

February 19th, 2025

To Each Member of Committee

NOTICE OF MEETING

You are requested to attend a Meeting of the

Mid and East Antrim Planning Committee to be held on

Thursday, 20th February 2025 at 10:00 am in Council Chamber, The Braid, 1-29 Bridge Street, Ballymena and via remote access.

Yours sincerely



Valerie Watts
Interim Chief Executive, Mid and East Antrim Borough Council

Agenda

1 NOTICE OF MEETING

2 APOLOGIES

3 DECLARATIONS OF INTEREST

Members and Officers are invited to declare any pecuniary and non-pecuniary interests, including gifts and hospitality, they may have in respect of items on this Agenda.

4 SCHEDULE OF PLANNING APPLICATIONS

4.1 Planning Application No. LA02/2024/0472/F - Development of New School for Dunclug College with Special Educational Needs (SEN) Provision. Dunclug College, Doury Road, Ballymena - circulated. Presentation circulated 19.02.25

RECOMMENDATION: Approval

Lead Officer: Gary McGuinness

Speakers:

(4 minutes split in support of Officers' recommendation)

- Mr L Talbot (JUNO Planning) and Mr N Oliver, Dunclug College Principal

📄 [LA02.2024.472.F Dunclug College.pdf](#)

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📄 [Dunclug 3.pdf](#)

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5 LOCAL DEVELOPMENT PLAN UPDATE

5.1 Local Policies Plan – Elected Members Workshop

5.2 Updated Guidance Document - Your Home and Planning Permission - Circulated

📄 [Your Home and Planning Permission.pdf](#)

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6 PLANNING APPEALS UPDATE

6.1 New Appeals

- LA02/2023/0216/CA - Land at 82 Paisley Road, Carrickfergus. Alleged unauthorised sub-division of dwelling and granny flat: Short-term holiday let (Grace's Place).
- LA02/2024/0610/F - 45m West of 28 Rockstown Road, Ballymena. Proposed dwelling and domestic garage on a farm

6.2 Appeal Decisions

- LA02/2022/0561/F- Rear of 56 Ferris Bay Road, Larne. Proposed dwelling.

Appeal Dismissed

- LA02/2024/0053/O - 25m West of 77a Collin Road, Ballymena. Proposed site for a dwelling & domestic garage.

Appeal Dismissed

7 CALLED IN APPLICATIONS - Verbal update

8 ITEMS FOR INFORMATION AND NOTING

8.1 Department for Infrastructure, Permanent Secretary Planning Improvement Programme Update – letter circulated

For noting

 [8.1 - Planning Improvment Programme update letter.pdf](#)

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8.2 Department for Communities, Historic Environment Division - Proposals to list - letter circulated

For noting

 [8.2 - Historic Environment Division Proposals to list- Letter for noting \(1\).pdf](#)

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Mid and East Antrim Borough Council – Planning Committee

Application Ref:	LA02/2024/0472/F
Application type:	Full Application
Date of Committee:	20 th February 2025
Case Officer:	Sean O'Kane
Email:	sean.o'kane@midandeantrim.gov.uk
Telephone:	028 2563 3517
Proposal:	Development of new school for Dunclug College with special educational needs (SEN) provision, associated playing pitches and courts, car parking, landscaping and siteworks.
Location:	Dunclug College, Doury Road, Ballymena
Applicant:	Education Authority
Agent:	JUNO Planning
Objections:	None
Support:	None
Recommendation:	APPROVE

1. Description of site and surroundings

The application site is located at the existing Dunclug College Site, 91 Doury Road, Ballymena, within the town boundary as defined by the Ballymena Area Plan. The site is defined by the existing built fabric and associated features of the educational facility. The site is predominantly flat and access is taken off Doury Road. The application site is contained within a larger site which is also home to Dunclug Nursery School and Dunclug Primary School.

Surrounding land uses are dominated by housing and community uses. Notably the site immediately adjoins the Ballymena North Community Facility.

The overall size of the application site at 6.0 hectares dictates that this application is major and must be decided by the Planning Committee.

Site Location



2. Proposed Development

The proposed development relates to the construction of a new school for Dunclug College with special educational needs (SEN) provision, associated playing pitches and courts, car parking, landscaping and siteworks.

Approval on the site was previously granted 12th November 2019 for replacement school buildings under planning application LA02/2019/0365/F.

The amendments to the extant permission subject of this application relate to the addition of an SEN block and changes to the building façade and material.

3. Relevant Planning History

LA02/2017/0551/PAD – Pre Application Discussion. Pre application advice issued.

LA02/2017/0818/PAN – Pre Application Notification. Notification accepted.

LA02/2019/0365/F – Replacement School Buildings and associated features. Approval granted.

LA02/2024/0110/PAN – Pre Application Notification, Notification accepted.

4. Planning Policy Context

Section 45(1) of the Planning Act (NI) 2011 (the Act) requires regard must be had to the Local Development Plan (LDP), so far as material to the application, and to any other material considerations. Section 6(4) of the Act states that where regard is to be had to the LDP, the determination must be made in accordance with the LDP unless material considerations indicate otherwise.

The Planning Act (NI) 2011 establishes a plan-led planning system which gives primacy to the LDP in the determination of planning applications unless other material considerations indicate otherwise.

Mid and East Antrim Borough Council adopted the Local Development Plan 2030 Plan Strategy on 16th October 2023. The Plan Strategy became effective from the date of adoption and is relevant to the consideration of this planning application.

The Council has yet to adopt its Local Policies Plan. In the interim, in line with the transitional arrangements set out in the Schedule to the Regulations, the LDP is currently a combination of the departmental development plan (DDP) and the Plan Strategy read together. Any conflict between a policy contained in the DDP and those of the Plan Strategy must be resolved in favour of the Plan Strategy.

The Policies that apply in this case are as follows:-

The Ballymena Area Plan 1986-2001

SPPS – Planning for Sustainable Development

Local Development Plan 2030 Plan Strategy:-

- **COM1 Education, Health, Community and Cultural Facilities**
- **Policy TR1 Access to Public Roads**
- **Policy TR5 Active Travel**
- **Policy TR6 Parking and Servicing**
- **Policy FRD3 Management of Development in Regard to Surface Water Flood Risk**
- **Policy FRD4 Sustainable Drainage**
- **Policy NAT1 European and Ramsar Sites**
- **Policy NAT2 Species protected by Law**
- **Policy NAT5 Habitats, Species or Features of Natural Heritage Importance**
- **Policy GP1 General Policy**
 - **GP1a Criteria relating to Design Quality and Respecting Local Character and Distinctiveness**
 - **GP1b Criteria relating to Safeguarding Residential Amenity**
 - **GP1c Criteria Relating to Access/Movement/Car Parking**

- **GP1d Criteria relating to Safety and the Safeguarding of Human Health/Wellbeing**
- **GP1e Criteria relating to Sustainable Development**

5. Consultations

Northern Ireland Water – No objection.

DFI Roads – No objection.

Environmental Health – No objection with suggested conditions which have been considered.

Northern Ireland Environment Agency:-

- **Natural Environment Division (NED)** No objection
- **Water Management Unit** – No objection
- **Regulation Unit and Groundwater team** – No objection

Shared Environmental Services – The Shared Environmental Services advised that having considered the proposed development in accordance with Regulation 43 (1) of the Conservation (Natural Habitats, etc) Regulations (NI) 1995 (as amended), the proposal would not have any adverse effect on the site integrity of any European site either alone or in combination with other plans or projects subject to mitigation measures. MEABC have adopted this assessment by SES.

DFI Rivers – No objection to the submitted information.

6. Representations

The application was advertised in the local press and notifiable neighbours were contacted by letter – No letters of representation were received.

7. Consideration and Assessment

The Ballymena Area Plan 1986-2001

This is a proposal for an educational facility on a long established college site within the development limits of Ballymena.

The proposal complies with the Ballymena Area Plan.

SPPS – Strategic Planning Policy Statement for Northern Ireland

The proposed development is consistent with core planning principles established by the SPPS including improving health, education and other public services.

Local Development Plan 2030 Plan Strategy

Previous approval has been granted for the provision of a new school within this site. Since the grant of permission, Planning Policy has changed in that the Local Development Plan 2030 - Plan Strategy has been adopted and now applies to this application.

SGS1 Spatial Growth Strategy

The strategic aim of this policy is to focus major population growth and economic development in the three main towns of Ballymena, Carrickfergus and Larne, strengthening their roles as the prime locations for business, retail, housing, administration, leisure and cultural facilities within the borough.

Policy COM1 Education, Health, Community and Cultural Facilities

A proposal for development of new or enhanced education, health, community or cultural facilities will be permitted where it meets the General Policy and accords with other provisions of the LDP. New facilities must also be located in appropriate and accessible locations within settlements where there is good connectivity with public transport and active travel infrastructure.

The proposal is for the redevelopment of an existing educational facility within the development limits of Ballymena with established transport and infrastructure links and therefore accords with COM1

Policy TR1 – Access to Public Roads

The proposed development includes both vehicular and pedestrian access and egress. Alterations to the existing access has been proposed. This information has been considered in detail and expert advice sought from DFI Roads. No objection has been forthcoming. The proposal complies with TR1.

Policy TR5 - Active Travel.

A new development proposal within an urban area should ensure the needs of pedestrians and cyclists are taken into account. The proposal utilises the existing footpath network to encourage active travel in accordance with policy.

Policy TR6 – Parking and Servicing

Based on the statutory consultees response, the planning department is satisfied that the access will not prejudice road safety or significantly inconvenience the flow of road users. An adequate level of parking has been provided. The proposal complies with TR6

Policy NAT1 European and Ramsar Sites, policy NAT2 Species Protected by Law and NAT5 Habitats, Species or Features of Natural Heritage Importance.

The application has been accompanied by a preliminary Ecological Appraisal and Bat Activity Survey. NIEA: Natural Environment Division (NED) have been consulted. On the basis of the information provided, no concerns have been raised in respect to impact on European Protected Species.

Shared Environmental Services have been consulted and having considered the nature, scale, timing, duration and location of the project have concluded that the proposal could not have any conceivable effect on a designated site.

Policy FRD3 Management of Development in Regard to Surface Water Flood Risk

In accordance with the requirement under policy FRD3, the agent submitted a Drainage Assessment (DA)

As the statutory authority pertaining to Flood risk Rivers Agency were consulted and offered no objection to the submitted Drainage Assessment.

