan (WMP)	Required for all intensive livestock units for poultry, pigs, cattle or sheep, anaerobic digester plants and/or manure storage facilities. Where relevant the AQIA and WMP must include maps identifying the location of all lands to be used for land spreading along with unredacted agreements for the disposal of waste on the lands to cover a minimum of 3 years.	The size of intensive livestock facilities will be considered on their individual merits but a precautionary approach will be taken when considering whether an AQIA and/or WMP is required.	DE01, NE01, NE02 & NE03

Areas of Archaeological Interest	Required for all applications impacting upon archaeological features of regional importance including monuments in State Care, Scheduled Monuments and Areas of Significant Archaeological Interest.	Further information can be viewed at the link below: Development and Archaeology: Guidance on Archaeological Works in the Planning Process HED Map Viewer	HE01
Concept Master Plan	Required for all application for 100 dwellings or more or for development sites in part or in full 5Ha or more.	Creating Places: Achieving Quality in Residential Environments	DE02, & HOU05
Contaminated Land Report	Required for all applications for new development on, or in proximity to, land which has a current or previous use that has the potential for contamination on former industrial sites.	Examples of possible contaminated sites include existing or former petrol filling stations or landfill sites	DE01 NE01, & NE03
Design Concept Statement	Required for all applications (one or more) for residential development inside a settlement.	For small housing schemes involving the development of a site of up to 0.25 of a hectare or 5 dwellings or less, a short-written statement and a diagrammatic layout will suffice.	DE02, & HOU05
Demolition Justification Report & Structural Survey	Required for all applications for the demolition of all or a significant part of: 1. a Listed Building, or 2. a building in: i. a Conservation Area, or ii. an Area of Townscape character, or iii. an Area of Village Character. 3. the replacement of an unlisted vernacular dwelling.	Further information can be viewed at the links below: HED Map Viewer Fermanagh and Omagh District Council Map Viewer	HE02, HE03, HE04, HE08, HOU08, & HOU09

Drainage Assessment	Required for all applications for: residential development comprising: i. 10 or more dwelling units, - or ii. a development site in excess of 1 hectare, or iii. a change of use involving new buildings and/or hard surfacing* exceeding 1000 square metres in area, - or iv. where a proposed development (excluding minor development) is located in an area where there is evidence of a history of surface water flooding; - or v. where surface water run-off from the development may adversely impact upon other development or features of the Natural and Historic Environment (unless it falls within one of the categories (1 to 3) of Policy FLD01).	Surface water flood zones are identified on the DFI Rivers Flood Maps, which can be viewed at the link below: Flood Maps *hard surface areas will exclude areas of grassed space but includes hardstanding or stoned areas.	FLD02
Dwellings in the countryside - Change of House Type applications	All applications in the countryside for a 'change of house type' where the original permission has now passed the date for commencement, must be accompanied by an approved Certificate of Lawfulness.		DE03
Ecological Survey and Statement (ESS)	Required for all applications where the need for a survey is identified as part of the completion of the Biodiversity Checklist Parts 1 and 2.	The ESS shall, as a minimum, include a Preliminary Ecological Appraisal (PEA). The survey and statement must be completed by an ecologist or other suitably qualified person.	NE01, NE02 & NE03

	Where further surveys or mitigation measures are required, these must accompany the application.	Further information can be viewed at the links below: Biodiversity Checklist documents NIEA Natural Environment Map Viewer	
Flood Risk Assessment	Required for all applications inside a 1 in 100year AEP of 1% plus an up-to-date climate change predicted flood plain. The FRA must include all the information required in accordance with para 228 of the PS	Flood zones are identified on the DFI Rivers Flood Maps, which can be viewed at the link below: Flood Maps	FLD01
Flood Risk Statement	Required for all applications which are immediately beside or about the 1 in 100year AEP of 1% plus an up-to-date climate change predicted flood plain. The Statement must include (as a minimum) a contour map showing levels of the site and indicate the highest flood OD level.	Flood zones are identified on the DFI Rivers Flood Maps, which can be viewed at the link below: Flood Maps	FLD01
Landscape and Visual Impact Assessment	Required for all applications within the Sperrin AONB and Special Countryside Areas and for all large-scale development in Areas of High Scenic Value	The LVIA must be in accordance with para 4.3.2 – 5.9 of the PS. Fermanagh & Omagh District Council Plan Strategy	L01, L02, & L03
Lighting Plan and/or light Spillage Plan	Required for all applications which includes floodlights and /or new external lights on sites which are near watercourses or other sensitive receptors.		DE01, NE01, NE02 & NE03

