

Westminster City Council – DRAFT List of Validation Requirements for Planning and Related Applications 2017	
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Introduction

Westminster City Council has produced a list of the requirements we have in order to process planning and related applications. In the interests of completeness we have included national requirements defined by statutory instruments, requirements relating to the Mayor of London's Community Infrastructure Levy and local requirements we consider necessary to validate and determine planning and related applications.

This document provides a list of information requirements for validating the various types of application likely to be submitted to the City Council for consultation purposes. It has been prepared in line with Central Government policy and guidance contained in ~~'Guidance on information requirements and validation'~~ and ~~'Development Management Policy Annex: Information requirements and validation for planning applications'~~ (March 2010) *the National Planning Practice Guidance* <http://planningguidance.communities.gov.uk/blog/guidance/making-an-application/validation-requirements/>. The requirements contained in the list are up to date at the time of publication but will be revised periodically to take account of any new legislative or policy changes at local, regional or national level.

The local list of validation requirements provides an overview of the requirements for each type of application. More detailed advice on submitting applications is provided in the guidance notes prepared to accompany the list.

1. VALIDATION CHECKLIST FOR HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING

Householder applications for planning permission should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit If you are submitting your application electronically *via our website* <https://www.westminster.gov.uk/application-forms> you will only need to provide one copy of the form and each of the drawings, plans and documentation. If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) 1 copy of *the application form*, each of the drawings, plans and documentation. *Please refer to our naming conventions* (<https://www.westminster.gov.uk/submitting-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to *reduce the number of separate files where possible*. If samples of materials are submitted, only one sample of each of the materials will be required.

National List of Requirements

Requirements	Status
1. Completed application form	Required
2. Plan identifying the land to which the application relates: <ol style="list-style-type: none"> a. A location plan b. A site plan 	Required
3. Certificates <ul style="list-style-type: none"> • The completed ownership certificate (A, B, C or D) as appropriate. <ul style="list-style-type: none"> If Ownership Certificate B is completed, Notice 1 is required. If Ownership Certificate C is completed, Notices 1 and 2 are required If Ownership Certificate D is completed, Notice 2 is required. • Agricultural Holdings Certificate 	Required
4. The appropriate fee	Required
5. Design and Access Statement	May be required in accordance with requirements of the Town and Country Planning General Development Procedure Order 1995 <i>Town and Country Planning (Development Management Procedure) Order 2015 as amended and where the proposal involves a building or buildings with a floor space of 100 square metres or more where the site is located within a designated area.</i>
6. Application Summary providing an overview of the proposal and a description of its key impacts.	Required where the number of detailed reports necessary to support your application exceeds 100 pages

Local List of Requirements

Requirements	Status
A. Air quality <i>neutral</i> assessment	Required if proposal is likely to have an adverse effect on the quality of the air <i>includes CHP or solid fuel biomass</i>
B. Biodiversity survey and report	Required if proposal is likely to have an impact on wildlife and biodiversity.
C. Community Infrastructure Levy (CIL)- Mayor of London's CIL <i>and WCC CIL</i>	Completed CIL Liability Assessment <i>Additional Information</i> Form Required