They have stated that Schedule 6 consent from RA will be required to achieve the declared discharge rates if discharging to a water course. The agent has clarified in Doc 14 that they are not discharging to a watercourse but directly to NIW infrastructure, therefore schedule 6 consent is not required.

The proposal is in compliance with FRD3.

Policy FRD4 Sustainable Drainage

A sustainable drainage solution (hard or soft SuDS) for the management of surface water run-off will be required for any development proposal that triggers the requirement for a Drainage Assessment.

The submitted drainage assessment makes specific reference to the management of water runoff and attenuation through soft SuDS provision, in the form of natural percolation of water in areas of open space.

Policy GP1 – General Policy

Planning permission will be granted for sustainable development where the proposal accords with the LDP and there is no demonstrable harm to interests of acknowledged importance. Where this is not the case there will be a presumption to refuse planning permission.

GP1a Criteria relating to Design Quality and Respecting Local Character and Distinctiveness

- i. The development is compatible with surrounding land uses and neither the use or the built form and associated infrastructure (including hard/soft landscaping) will detract from the visual amenity, landscape quality, local distinctiveness and inherent character of the locality;
- ii. The development, including associated infrastructure and landscaping is of high quality and, where appropriate, complements or enhances local built form;
- iii. Appropriate landscaping and means of enclosure are provided or retained to facilitate satisfactory integration of the development into the local context; and
- iv. The development does not adversely affect features associated with the historic environment/setting, natural heritage or areas recognised for their exceptional landscape quality and should seek to retain or integrate such features wherever possible.

The locality is characterised by mixed uses including the existing school to be replaced, residential and local community services. The proposal accords with the surrounding land use and context.

The site is bound on three sides by other buildings in the urban context and the Doury Road to the west.

No such constraints relating to the historic environment/setting, and natural heritage have been identified that cannot be satisfactorily addressed through mitigation.

GP1b Criteria relating to Safeguarding Residential Amenity

- i. Neither the use or the built form shall have an unacceptable adverse impact upon the amenity of existing residents living within, adjacent to or in reasonable proximity to the development site;
- ii. Appropriate boundary treatment and means of enclosure are provided so as to effectively mitigate against significant adverse impacts on visual amenity and, where relevant, other amenity impacts; and
- iii. New residential development shall be sited so as to maintain sufficient separation distance from existing or approved infrastructure likely to prejudice residential amenity or safety.

The Environmental Health Department of MEABC (EHD) were consulted and raised no concerns with a series of suggested conditions. Conditions relating to the installation of external plant, restricting the pitches to daytime play and imposition of a NIA to be submitted in the event of third party objection are considered unnecessary. Floodlighting does not form part of the approval which prevents the pitches from being played on past daytime hours. The proposal is not introducing a change of use to the site, albeit a larger building, the impacts in terms of noise are comparable to that existing.

Given the established boundaries, orientation and separation distances from existing properties. It is not felt that any negative impacts will result upon the amenity of existing residents in terms of planning considerations as set out in footnote 22 on page 112 of the Plan Strategy over that which are existing.

GP1c Criteria Relating to Access/Movement/Car Parking

- i. Access arrangements shall be in accordance with the latest guidance published by the Department for Infrastructure
- ii. A movement pattern is provided that, insofar as possible, supports active travel (walking and cycling), meets the needs of people with disabilities or whose mobility is impaired, respects public rights of way and provides adequate and convenient access to public transport and local community facilities;
- iii. The existing road network has sufficient capacity or can be adequately upgraded to safely manage any extra vehicular traffic that the proposed development will generate; and
- iv. Adequate and appropriate provision is made for car parking in accordance with the latest supplementary planning guidance.

As the statutory consultee DfI Roads have been consulted to provide comment on issues regarding access and road safety, and have stated they have no objection to the proposed development, subject to conditions?

GP1d Criteria relating to Safety and the Safeguarding of Human Health/Wellbeing

- i. The development will not prejudice safety nor cause demonstrable harm to human health and wellbeing;
- ii. Where appropriate, the development should be designed so as to facilitate opportunities for active and passive recreation for everyone, both within and wherever possible, beyond the site;
- iii. The development is designed to deter crime and promote personal safety;
- iv. Any emission or discharge of effluent (including sewage) arising from the development is in accordance with legislative requirements pertaining to air and water quality;
- v. The development site is not at risk from flooding and the development will not cause or exacerbate flooding elsewhere, taking account of present day flood risk and the potential future risk associated with climate change;
- vi. The development site is not located in an area known to be at significant risk from coastal erosion or land instability, or will not exacerbate such risks elsewhere; and
- vii. Where a site is known or suspected to be contaminated developers will be required to carry out a detailed site investigation. Suitable mitigation must be identified to remediate any contaminated land and prevent potential adverse impacts

The Environmental Health Department of MEABC and NIEA have been consulted and commented on information relating to land contamination given the previous uses on site. This information has been provided to the satisfaction of the

consultees with suggested conditions to be attached to any determination documents.

GP1e Criteria relating to Sustainable Development

- i. Development proposals, particularly major applications, will be expected to generally align with the LDP Spatial Growth Strategy;
- ii. Essential infrastructure to facilitate the development must be available or, if lacking, there must be a firm commitment in regard to its timely provision;
- iii. The development shall utilise sustainable drainage systems, as the preferred drainage solution, where feasible and practicable to ensure that surface water run-off is managed in a sustainable way;
- iv. The development does not have an unacceptable adverse impact on the quality and integrity of the environment and particularly upon local biodiversity and the delivery of ecosystem services beneficial to the community;
- v. The development takes account of the efficient use of energy, water and other resources, where feasible and practicable, integrates micro-generation and passive solar design, in order to mitigate against the adverse impacts of climate change; and
- vi. All development will be required to have adequate provision for the storage and management of waste.

Essential infrastructure to facilitate the development is available in close proximity to the site. No unacceptable adverse impact on the quality and integrity of the environment are envisaged. NI Water – have identified sufficient wastewater capacity is available to serve the site. The proposal accords with the LDP Spatial Growth Strategy.

8. Consideration of Representations

Following advertisement and neighbour notification, no letters of representation were received.

9. Conclusions

On the basis of this assessment, it is considered the proposed development accords with the relevant policies and other material considerations as set out above.

10. Recommendations and Conditions

Having had regard to the Policy Context and all other material consideration, including the existing use of the application site the Planning Department recommends that planning permission is approved with the following conditions:

C1 As required by Article 61 of the Planning Act (Northern Ireland) 2011, the development hereby permitted shall be begun before the expiration of 5 years from the date of this permission.

Reason: Time Limit

C2 The vehicular access, including visibility splays and any forward sight distance, shall be provided in accordance with Drawing No.27 received 9th August 2024, prior to the commencement of any other development hereby permitted. The area within the visibility splays and any forward sight line shall be cleared to provide a level surface no higher than 250mm above the level of the adjoining carriageway and such splays shall be retained and kept clear thereafter.

Reason: To ensure there is a satisfactory means of access in the interests of road safety and the convenience of road users.

C3 No operation in or from any building hereby permitted shall commence until hard surfaced areas have been constructed and permanently marked in accordance with the approved drawing No.02 received 12th June 2024, to provide adequate facilities for parking, servicing and circulating within the site. No part of these hard surfaced areas shall be used for any purpose at any time other than for the parking and movement of vehicles.

Reason: To ensure that adequate provision has been made for parking, servicing and traffic circulation within the site.

C4 A detailed programme of works and any required / associated traffic management proposals shall be submitted to and agreed by the Planning Authority, prior to the commencement of any element of road works.

Reason: To facilitate the convenient movement of all road users and the orderly progress of work in the interests of road safety.

C5 Gates or security barriers at the access shall be located at a distance from the edge of the public road that will allow the largest expected vehicle to stop clear of the public road when the gates or barriers are closed.

Reason: To ensure waiting vehicles do not encroach onto the carriageway.

C6 The works shall be carried out in a phased approach in accordance with Drawing No.12 received 12th June 2024.

Reason: To ensure that the construction and demolition works are carried out in the correct phased sequence.

C7 Deliveries by commercial vehicles shall not be made to and from the site at any time on Sunday and prior to 07.00hrs and after 23.00hrs Monday to Saturday.

Reason: To ensure that nearby residents suffer no loss of amenity from the generation of the above proposal.

C8 The development shall not become operational until remedial measures for tank decommissioning detailed within Doc 15 have been fully implemented and verified to the satisfaction of Mid and East Antrim Borough Council and the Northern Ireland Environment Agency.

Reason: To ensure that nearby residents suffer no loss of amenity from the generation of the above proposal.

C9 Verification documentation shall be submitted in the form of a verification report for the decommissioning of the above ground storage tanks in accordance with Doc 15 and agreed with Mid and East Antrim Borough Council and the Northern Ireland Environment Agency. The reports shall describe all remediation and monitoring works undertaken and shall demonstrate the effectiveness of the works in managing and remediating all the risks posed by contamination.

Reason: To ensure that nearby residents suffer no loss of amenity from the generation of the above proposal.

C10 There shall be no amendments or deviations from the remediation measures for tank decommissioning detailed within Doc 15 without the prior written approval of Mid and East Antrim Borough Council and the Northern Ireland Environment Agency.

Reason: To ensure that nearby residents suffer no loss of amenity from the generation of the above proposal.

C11 In the event that previously unknown contamination is discovered falling outside the schemes of the approved remediation schemes, development on the site shall cease pending submission and agreement of a written report, detailing the proposed investigation, risk assessment and remediation scheme, by Mid and East Antrim Borough Council and the Northern Ireland Environment Agency. Development works shall not resume until the approved written report has been fully implemented to the satisfaction of Mid and East Antrim Borough Council and the Northern Ireland Environment Agency.

Reason: To ensure that nearby residents suffer no loss of amenity from the generation of the above proposal.

C12 The development hereby approved shall be carried out and operated in accordance with the Plans and documents referenced at the beginning of this decision notice.