Noise and/or Odour Report	Required for all development that is likely to adversely affect nearby approved or existing dwellings or other sensitive receptors.		DE01
Outline Construction Environmental Management Plan	Required for all development where Q3 or Q5 in the Biodiversity Checklist Part 1 is ticked with 'YES'.	Further information can be viewed at the link below: Outline Construction Environmental Management Plan (CEMP)	DE01, NE01, NE02, & NE03
Parking Statement	Required for all applications for industrial and retail development. Where there is an identified parking need that cannot be accommodated within the application site the Statement must include a Parking Survey.	Further information can be viewed at the link below: Parking Standards The Statement must demonstrate that the development meets the Parking Standards or include justification for not complying with the standards.	TR01
Planning Statement	All outline and full planning applications must include comment and consideration against the relevant policy tests in the Plan Strategy The Statement must include any necessary accompanying information to demonstrate the application meets the PS or other material considerations. Where the Clarification accompanying a Policy states that information is required then all the information must be submitted to accompanying the application (Part C of the Checklist).	The Plan Strategy can be viewed at the link below: Fermanagh & Omagh District Council Plan Strategy Where an application does not meet all the relevant criteria in a Policy, or the Applicant considers that the application is an exception to the policy, the application must be frontloaded with all relevant information the Applicant wishes to be considered.	All relevant policies

Restoration or aftercare bond or other financial provision	Required for all minerals applications & includes an assessment and details of the financial bond required to cover restoration from a competent expert of the financial provision to ensure it is appropriate.	The SPG can be viewed at the link below: Supplementary Planning Guidance	MIN02
Retail Impact Assessment	Required for all new retail uses (including extensions) and town centre uses, outside the Primary Retail Core and exceeding 500sqm gross external area And Petrol Filling Stations outside settlement limits.	The Plan Strategy can be viewed at the link below: Fermanagh & Omagh District Council Plan Strategy	TCR01,& TCR05
Sequential Assessment	Required for all new retail development or other town centre uses that are not within the Primary Retail Core.	The Plan Strategy can be viewed at the link below: Fermanagh & Omagh District Council Plan Strategy	TCR01
Service Ducting to accommodate future broadband and other public services	Required for all applications for 5 or more residential dwellings or for developments of 500sqm or more.	The Plan Strategy can be viewed at the link below: Fermanagh & Omagh District Council Plan Strategy	PU03
Travel Plan	Required for all major applications and all significant developments	The TP must demonstrate a package of options designed to encourage safe, healthy and sustainable travel options. The size of a development that falls within the meaning of a 'significant development' will be considered on its individual merits but a precautionary approach will be adopted and a TP is always encouraged for larger developments.	TR01

Transport Assessment Form	Required for all applications for; i. 10 or more residential units or ii. non-residential development with a gross floor area of 500 sqm or more, or iii. likely to generate 30 or more vehicle movements per hour or, iv. likely to generate 5 or more freight movements per day	Further information can be viewed at the link below: Transport Assessment: Guidelines for Development Proposals	TR01
Transport Assessment	Required for all applications where a TAF identifies that a new development would likely have significant transport implications.	The coverage and detail of the Transport Assessment should reflect the scale and the likely extent of transport impacts of the proposed scheme.	TR01
Tree Survey	Required for all development that will impact upon trees protected by a Tree Preservation Order.	The location of TPO'd trees can be viewed at the link below: Tree Preservation Orders – Fermanagh & Omagh District Council	NE03

Part C – Local applications – Common Examples

The following are examples of common types of applications that are submitted locally and the type of information that **must** accompany an application to allow it to be considered and determined.

Housing Developments

- i) All applications must be accompanied by a supporting statement providing comment on each of the 10 criteria within HOU05.
- ii) A supporting statement for all new housing developments on unzoned greenfield land demonstrating that the proposal meets the Policy tests for new residential development in Main and Local Towns or Villages and Small Settlements. (HOU01)

Replacement Dwellings/Buildings (HOU8 & HOU9)

1. Block plan clearly identifying the dwelling/building to be replaced and its existing curtilage.
2. If the new dwelling is sited outside the curtilage of the dwelling being replaced, a written explanation as to why an alternative siting is necessary & sequential assessment of sites as close as possible to the footprint of the original house.
3. The replacement of an unlisted vernacular dwelling must be accompanied by a structural survey from a competent expert.
4. Where the old dwelling/building is to be demolished, or the site contains trees which are to be felled then a bat survey and/or bat roost survey is required.

