

**Table 2: Procedures for Application for Site Registration**

Responsibility for Action	Application for Registration <i>(Including request for formal housing need support)</i>
<p><b>Association: Application to NIHE (DPG) for Site Registration.</b></p>	<p>Submissions must include:</p> <ul style="list-style-type: none"> <li>• <b>Form S1</b>; The Association must give clear indication whether the registration is for New Build or Rehab. or whether it is a combination of both. The full address, including the postcode and the names of all roads abutting the site, must be given to avoid potential duplication of registrations.  <i>(For combination schemes both the new-build and rehab. boxes should be ticked and the word 'and' inserted between the boxes on this form and other relevant forms. It should be noted that combination schemes are schemes with distinct new-build and rehabilitation elements which could 'stand alone' for scheme and programme purposes and must not be confused with normal rehabilitation schemes with a new-build element)</i></li> <li>• <b>Site Location Plan (scale 1:1250 or 1:2500).</b> The boundaries of the site should be clearly marked in red on the plan. The nature of the surrounding development should also be identified. The inclusion of the Ordnance Survey grid reference is also useful to NIHE (DPG). The plan should also either have the licence number or Data Information and Systems (Land and Property Services) acknowledgement on it.  <b>OR for ESPs only</b></li> <li>• A 'Google' type map where the property location and boundaries are clearly marked and property postcode is normally sufficient;</li> </ul>
<p><b>NIHE (DPG)</b></p>	<p>NIHE (DPG) response to the application will be indicated on the return part of form S1 and will be one of the following actions:</p> <ol style="list-style-type: none"> <li>a. <b>Registration</b> - where no prior registration exists NIHE (DPG) will register the site in the Association's name.</li> <li>b. <b>Re-registered</b> - by exception only, subject to satisfactory explanation from Association as to reason for delay in progressing to scheme submission</li> <li>c. <b>Prior registration</b> - if another Association's interest in the site has already been registered.</li> <li>d. <b>Rejection</b> – if the scheme proposal is not acceptable in terms of meeting the needs of the SHDP.</li> </ol> <p>Request for Housing Need support will be recorded and forwarded to the relevant NIHE Area Planner (AP) for separate consideration. <b>S1</b> form with NIHE (DPG) decision will be issued to Association.</p>

<p><b>NIHE (Area Planner)</b></p>	<p>The Area Planner will undertake the assessment of housing need and liaise with the Association regarding the housing mix, scheme type, development timetable etc.</p> <p>The NIHE Area Planner will issue the decision to the Association in due course.</p> <p>More on Assessing Housing Need (Programme Management)</p>
<p><b>Association: Re-Registration (by exception)</b></p>	<p><b>12 months after first registration</b></p> <ul style="list-style-type: none"> <li>• <b>Form S1;</b></li> <li>• <b>Site Location Plan (scale 1:1250 or 1:2500)</b>, only if site boundaries have changed since original registration</li> <li>• <b>Letter from NIHE (AP)</b> re-affirming Housing Need support for the proposal as presented</li> <li>• <b>Letter setting out reasons for delay in scheme progress</b> and supporting evidence</li> </ul>
<p><b>NIHE</b></p>	<p>NIHE (DPG) response will be issued to the Association with the decision indicated on the return portion of the <b>S1</b> form.</p>