Reason: To ensure the developed is in accordance with the approved plans and document



Planning Committee 20th February 2025

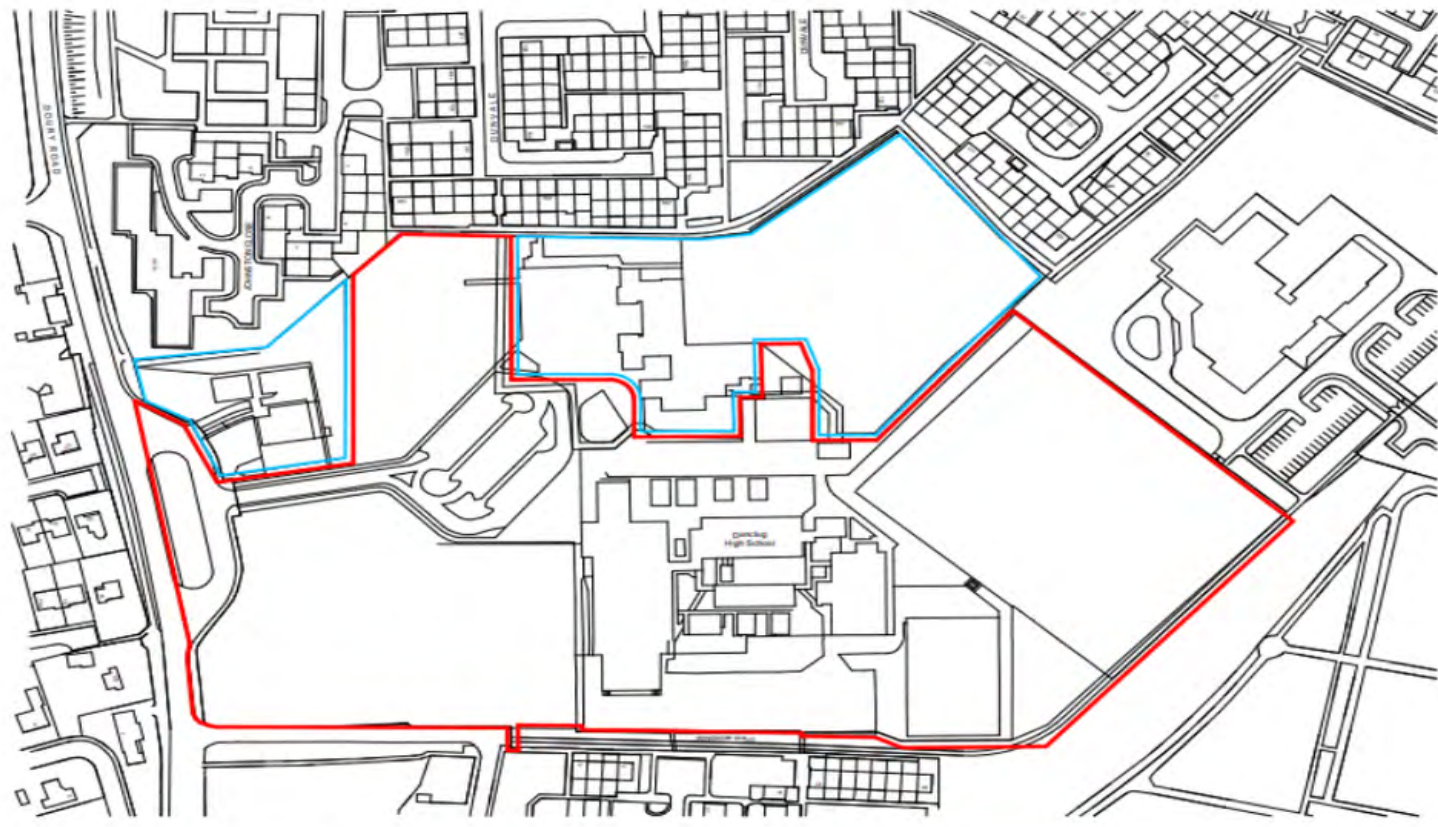


Application: LA02/2024/0472/F

Development of new school for Dunclug College with special educational needs (SEN) provision and associated playing pitches, courts, car parking etc at Doury Rd, Ballymena.



Site Location Plan



Ordnance Survey Site Plan (noting legal boundary)



Surrounding Context



Dunclug P.S.



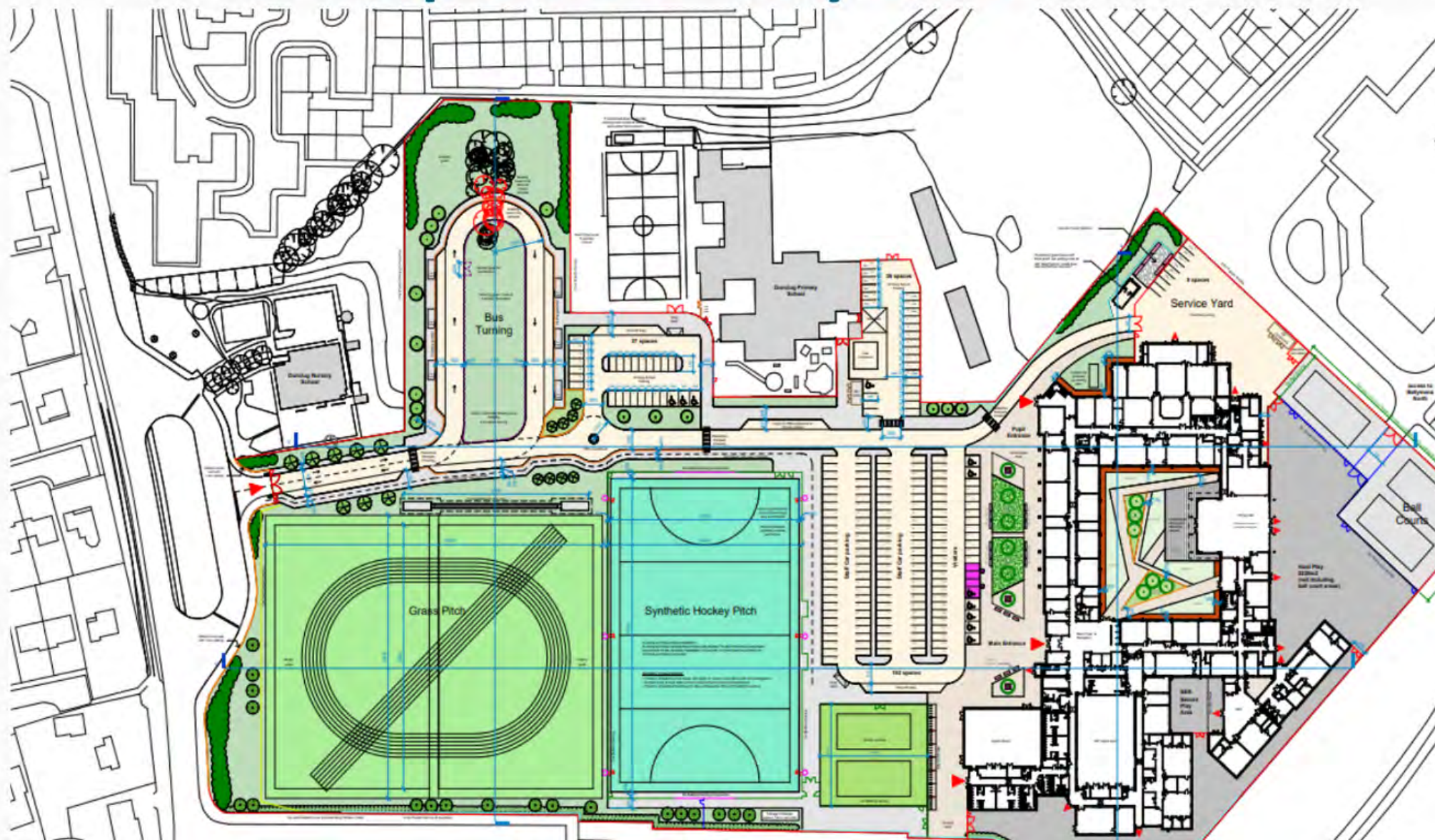
Cushendall Rd Graveyard



Existing Layout



Proposed Layout



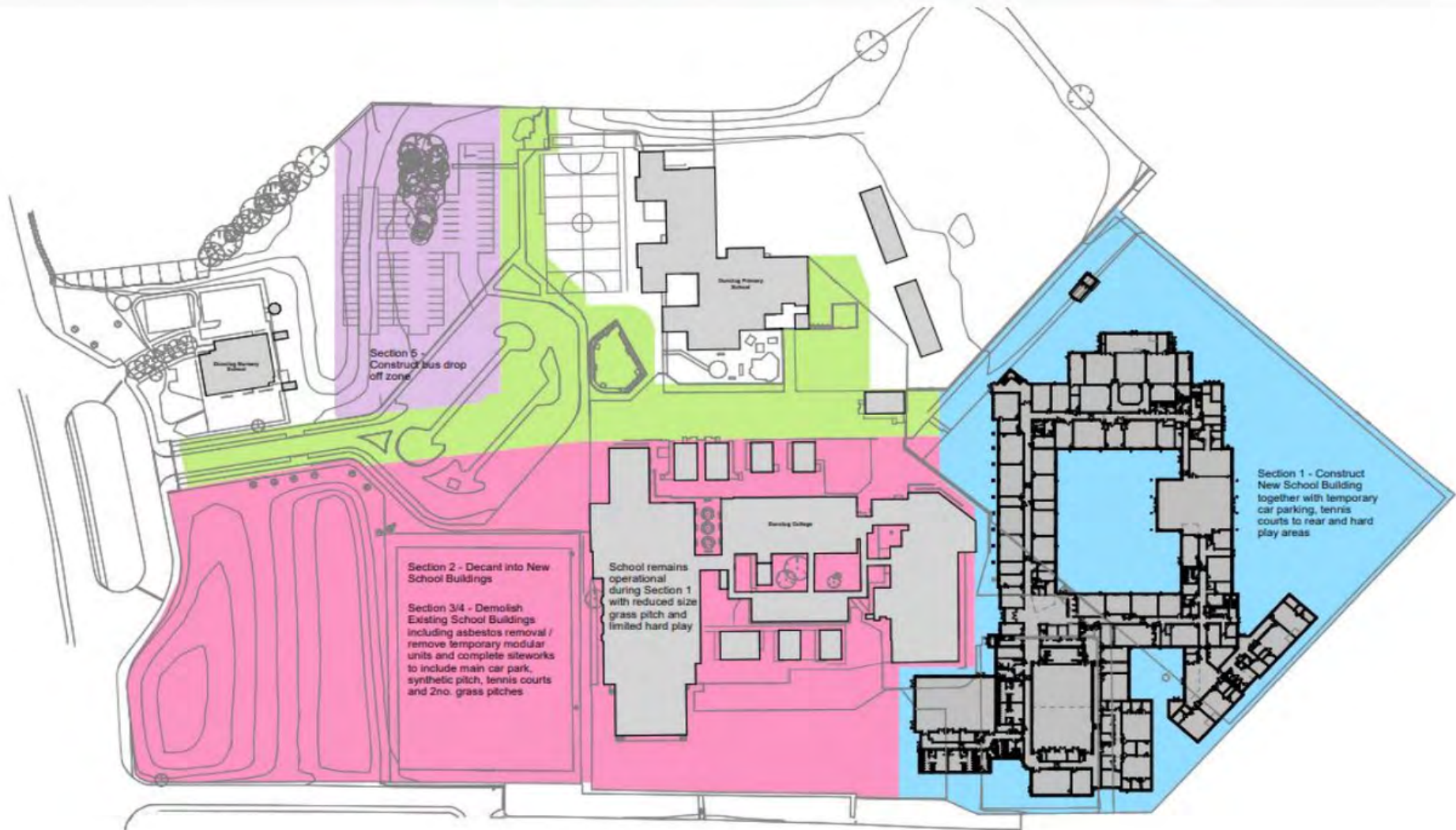
Proposed Elevations



Proposed Elevations



Proposed Phasing



Summary

- Proposal: New School – Dunclug College.
- Fulfils relevant planning policy.
- All consultees satisfied subject to conditions.
- No objections.
- Planners recommendation – approval.