Redevelopment of a former site for dwelling (HOU10)

1. A Supporting Statement, including accompanying documentary evidence and photos, demonstrating all four of criteria are met.

Dwellings on farms

1. The DAERA farm business ID number and/or information demonstrating a farm business is currently active and established for a minimum of 6 years.
2. Copies of the latest available DAERA farm maps or a drawing to show all land which is part of the farm business.
3. A plan identifying the location of the principal group of farm buildings and any other buildings on the farm holding.
4. If the new dwelling is not visually linked or sited to cluster with an existing group of buildings on the farm holding, a written explanation as to why an alternative location is necessary & a sequential assessment of sites as close as possible to existing buildings on the holding.
5. Details of any dwellings 'sold off' or transferred from the farm holding within 10 years of the date of the application (or confirmation that none have been sold off/transferred).

Dwelling as Rounding Off and Infilling (HOU13)

1. A Supporting Statement demonstrating all 8 of the criteria in Para 1 are met or the application meets the tests in Para 2.

Dwelling based on special personal or domestic circumstances (HOU15)

1. A Supporting Statement detailing all of the information required in Para 3.60 of the Plan Strategy, Policy HOU15.

Agricultural development Policy (IB06)

1. The DAERA farm business ID number and/or information demonstrating a farm business is currently active and established for a minimum of 6 years.
2. Copies of the latest available farm maps or a drawing to show all land which is part of the farm business.
3. Proposals for new buildings must include a supporting statement (to include a plan identifying all existing farm buildings) which demonstrates there are no suitable existing buildings on the holding or enterprise that can be used.
4. Where appropriate, a supporting statement demonstrating why an alternative site away from existing buildings on the holding should be permitted.

Part D Sources of information

The following weblinks provide information of assistance in preparing an application and should be reviewed prior to the submission of the application:

[Local Development Plan – Fermanagh & Omagh District Council](#)

[Local Development Plan Map Viewer](#)

[Landscape Wind Energy Strategy Map Viewer](#)

[Designations approved by Drainage Council \(NI\)](#)

[Controlled Reservoirs Viewer](#)

[NIEA Natural Environment Map Viewer](#)

[HED Map Viewer 2024](#)

[Northern Ireland Public Register](#)

[Development Management Practice Notes | Department for Infrastructure](#)

[Building on Tradition - A Sustainable Design Guide for the Northern Ireland Countryside](#)

[Creating Places - Achieving Quality in Residential Environments](#)

[Microsoft Word - Fermanagh & Omagh - RCLNA - Update 2020 v1.docx](#)

[Supplementary Planning Guidance](#)

Part E

Legislative Context

Current legislation relating to the validation of applications for planning permission and applications for approval of reserved matters comprises:

- The Planning Act (NI) 2011 (Chapter 25);
- The Planning (General Development Procedure) Order (NI) 2015 (SR. 2015 No.72) (GDPO);
- The Planning (General Development Procedure) (Amendment) Order (NI) 2016 (2016 SR. No.115); and
- The Planning (General Development Procedure) (Amendment) Order (NI) 2024 (SR. 2024 No.176).

In addition, the following legislative provisions set out the form and content of applications for various consenting regimes, which also provide councils with powers to give Directions either generally or in relation to a particular case, specifying the kinds of particulars, plans or information to be included in certain applications:

Listed Building Consent - Section 86 of the Planning Act, in conjunction with Regulations 2 and 3 of the Planning (Listed Buildings) Regulations (NI) 2015

Conservation Area Consent - Section 105 of the Planning Act, in conjunction with Regulations 3 and 4 of The Planning (Conservation Areas) (Demolition) Regulations (NI) 2015; and

Advertisement Consent - Section 130 of the Planning Act, in conjunction with Regulation 8 of The Planning (Control of Advertisements) Regulations (NI) 2015. 3.3

As the form, content and information requirements governing applications for the consenting regimes are set by separate legislative provisions, they sit outside of the validation requirements set by the GDPO 2015 as amended, and by consequence **DO NOT** give rise to a potential notice of non-validation.