YOUR HOME AND PLANNING PERMISSION

**Guide for Householders within the Mid
and East Antrim Borough Council Area**

www.midandeantrim.gov.uk



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INTRODUCTION

The Council's Local Development Plan Vision is that *'Mid and East Antrim will be shaped by high quality, sustainable and connected places for people to live, work, enjoy, invest and visit, so as to improve the quality of life for all'*.

This Vision is a positive statement that expresses Council's aspiration of what the planning system should strive to deliver for Mid and East Antrim to improve the quality of life of people in the Borough by planning and managing development in ways which are sustainable and which contribute to creating a better environment.

Submitting a planning application to the Council gives an opportunity for your proposed development to be considered in the context of this. A development which may seem to be relatively minor to you can have a significant impact on the immediate neighbourhood and the wider built environment.

In many cases, however, you can carry out some small alterations and extensions to your home and property without the need to submit an application for planning permission. These small works are known as **permitted development**. Generally, permitted development rights are applied to minor non-contentious development where it is considered that, subject to specified exceptions, an application for planning permission is not required.

This document is to help you understand if you require planning permission for works around your home. It also tells you how to go about making a planning application if one is needed. It is simply a guide and is not an exact statement of the law.

For full details of permitted development rights, homeowners should refer to The Planning (General Permitted Development) Order (Northern Ireland) 2015 (as amended).

Please also note that a flat, an apartment, or a residential property in multiple occupancy (HMO) does not benefit from the permitted development rights set out in this document. In addition, there may be a condition attached to the planning permission for the house or development in which you live which affects your permitted development rights and may override this guide.

Some examples of permitted development are included, as illustrations, for information throughout this guidance, but this should not be viewed as a comprehensive summary. If, when you have read this document, you are still in doubt, you should contact the Council's Planning Department where staff will be happy to advise you. (see Section 16 of this document for contact details)

Even when you do not need planning permission for your proposed works, there are other kinds of approval you may need to obtain. For example, many of the works mentioned in this document are subject to control under the Building Regulations and may require separate approval from the Council. (see Section 13 of this document)

If you consider the works you propose to carry out are permitted development, you can apply to the Council for a 'Certificate of Lawful Use or Development' (CLUD) to confirm this is the case. This will be particularly beneficial should a property go on the housing market for sale, as solicitors representing purchasers will usually require documentary evidence that any minor works which have been undertaken are lawful. A CLUD application must be accompanied by the appropriate fee. (see 'Application Fees' in Section 12 of this document)

If you live in a house which is a Listed Building, it is likely that you will require Listed Building Consent for any building works to your home. If the development is within the curtilage of a listed building, you will need to submit a planning application for the work unless Listed Building Consent has already been granted.

If you live in one of the five Conservation Areas¹ or within the Gracehill World Heritage Site, special guidance is available from the Council's Planning Department or at www.midandeastantrim.gov.uk/planning. If you are planning any building works/external alterations to your home, it is recommended that you consult such guidance in advance of undertaking any works.

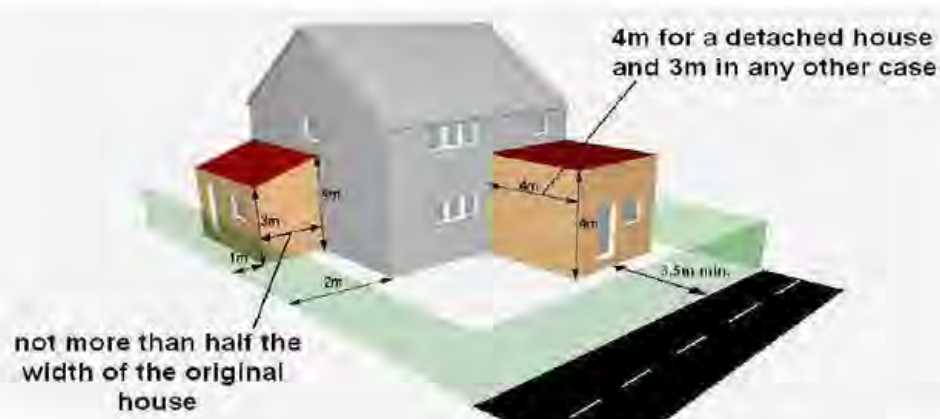
¹ There are five Conservation Areas within Mid and East Antrim, Carnlough, Carrickfergus, Glenarm, Gracehill and Whitehead. For further details on each area, including maps and specific guidelines, please visit the [Mid and East Antrim Local Development Plan Map Viewer](#) or consult the [Department for Infrastructure's Conservation Area Guides](#).

SECTION 1: BUILDING AN EXTENSION

Planning permission is not required provided that:

1. The total ground area covered by the extension and any other buildings within the boundary of the curtilage of the house, excluding the original house, would not exceed 50% of the total area of the curtilage (excluding the ground area of the original house).
2. Any part of the extension is not higher than the highest part of the roof of the existing house.
3. The height of the eaves of the extension are not higher than the eaves of the existing house.
4. Any part of the extension does not extend beyond a wall facing a road if it forms the principal or side elevation of the original house.
5. The eaves are no more than 3 metres in height if any part of the extension is within 2 metres of the boundary of the curtilage of the house.
6. The materials used in any exterior work, other than materials used in the construction of a conservatory, are of similar appearance to those used in the construction of the exterior of the existing house (see Section 2 for Conservatories).
7. An upper floor window located in a wall or roof slope forming a side elevation of the house, which is within 15 metres of any boundary of the curtilage of a neighbouring house is obscure glazed; and is non opening unless the parts which can be opened are more than 1.7 metres above the floor of the room in which the window is installed.
8. A side extension does not exceed 4 metres in height or be wider than half the width of the original house.
9. In a single storey extension (see Illustration 1):
 - a) the extension does not extend beyond the rear wall of the original house by more than 4 metres for a detached house or 3 metres for any other type of house;
 - b) the height of the extension does not exceed 4 metres at the highest point;
 - c) no part of the extension is within 3.5 metres of any property boundary with a road opposite the rear wall of the house.

Illustration 1: Side and rear single storey extensions to detached house



10. In an extension which has more than one storey (see illustration 2):
 - a) the extension does not extend beyond the rear wall of the original house by more than 3 metres;
 - b) no part of the extension is within 7 metres of the property boundary opposite the rear wall of the house;
 - c) the roof pitch of the extension is as far as practicable the same as the roof pitch of the original house.

Illustration 2: Two storey rear extension to terraced house



11. If you live in a house within a Conservation Area, Gracehill World Heritage Site or the Antrim Coast and Glens Area of Outstanding Natural Beauty;
 - a) no part of the exterior of the house is clad with stone, artificial stone, pebbledash, render, timber, plastic or tiles;
 - b) the extension is not more than 1 storey or 4 metres in height;
 - c) no part of the extension extends beyond a principal or side elevation of the original house.

Note: Measurements should always be calculated using external measurements.

If you live in a house which is a listed building, it is likely that you will need Listed Building Consent for any building operations. If the development is within the curtilage of a listed building, you will need to submit a planning application for the work unless listed building consent has already been granted. The Council's Planning Department will be able to advise you.

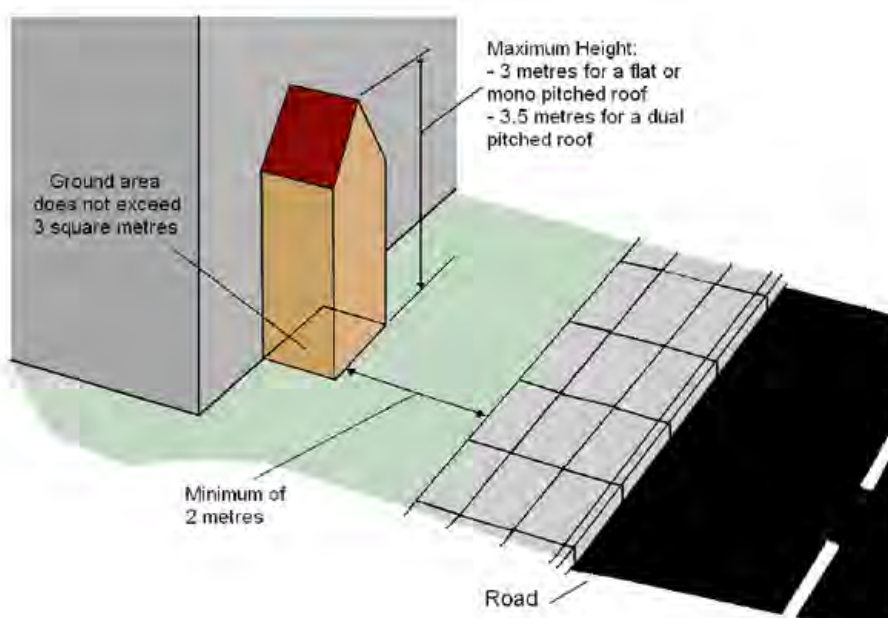
SECTION 2: ALTERATIONS AND ADDITIONS

Porches

Planning permission is not required for a porch provided that:

1. The ground area is not more than 3 square metres (measured externally).
2. Any part of the porch does not exceed:
 - a) 3 metres above ground level if the roof is flat or mono pitched; or
 - b) 3.5 metres above ground level if the roof is dual pitched.
3. Any part of the porch is not closer than 2 metres to any boundary of the curtilage of the house with a road/footpath.
4. The materials used are similar appearance to those used in the construction of the existing house.

Illustration 3: Building a porch that does not require planning permission



Conservatories

A conservatory attached to the house will be treated as an extension and therefore will need to comply with the rules set out in Section 1. A free-standing conservatory will be subject to the criteria set out in Section 4.

Other dwelling attached to a house e.g. a granny flat

Planning permission is required if it is a separate and self-contained dwelling unit. If it is not a separate and self-contained unit, such as a granny flat, it will be treated as an extension and therefore will need to comply with the restrictions and limitations as set out in Section 1.

Converting a house, or part of it into one or more flats or apartments

Planning permission is required for converting a house or part of a house into one or more flats, (even where building work is not required) as such conversion is considered a change of use.

Changing part of a house for home working purposes

The use of any part of a house for home working purposes may not require planning permission but this will depend on the scale and nature of the use. For further guidance, see Section 12 of this document on Homeworking.

Demolition

Planning permission is generally not required for demolition. However, if your house lies within a Conservation Area (see Glossary) consent for demolition will be required. You will also need to apply for planning permission for demolition if your house is located within an Area of Townscape Character (ATC), even if it just includes demolition of walls, gates, fences or other means of enclosure. In all cases it is recommended that you consult the Council's Planning Department with the details of the particular proposal and seek their advice.

If you live in a house which is a listed building, it is likely that you will need Listed Building Consent for any building operations. If the development is within the curtilage of a listed building, you will need to submit a planning application for the work unless listed building consent has already been granted. The Council's Planning Department will be able to advise you.

SECTION 3: EXTENSIONS CONSISTING OF AN ADDITION OR ALTERATION TO A ROOF

Roof lights, dormer windows and other roof extensions

Planning permission is not required provided that:

1. No part of the roof light, dormer or extension is higher than the highest part of the existing roof.
2. No part of the roof light, dormer or extension projects by more than 15 centimetres in front of/beyond the plane of any existing roof slope of the house which faces onto a road and forms the principal or side elevation of the house.
3. No part of the roof light, dormer or roof extension is closer than 0.5 metres to the ridge or eaves of the existing roof (measured along the plane of the roof) or any party wall or verge.
4. The additions or alterations do not consist of, or include the construction of a deck, balcony or veranda or other raised platform.
5. The materials used in any exterior work are of similar appearance to those used in the construction of the exterior of the existing house.
6. Any window inserted in a wall or roof slope forming a side elevation within 15 metres of a boundary of a curtilage of a neighbouring house is obscure glazed; and is non-opening unless the parts which can be opened are more than 1.7 metres above the floor of the room in which the window is installed.
7. The house is not in a Conservation Area.

Illustration 4: Rear dormer not requiring planning permission.



Roof space conversion

The internal alterations to convert a roof space to provide additional living accommodation do not require planning permission. However, installing dormer windows, inserting roof lights or carrying out other works to alter the roof may need permission – particularly if the roof slope faces onto a road and forms the principal or side elevation of the house (see Roof lights, dormer windows or other roof extensions).

Re-roofing a house

Planning permission is not required providing that the height of the roof is not increased and the materials used are of similar appearance to those of the existing roof.

If you live in a house which is a listed building, it is likely that you will need Listed Building Consent for any building operations. If the development is within the curtilage of a listed building, you will need to submit a planning application for the work unless listed building consent has already been granted. The Council's Planning Department will be able to advise you.

SECTION 4: BUILDING A GARAGE, CARPORT, GARDEN SHED, GREENHOUSE OR OTHER BUILDING

Planning permission is not required for a detached garage, car port, shed, greenhouse or other building provided that:

1. It is used for domestic purposes only.
2. It does not involve development for use as a dwelling.
3. The total ground area covered by the building/structure and any other buildings within the boundary of the curtilage of the house, excluding the original house, would not exceed 50% of the total area of the curtilage.
4. No part of the building/structure is in front of the principal or side elevation of the original house that faces on to a road.
5. The maximum height of the building/structure is 4 metres.
6. The maximum eaves height of the building/structure is 2.5 metres if it is within 2 metres of the boundary of the curtilage of the house.
7. No part of the building/structure is within 3.5 metres of the rear boundary of the curtilage of the house where it adjoins a road.
8. If your house is within Gracehill World Heritage Site, or the Antrim Coast and Glens Area of Outstanding Natural Beauty and the maximum total area of ground covered by buildings/structures situated more than 20 metres from any wall of the house does not exceed 10 square metres.
9. If you live in a house within a Conservation Area, Gracehill World Heritage Site, or the Antrim Coast and Glens Area of Outstanding Natural Beauty and the building/structure is not situated between the principal or side elevation of the house and the boundary of the curtilage of the house.
10. The building is not used for the keeping of pigeons.

Any building or structure which is attached to the house will be treated as an extension for which the rules in Section 1 will apply. Planning permission is not required providing you comply with the rules for building an extension.

Note: Measurements should always be calculated using external measurements.

The creation or replacement of a hard surface for a vehicle

Planning permission is not normally required for the creation of a hard surface within the curtilage of your property if this is for purpose of parking a private vehicle and the hardstanding does not involve the construction or alteration of an access to a trunk or classified road or might cause an obstruction to other road users near a junction, bend or crest.

If the hard surface is to the front of your house and the surface area is greater than 5 square metres, it must be of porous or permeable materials or provision must be made to direct run-off water to a porous or permeable area within the curtilage of the house. Porous surfaces such as pebbles or gravel allow water to drain through it while permeable surfaces may have materials such as paving slabs and tiles but provide gaps which help reduce the risks associated with inadequate rainwater drainage.

Access to a road

Planning permission is required unless the new access is to an unclassified road and is to serve permitted development which does not need planning permission. Even where planning permission is not required, an application for consent to make or alter an access to a road must still be submitted to DfI Roads for approval.

If the work involves making a new access or altering an existing access to a trunk or classified road, planning permission will be needed for the access and the development.

If the development is within a site of archaeological interest or an area of special scientific interest planning permission is always required.

If in any doubt, check with the DfI Roads Northern Division office via telephone on 0300 200 7899 or via email at dfiroads.northern@infrastructure-ni.gov.uk

If you live in a house which is a listed building, it is likely that you will need Listed Building Consent for any building operations. If the development is within the curtilage of a listed building, you will need to submit a planning application for the work unless listed building consent has already been granted. The Council's Planning Department will be able to advise you.

SECTION 5: DECKING, WALLS AND FENCING

Walls and Fences (see illustration 5)

Planning permission is not required provided that:

1. The wall or fence is not more than 2 metres in height anywhere on your property except where it lies adjacent to a road or footpath. In this case the height may not exceed 1 metre.
2. You do not live in an open plan or shared surface type of development. In such cases, always consult the Council's Planning Department as there may be a condition attached to the planning permission for the development in which you live which affects your permitted development rights and may override this guidance.

Decking and Raised Platforms (see illustration 5)

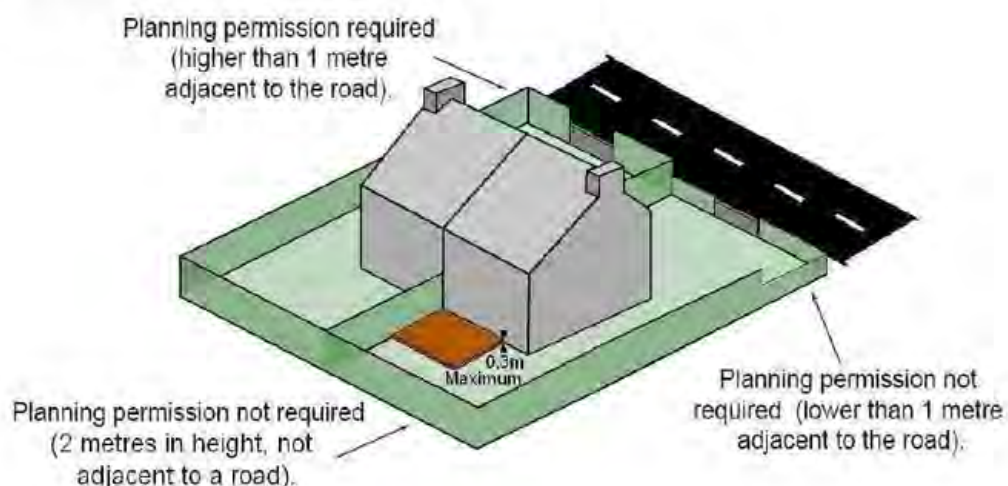
Planning permission is not required provided that:

1. No part of the deck or raised platform is more than 0.3 metres above ground level.
2. The deck or raised platform is not in front of the principal or side elevation of the house that faces onto a road.
3. If you live in a house within a Conservation Area, no part of the deck or raised platform is situated between a wall forming the principal or side elevation and the property boundary.

Note: Any railing, balustrade etc. around a deck or raised platform may not be more than 2 metres from ground level.

If you live in a house which is a listed building, it is likely that you will need Listed Building Consent for any building operations. If the development is within the curtilage of a listed building, you will need to submit a planning application for the work unless listed building consent has already been granted. The Council's Planning Department will be able to advise you.

Illustration 5: Building a wall, fence or deck



SECTION 6: REPAIRS AND MAINTENANCE

General improvements and repairs to a house

Planning permission is generally not required for improvements and repairs unless the work involves a considerable change to the outside appearance of the house.

Internal alterations to a house

Planning permission is not required provided that the use as a house is not changed or subdivided into additional units.



Changing external windows or doors

Planning permission is not required provided you are using existing window and door openings. This includes replacing a garage door with a window. You may, however, need permission to replace a flat window with a bay or bow window. You should check with the Council's Planning Department before starting work, especially if you live within a Conservation Area or in a Listed Building.

Painting the exterior of a house

Planning permission is not required provided that the painting is not for the purpose of advertisement, announcement or direction. However, in the case of a Listed Building, Listed Building Consent will be required.

Cladding the outside of a house

Planning permission is required in a Conservation Area, Gracehill World Heritage Site, or the Antrim Coast and Glens Area of Outstanding Natural Beauty.

In other areas, planning permission is not required although the materials used should be of similar appearance to those used on the exterior of the existing house.

If you live in a house which is a listed building, it is likely that you will need Listed Building Consent for any building operations. If the development is within the curtilage of a listed building, you will need to submit a planning application for the work unless listed building consent has already been granted. The Council's Planning Department will be able to advise you.

If you live in a Conservation Area, permission may be required. Special guidance is available from the Council's Planning Department on the use of materials and other detailed design issues. If you are planning repairs and maintenance to your home, you are encouraged to consult such guidance.

SECTION 7: OTHER MINOR WORKS

Oil /LPG Containers

Planning permission is not required provided that:

1. The container is for domestic purposes.
2. The container has a maximum capacity of 3,500 litres.
3. No part of the container is more than 3 metres above ground level.
4. No part of the container is on land in front of the principal or side elevation of the original house that faces a road.
5. The container is no closer than 2 metres from the rear of a property boundary with a road.
6. If you live in a house within a Conservation Area, no part of the container is on land between the principal or side elevation of the house and its boundary.

Chimneys, flues or soil and vent pipes

Planning permission is not required provided that:

1. The height of the chimney, flue or soil and vent pipe is not more than 1 metre above the highest part of the roof.
2. If you live in a house within a Conservation Area, Gracehill World Heritage Site, or the Antrim Coast and Glens Area of Outstanding Natural Beauty, the chimney, flue, or soil and vent pipe is not installed on the principal or side elevation of the house which faces a road.

TV Aerials

Planning permission is not required to put up a TV aerial.

Radio Masts

Planning permission is required to erect a radio mast.

Microwave antennae (includes Satellite dishes)

Planning permission is not required provided that:

1. There are no more than 2 antennae on the house or within the boundary of its curtilage.
2. If a single antenna is installed, it is not longer than 100 centimetres in length in any direction.
3. If two antennae are installed, one is not greater than 100 centimetres in length and the other not greater than 60 centimetres in length in any direction.
4. An antenna fitted to a chimney stack:
 - a. is not greater than 60 centimetres in length in any direction.
 - b. does not protrude above the chimney.
5. The antenna has a maximum cubic capacity of not more than 35 litres.
6. An antenna installed on a roof without a chimney is not higher than the highest part of the roof.

7. An antenna installed on a roof with a chimney is either:
 - a. not higher than the highest part of the chimney; or
 - b. not more than 60 centimetres above the highest part of the ridge tiles of the roof, whichever is the lower.
8. If you live in a house within a Conservation Area, Gracehill World Heritage Site, the Antrim Coast and Glens Area of Outstanding Natural Beauty, or an Area of Special Scientific Interest:
 - a. the antenna is not installed on a chimney, wall or roof slope facing onto and visible from a road, and
 - b. is not installed on a building over 15 metres high.

Note: Where it is practicable, antennae should be positioned so as to minimise its effect on the external appearance of the building. Antennae should be removed when no longer needed for reception or transmission purposes. The length of an antenna is its maximum dimension measured in any linear direction, but the measurement does not include any projecting feed element, reinforcing rim, mounting or brackets.

Closed-circuit television cameras (CCTV)

Planning permission is not required to install, change or replace a CCTV camera on a building for security purposes provided that:

1. The camera is not on a listed building, within a conservation area, or a site of archaeological interest.
2. Its dimensions, including its housing, are less than 75 cm x 25 cm x 25 cm.
3. It is positioned more than 2.5 metres above ground level.
4. It will not protrude more than 1 metre from the surface of the building's wall.
5. It will not be within 10 metres of any other camera installed on the building.
6. It does not result in more than 4 cameras on any one elevation of the building, or more than 16 cameras in total on the building.

Caravan, motorhome or boat in a garden or driveway

Planning permission is not required to park a caravan, motorhome or boat in a garden or driveway provided it is only used for your own enjoyment and is simply parked there.

If you live in a house which is a listed building, it is likely that you will need Listed Building Consent for any building operations. If the development is within the curtilage of a listed building, you will need to submit a planning application for the work unless listed building consent has already been granted. The Council's Planning Department will be able to advise you.

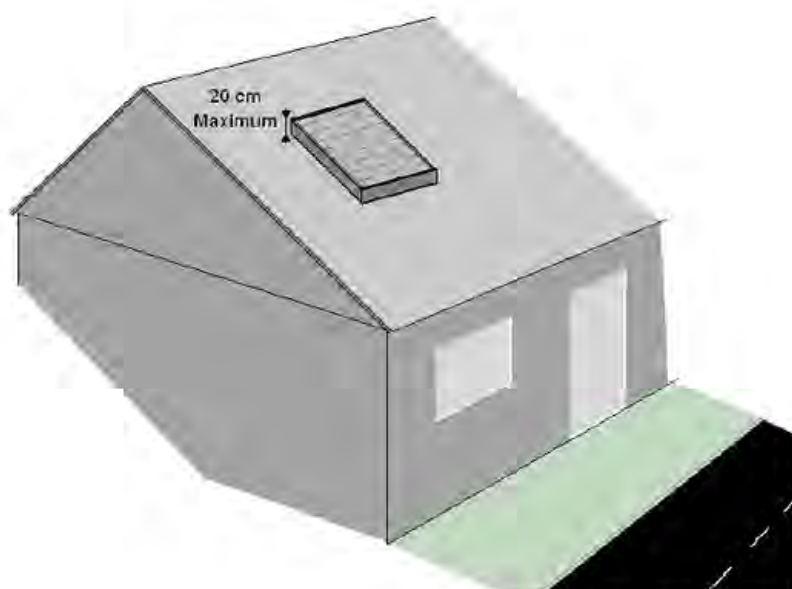
SECTION 8: SOLAR PANELS

Roof mounted solar panels on a pitched roof (see illustration 6)

Planning permission is not required provided that:

1. No part of the panel exceeds the highest part of the roof.
2. No part of the panel protrudes more than 20 centimetres beyond the plane of a roof slope facing onto or visible from a road.
3. Panels do not extend beyond the edge of the existing roof.
4. If you live in a house within a Conservation Area or Gracehill World Heritage Site, the roof slope on which the panels are fitted must not face onto or be visible from a road.

Illustration 6: Roof solar panel facing onto and visible from a road



Roof mounted solar panels on a flat roof

Planning permission is not required provided that:

1. Panels do not extend more than 1.5 metres above the plane of the roof.
2. Panels do not extend beyond the edge of the existing roof.
3. If you live in a house within a Conservation Area or Gracehill World Heritage Site, the panels must not be visible from a road.

Wall mounted solar panels

Planning permission is not required provided that:

1. Any part of the panel which is higher than 4 metres and closer than 3 metres to the property boundary does not protrude more than 20 centimetres from the plane of the wall.
2. Panels do not extend beyond the edge of the existing wall.
3. No part of the solar panel installed on a wall or chimney is higher than the highest part of the roof.

4. If you live in a house within a Conservation Area or Gracehill World Heritage Site, the wall must not face onto or be visible from a road.

Free-standing solar equipment

Planning permission is not required provided that:

1. There is only one freestanding solar panel installation within the boundary of the curtilage of the house.
2. The area of the free-standing solar panel does not exceed 14 square metres.
3. No part of the panel exceeds 2 metres in height.
4. No part of the panel is closer to a road than the part of the house nearest the road.

Note: The primary purpose of solar equipment must be to provide heat or energy for a domestic property. When no longer in use equipment must be removed as soon as reasonably practicable.

If you live in a house which is a listed building, it is likely that you will need Listed Building Consent for any building operations. If the development is within the curtilage of a listed building, you will need to submit a planning application for the work unless listed building consent has already been granted. The Council's Planning Department will be able to advise you.

SECTION 9: DOMESTIC BIOMASS AND HEAT PUMPS

Containers for storing solid biomass fuel

Planning permission is not required provided that:

1. An above ground container does not exceed 6,500 litres in capacity or more than 3 metres above ground level in height.
2. No part of the container is closer to a road than the part of the house nearest the road.
3. If you live in a house within a Site of Archaeological Interest or an Area of Special Scientific Interest, the container is not below ground.

A flue for a biomass or combined heat and power heating system

Planning permission is not required provided that:

1. The height of the flue is no more than 1 metre higher than the highest part of the roof.
2. If you live in a house within a Conservation Area or Gracehill World Heritage Site, the flue is not on a wall or roof slope forming the principal or side elevation which is visible from a road.

A ground or water source heat pump within the curtilage of a dwelling

Planning permission is not required provided that:

1. No part of the pump or its housing which is within 3 metres of the boundary of the curtilage of the house exceeds 4 metres in height.
2. The pump is not situated within an Area of Special Scientific Interest or a Site of Archaeological Interest.

An air source heat pump within the curtilage of a dwelling

Planning permission is not required provided that:

1. It would not result in the presence of more than one air source heat pump within the curtilage of the house.
2. No part of the pump is within 1 metre of the boundary of the curtilage of another dwelling.
3. No part of the pump is situated on land forward of a wall which faces onto the road and forms either the principal or side elevation of the existing house.
4. The height of the pump does not exceed 3 metres. The pump is not located on a roof.
5. If you live in a Conservation Area or Gracehill World Heritage Site, no part of the pump faces onto and is visible from a road.

Note: The primary purpose of all such equipment must be to provide heat or energy for a domestic supply. When no longer in use equipment must be removed as soon as reasonably practicable.

If you live in a house which is a listed building, it is likely that you will need Listed Building Consent for any building operations. If the development is within the curtilage of a listed building, you will need to submit a planning application for the work unless listed building consent has already been granted. The Council's Planning Department will be able to advise you.

SECTION 10: TREES

Trees are an important and valuable landscape resource which are sometimes undervalued. They provide oxygen, improve air quality, stabilise soil, sustain diversity of wildlife, support flora and fauna and contribute to the health and well-being of us all. Trees can provide aesthetic and amenity value which contribute to our sense of place, provide screening and privacy for our homes, add colour, seasonal interest and for visual amenity. Trees can also act as important landmark features, contribute to our sense of place and help to define our urban and rural character and local identity.

The Council has a duty in relation to the preservation of trees where appropriate, and in exercising its planning powers will ensure that appropriate and adequate provision is made for the preservation of existing trees and planting of new trees. The Council will make provision for the preservation of trees and woodlands within the Borough where it considers it is expedient in the interests of amenity.

Trees are sensitive to change in the environment around them and can be destroyed. The impact of development in close proximity to trees, ground works or the storage of materials around them, or changes in ground levels adjacent to a tree, can all impact greatly on the health and condition of trees.

Care and precautions also need to be taken to avoid the adverse impacts of soil condition and root damage which can result when new development is undertaken insensitively. It is important that trees are protected by appropriate measures to prevent such damage. This is especially important at an early design stage of development proposals and during the construction phase whether approved by a planning permission or when carrying out 'permitted development'.

Before carrying out any works to trees, or works that may impact on trees, you should check that the trees are not protected by a **Tree Preservation Order (TPO)** or protected by a planning condition attached to a planning permission.

Trees located within a Conservation Area are protected by the designation as though a Tree Preservation Order was in effect, in accordance with Section 127 of the Planning Act. If works are proposed to trees located within a Conservation Area, **notification must be given to the Council six weeks prior to carrying out the works**. If the Council considers the tree works to be inappropriate or unacceptable, it may proceed to protect the trees through the serving of a Tree Preservation Order.

You must apply to the Council's Planning Department for consent to carry out any works to trees protected by a Tree Preservation Order (TPO). To check if your site is protected by a TPO please use our [online map](#) of the current TPOs within the Borough.

For more guidance in relation to protected trees and how to apply for consent to undertake works to a protected tree(s) please refer to the guidance on the Trees section of the Council Planning Department's webpage at <https://www.midandeantrim.gov.uk/LDP/trees-hedges/>

Note: It is a criminal offence to cut down, uproot or willfully destroy or damage, top or lop a tree protected by Conservation Area designation, or by a Tree Preservation Order without the requisite permission by the Council. On summary conviction you could be fined up to £100,000.

SECTION 11: HOMEWORKING

Many small businesses are started by people working in their own homes, and technological innovations have led to an increase in homeworking. Homeworking does not necessarily require planning permission as in its simplest form it is not development. Permission is not normally required if no material change of use occurs i.e. where the use **of part of the house** for business purposes does not change the overall character of the property's use as a single dwelling, for example, the use by a householder of a room as an office.

Homeworking is likely to be ancillary to the residential use if:

- work is carried out primarily by persons living in the residential unit;
- the business is clearly secondary to the main use of the property as a dwelling house;
- the use is totally carried out within the building;
- there will be no loss of amenity for neighbouring residents, for example, from noise, smells, unsociable hours, advertising, impact on visual amenity, or traffic generation; and
- the use is not one which by its nature would attract more than occasional visitors.

It is possible to create a material change of use while not changing the primary use of the house. However, where the business activity increases and the non-residential use of the property ceases to be ancillary to its use as a single dwelling, a material change of use is likely to have taken place and planning permission would therefore be required.

The likelihood of there having been such a material change of use may be indicated where any the following have occurred:

- the laying out of rooms in such a way that those rooms could not easily revert to residential use at the end of the working day;
- a significant alteration of the house;
- a significant increase in the volume of visitors or traffic;
- a significant increase in noise, fumes or smells;
- the installation of specialised machinery, fixtures and fittings, or equipment not normally found in a dwelling;
- the proposed use is considered to be an unusual activity for a residential area; or
- additional employees are working from the property but do not live there.

If the answer to any of these is 'yes', then planning permission is likely to be required.

In the particular case of a childminding service, it is considered that persons who wish to use their home for childminding will not normally require planning permission where the number of children does not exceed six at any one time. This is based on the maximum number of children up to the age of 12 (including their own children) that childminders registered by The Health and Social Care Trust can care for. Other considerations set out in this section also apply.

If you are in any doubt about working from home, you are advised to seek the advice of the Council's Planning Department at an early stage. You can apply for a Certificate or Lawful Use for the proposed activity to confirm it is not a material change of use from the lawful use as a dwelling. Alternatively, if there is considered to be a material change of use and it is not considered to be homeworking, then you can apply for planning permission to change the use of the property, or part of the property. Such a planning application will then be determined in the context of a range of planning policies contained within the Council's Local Development Plan 2030 Plan Strategy (adopted October 2023). In particular, the Economic Development and Retailing policies as well as the General Policy within the Plan Strategy will be relevant considerations (as will a range of other planning policies) depending on the nature and the location of the use.

SECTION 12: MAKING YOUR HOUSEHOLDER APPLICATION

Application Forms

If you need to apply for planning permission, planning application forms and associated guidance is available on the NI Direct website or accessed via the Council's website at www.midandeantrim.gov.uk/planning.

Whilst the form is not difficult to complete, you may find it helpful to employ the services of an agent to make the application on your behalf.

You may also find it helpful to discuss your proposal with the Council's Planning Department before you complete the application form. You can talk to a planner officer via telephone on 028 2563 3500 or make an appointment to discuss in person.

Application Fees

A fee is charged for most planning applications. The amount varies depending on the type of application and the proposed development. The Council's Planning Department can advise you of the correct fee for your application. Further details on planning fees can also be found on the Council's website at www.midandeantrim.gov.uk/planning.

You may not have to pay a fee if you are altering or extending your house to improve the safety, health or comfort of a disabled person living in the house.

Planning Publications which may help you

You may wish to consult the following publications which are available to view on the Council's website at www.midandeantrim.gov.uk/planning

- Mid and East Antrim Local Development Plan 2030 – Plan Strategy (adopted October 2023)
- The Strategic Planning Policy Statement (SPPS)

Length of Time to get a Decision

When a planning application is received, the Council's Planning Department will notify your neighbours and inspect the site. We will likely have to consult other bodies such as DfI Roads and Northern Ireland Water.

Advertising and Consultation

Once we have all the information we need, we will carry out relevant consultations on the proposal in accordance with the legislative requirements. We will:

- Publish notice of the application in the local press;
- Notify neighbours of the application by letter;
- Publish notice of the application on the Council's website at www.midandeantrim.gov.uk/planning;
- Notify relevant statutory consultees, such as DfI Roads, NI Water etc where appropriate; and
- Notify relevant non-statutory consultees such as the Council's own Environmental Health Section or Tree Officer if required.

Neighbour Notification: Telling your Neighbours

The Council would advise you to talk to your neighbours about your proposals. The Council is legally required to notify your neighbours about your planning application. These are identified occupiers of buildings on adjoining land who are within 90 metres of the application site. This also includes occupiers of buildings on land which would adjoin the boundary of the application site but for an entry, laneway or road. However, owners not in occupation or persons with other interests in the land will not be notified.

Further advice on neighbour notification is contained in the planning application form and on the Council's website at www.midandeantrim.gov.uk/planning

Refusal of planning permission or imposition of a condition

You may appeal against a refusal of planning permission or against a condition attached to any approval of permission within 4 months of the date of our notice of decision. You can get the forms and explanatory notes you need from the Planning Appeals Commission (PAC) and your appeal should be made direct to them. For further information please visit their website at <http://www.pacni.gov.uk> or contact them via telephone on 028 9024 4710 or via email at info@pacni.gov.uk.

Additional information

Staff in the Council's Planning Department will be glad to give you general information as well as advice on any particular development you have in mind. Please telephone 028 2563 3500 to speak to a planning officer or to make an appointment to visit the planning office to speak in person.

If you require more detailed information, we would advise you to submit full details of your query in writing to the Council's Planning Department at planning@midandeantrim.gov.uk, which will be acknowledged and a response issued in due course.

SECTION 13: THINGS TO CHECK

Before carrying out any work you are advised to check the following:

Legal Position

If you are in any doubt, check your legal position and if necessary, consult a solicitor to ensure that there are no restrictions on the land or the type of work you wish to do (e.g. legal title, restrictive covenants, rights-of-way, a direction which has previously removed permitted development rights etc). Also, if the existing building is not lawful, permitted development rights will not apply.

Planning History

The original planning permission granted for your house may have a condition attached restricting or prohibiting the kind of work you wish to carry out. If in doubt, check with the Council's Planning Department.

Road Requirements

The work you are carrying out must not cause danger by obstructing the view of people using a public road or which impact on the means of access to an existing road. It is advisable to discuss this with the DfI Roads Northern Division office via telephone on 0300 200 7899 or via email at dfiroads.northern@infrastructure-ni.gov.uk

Listed Buildings and Conservation Areas

Listed Building Consent may be needed for the work you want to do if you live in a listed building. The Council's Planning Department will be able to advise. If you live in a Conservation Area and wish to carry out any external alterations, it is advisable to discuss these with the Council's Planning Department.

Historic Monuments

Work proposed in or near any archaeological site or historic monument may need special permission, or certain precautions may be advisable. For advice, please contact the Historic Environment Division within the Department for Communities on 028 9081 9226 or email historicenvironmentenquiries@communities-ni.gov.uk

SECTION 14: OTHER APPROVALS YOU MAY REQUIRE

As well as planning permission and Listed Building Consent there are other approvals and consents which may be needed.

Building Regulations

The Council's Building Control Service assesses plans to make sure they comply with Building Regulations. Whether your proposed development requires planning permission or not, you will likely be required to submit plans to Building Control. As work progresses on site, Building Control officers will inspect it at key stages. The Council's Planning Department will also check that the plans you submit to Building Control have the benefit of planning approval.

You can find out more information at <https://www.midandeastantrim.gov.uk/business/building-control>, via email at building@midandeastantrim.gov.uk or, depending on your area, at the contact details below.

Ballymena
4 Wellington Court
Ballymena
BT43 6EQ
Tel: 028 2563 3346

Carrickfergus
11 Antrim Street
Carrickfergus
BT38 7DG
Tel: 028 9335 8347

Development affecting roads

When you apply for planning permission your application may be required to be considered by Department for Infrastructure (DfI) Roads. Even if you do not need planning permission but wish to make or alter an access to a road or do any work to a road or a footpath, you may need the permission of DfI Roads. This includes running a cable across or under a public footpath from a property to an electric vehicle. If in any doubt, check with the DfI Roads Northern Division office via telephone on 0300 200 7899 or via email at dfiroads.northern@infrastructure-ni.gov.uk

Water Fittings Regulations

The consent of Northern Ireland Water may be needed for your plumbing and drainage proposals. For further advice please contact Northern Ireland Water at www.niwater.com.

Wastewater Disposal

Should you intend to discharge or dispose of treated wastewater from the proposed development using a septic tank or wastewater treatment works, you will need a discharge consent from the Water Management Unit (WMU) of the Northern Ireland Environment Agency (NIEA) within the Department of Agriculture, Environment and Rural Affairs (DAERA). Ideally an application should be made either prior to or alongside the planning process, as there is no guarantee that consent will be granted. If in any doubt, check with WMU via telephone on 0300 200 7850 or at www.daera-ni.gov.uk/contacts/water-management-unit

SECTION 15: ENFORCEMENT

A breach of planning control occurs when building works or a material change of use of land or a building takes place without planning consent.

In most cases, it is not an offence to undertake development without consent, but the Council has powers to require these breaches to be put right. Council can do this by requiring changes to be made to the development, by requiring removal of the development, or by giving the development approval if considered acceptable

The Council places great importance on the protection and enhancement of the Borough's natural and built environments through the planning process. Compliance with, and respect for that process are both essential and expected, and the Council will not condone willful breaches of planning control.

As enforcement is a discretionary power, enforcement action will always need to be commensurate with the breach to which it relates. Every effort will be made to resolve inadvertent or minor breaches through discussion and retrospective planning applications. More serious breaches, including those considered to be willful and those which cannot be easily remedied by negotiation, are likely to result in formal enforcement action. The Council will not hesitate to be firm and robust in its response in appropriate circumstances, including legal recourse.

Please refer to the Council's Enforcement Strategy on the Council's Planning webpage at www.midandeantrim.gov.uk/planning for more information as to how Council deals with complaints about alleged breaches of planning control.

SECTION 16: CONTACT THE PLANNING DEPARTMENT

You can contact the Council's Planning Department in the following ways:

Telephone: 028 2563 3500

Email: planning@midandeastantrim.gov.uk

Website: www.midandeastantrim.gov.uk/planning

In person: Ardeevin
80 Galgorm Road
Ballymena
BT42 1AB

GLOSSARY

Antrim Coast and Glens Area of Outstanding Natural Beauty (AONB)	An area which has been designated to be of outstanding natural beauty under Article 14(1) of the Nature Conservation and Amenity Lands (Northern Ireland) Order 1985.
Area of Special Scientific Interest (ASSI)	An area protected due to its nature conservation or geological value and designated under Article 28 of the Environment (Northern Ireland) Order 2002.
Area of Townscape Character (ATC)	An area designated within a particular settlement which exhibits a distinct character often based on their historic built form or layout. For the most part this derives from the cumulative impact of the area's buildings, their setting, landscape and other locally important features. The ATCs within Mid and East Antrim are Galgorm Road, Ballymena; Belfast Road, Carrickfergus; Larne Road, Carrickfergus; Greenisland; and Shore Road, Greenisland. For maps of the boundaries please see maps 5 - 9 of the Mid and East Antrim Local Development Plan 2030 – Plan Strategy.
Conservation Area	An area designated as a conservation area under section 104 of the 2011 Act. The conservation areas within Mid and East Antrim are Carnlough, Carrickfergus, Glenarm, Gracehill and Whitehead. For further details on each area, including maps and specific guidelines, please visit the Mid and East Antrim Local Development Plan Map Viewer or consult the Department for Infrastructure's Conservation Area Guides .
Curtilage	The area, usually enclosed, encompassing the grounds and buildings immediately surrounding a house that is used in the daily activities of domestic life.
Existing House	A house as existing immediately before the carrying out of the proposed development.
House in Multiple Occupation (HMO)	A House in Multiple Occupation (HMO) is living accommodation occupied by three or more persons from more than two households, as their only or main residence (as defined by the Houses in Multiple Occupation Act (Northern Ireland) 2016).
House	A house / dwellinghouse does not include a building containing one or more flats, or a flat contained within such a building.
Listed Building	A listed building is a structure which the Department for Communities (DfC) has included in a statutory list of buildings of special architectural and/or historic interest. See the Department for Communities Historic Environment Division (DfC HED) Guidance www.communities-ni.gov.uk/sites/default/files/publications/communities/listed-building-

	guide.pdf
Listed Building Consent	The written consent of the Council for the demolition, alteration or extension of a listed building.
Microwave antenna	Apparatus designed for transmitting or receiving terrestrial microwave radio energy between two or more fixed points.
Original house	A house as it existed on 1 st October 1973, or as it was built when built after this date.
Permeable surfacing	The material is impervious to water but gaps throughout the surface allow water to infiltrate (drain)
Porous surfacing	Surfacing that infiltrates water across the entire surface
Principal elevation	In most cases, the principal elevation will be that part of the house which fronts the main road serving the house. It will usually contain the main architectural features such as main bay windows or a porch serving the main entrance to the house. Usually, but not exclusively, the principal elevation will be that which is understood to be the front of the house.
Rear elevation	That part of the house that is opposite the principal elevation
Road	A road will usually include public roads and public footpaths, but not private driveways
Side elevation	The part of the house which links the principal elevation with the rear elevation
Site of Archaeological Interest	Land scheduled for protection or taken into care under the Historic Monuments and Archaeological Objects (Northern Ireland) Order 1995 or which is within a site registered in the Department's Sites and Monuments Record.
Gracehill World Heritage Site	A property or area appearing on the World Heritage List kept under Article 11(2) of the 1972 UNESCO Convention for the Protection of the World Cultural and Natural Heritage. Gracehill was designated as a UNESCO World Heritage Site on 26 July 2024.

From the Permanent Secretary
Dr Denis McMahon



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Council Chief Executives

James House
2 - 4 Cromac Street
BELFAST
BT7 2JA
Telephone (028) 9054 1175
Email: perm.sec@infrastructure-ni.gov.uk

22 January 2025

Dear Colleagues,

PLANNING IMPROVEMENT PROGRAMME – UPDATE

We have previously discussed the Planning Improvement Programme (PIP) and I mentioned that we were looking at a new approach based on collaboration and honest conversations as to how we move forward. The purpose of this note is to update you and to seek your continued collaboration and support in moving forward.

Significant collective progress has already been achieved through the joint improvement programme. Not least, delivery of legislation to enable councils to produce local validation checklists which will improve the quality of applications and in turn performance. The work with statutory consultees, through the Planning Statutory Consultee Forum, is also bearing fruit. The most recent statistics show that 80% of statutory consultations were responded to within the statutory target. Training has also been delivered to statutory consultees and planning staff on the challenging and time-consuming area of Environmental Impact Assessment, as part of the Department's Environmental Governance Work Programme.

The good work will continue to be taken forward in the next phase of the programme. This will include completing a Review of the Planning (Development Management) Regulations (NI) 2015. Specifically, to ensure that the legislation is practical and appropriate; support current and future development trends; streamline the planning application process; and facilitate and encourage greater participation in the process. In addition, the collaborative work and actions to improve the effectiveness and efficiency of the Local Development Plan process also remains a key priority.

The Department, under the leadership of the Minister, is keen to build on this momentum and continued collaboration. The next phase will focus on specific areas of collective action and initiatives to support the long-term sustainability of the system; as well as improving overall performance. The objective is to reduce the burden of bureaucracy, as far as we can, and improve efficiency of processes, so that planners can concentrate on their core purpose, which is to improve our society.

This will mean collectively diagnosing issues across the 12 planning authorities (including my own Department); and addressing those issues that are generically and individually impacting performance. Departmental officials have already commenced a series of face-to-face meetings with councils, including members of the planning committees (where possible). The feedback so far has been very positive, and we sense a desire amongst colleagues to have real conversations in a safe space. Our expectations are that this process will identify the specific and practical issues that are impacting on the efficiency and effectiveness of the system; and more importantly, present opportunities for shared learning, support and best practice.

We all recognise the importance of addressing issues and weaknesses in processes. Importantly, however, we need a strong focus on capacity and capability. Specifically, to ensure that planning resources are fit for purpose and able to deliver a good planning service. With this objective in mind officials in the Department will explore ways to improve the skills of staff across the 12 planning authorities through the development of a collective training and development programme; including how best to establish graduate trainee and apprentice schemes for planners, ensuring succession planning for the future.

Effective enforcement is the backbone of a good planning system, ensuring that the credibility and integrity of the system are not undermined by unauthorised development and that appropriate action is taken to limit environmental and reputational damage. To this end, the Department will continue to work with councils to ensure regional compliance with environmental obligations in this area. Working to review and improve the efficiency of the implementation of the local development plan process with councils will also remain a key area of focus for the next phase of planning improvements. Financial sustainability of the system will also be a key part of the next phase of planning improvement.

The approach that we hope to develop with you is focused on outcomes, rather than long lists of actions. Achieving this will require the establishment of a new Planning Performance & Improvement Framework (PPIF) for all 12 planning authorities as agreed in the initial phase of planning improvement. The framework will assess and report on the systems and procedures being used to deliver planning functions. It will be based on system-wide indicators and performance measures (quantitative and qualitative). This will bring our planning system into line with other jurisdictions, improve transparency and provide a framework for identifying strategic challenges and brokering action, as well as establishing, sharing and applying good practice.

I hope this provides you with a useful update on the next phase of improvements to the planning system. We have been incredibly heartened by the engagement with you and your colleagues. In that spirit, we look forward to your continued co-operation, partnership and collaboration in delivering planning improvement for everyone.

Yours sincerely



DR DENIS McMAHON
DfI Permanent Secretary



To Chief Executives and Heads of Planning

Historic Environment Division
Heritage Buildings Designation Branch
7th Floor
Causeway Exchange
1-7 Bedford Street
Belfast
BT2 7EG
Direct Tel No: 9056 9281
Email: HEDListing.Enquiries@communities-ni.gov.uk

Date: 5th February 2025

Dear Sir/Madam

PROPOSALS TO LIST

There have been a number of recent press articles regarding proposals to list, in which a number of images of dwellings in private ownership have featured. This has upset owners and appeared during the consultation phase of the listing process when no decision on listing has been made. The Department would request that proposals to list, particularly those in private ownership are kept confidential until the listing process has been completed and a decision made by the Department on whether the buildings should be added to the list of buildings of special architectural or historic interest. This request will be added to the early warning email that is issued to all Council's to provide them time to schedule any proposed listings into Council meetings and will also be included within our advance notice of listing papers going forward.

I trust this is acceptable.

Kind Regards

ANNE MENARY

Assistant Director, Heritage Buildings Designation Branch