D. Construction Management Plan <i>Signed DRAFT Appendix A checklist from WCC Code of Construction Practice (checklist B)</i>	Required where substantial demolition/ excavation works are proposed or where works are proposed in confined locations <i>for all proposals involving basement excavation.</i>
E. Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.
F. Flood risk assessment	<i>May be required</i> Required if application site lies within Flood Risk Zones 2 and 3 as defined by the Environment Agency (mainly Pimlico and Victoria areas and sites close to the River Thames) <i>or if the site is within a surface water flooding hotspot.</i> (for the latter, this assessment may be incorporated within the Structural Methodology Statement, where this is also required)
G. Land Contamination assessment	Required if application site is known to be or is suspected of being contaminated.
H. Noise impact assessment	Details of all external plant <i>with external manifestation</i> required. Acoustic report required for developments that could affect noise sensitive properties.
I. Parking Provision	Details of existing and proposed parking required if proposal affects existing parking spaces (including on-street parking bays) and/or is likely to create changes in the demand for parking on site or on surrounding streets.
J. Photographs and photomontages	May be required where the proposal affects a conservation area or listed building
K. Plans and Drawings necessary to describe the development, <i>including scale bar on all drawings to allow for electronic measurements to be made</i>	Required
L. Site Waste Management Plan	May be required where substantial demolition or excavation works are proposed
L. Structural Survey /Structural Methodology Statement <i>including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)</i>	Required where subterranean development such as the excavation of a basement is proposed.
M. Tree survey/ <i>Tree constraints plan/</i> Arboricultural implications <i>assessment</i>	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees). <i>Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. Tree protection details may also be required.</i>
N. Archaeological Assessment (including a desk based assessment, an assessment of the impact of the proposal and where appropriate, on-site evaluation.)	<i>May be required where the site is located within an Archaeological Priority Area</i>
O. Electromagnetic field Survey	<i>May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)</i>

2. VALIDATION CHECKLIST FOR HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING AND FOR RELEVANT DEMOLITION OF AN UNLISTED BUILDING IN A CONSERVATION AREA

Householder applications for planning permission and relevant demolition of an unlisted building in a conservation area should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit If you are submitting your application electronically *via our website* <https://www.westminster.gov.uk/application-forms> you will only need to provide one copy of the form and each of the drawings, plans and documentation. If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) *1 copy of the application form*, each of the drawings, plans and documentation. *Please refer to our naming conventions* (<https://www.westminster.gov.uk/submitting-your-planning-application>) *and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.* If samples of materials are submitted, only one sample of each of the materials will be required.

National List of Requirements

Requirements	Status
1. Completed application form	Required
2. Plan identifying the land to which the application relates: a. A location plan b. A site plan	Required
3. Certificates <ul style="list-style-type: none"> ▪ The completed ownership certificate (A, B, C or D) as appropriate. <ul style="list-style-type: none"> If Ownership Certificate B is completed, Notice 1 is required. If Ownership Certificate C is completed, Notices 1 and 2 are required If Ownership Certificate D is completed, Notice 2 is required. ▪ Agricultural Holdings Certificate 	Required
4. The appropriate fee.	Required
5. Design and Access Statement	Required <i>where the proposal involves a building or buildings with a floor space of 100 square metres or more.</i>
6. Application Summary providing an overview of the proposal and a description of its key impacts.	Required where the number of detailed reports necessary to support your application exceeds 100 pages,

Local List of Requirements

Requirements	Status
A. Air quality <i>neutral</i> assessment	Required if proposal is likely to have an adverse effect on the quality of the air <i>includes CHP or solid fuel biomass</i>
B. Biodiversity survey and report	Required if proposal is likely to have an impact on wildlife and biodiversity.
C. Community Infrastructure Levy (CIL)- Mayor of London's CIL <i>and WCC CIL</i>	Completed CIL Liability Assessment <i>Additional Information</i> Form Required
D. Construction Management Plan <i>Signed DRAFT Appendix A checklist from WCC Code of Construction Practice (checklist B)</i>	Required where substantial demolition/ excavation works are proposed or where works are proposed in confined locations <i>for all proposals involving basement excavation.</i>
E. Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land

	uses.
F. Flood risk assessment	<i>May be r</i> Required if application site lies within Flood Risk Zones 2 and 3 as defined by the Environment Agency (mainly Pimlico and Victoria areas and sites close to the River Thames) <i>or if the site is within a surface water flooding hotspot.</i>
G. Heritage Statement and Structural Survey.	Required
H. Land Contamination assessment	Required if application site is known to be or is suspected of being contaminated.
I. Landscaping details	May be required and should follow from the design concept in the Design and Access Statement.
J. Noise impact assessment	Details of all external plant <i>with external manifestation</i> required. Acoustic report required for developments that could affect noise sensitive properties.
K. Parking Provision	Details of existing and proposed parking required if proposal affects existing parking spaces (including on-street parking bays) and/or is likely to create changes in the demand for parking on site or on surrounding streets.
L. Photographs/photomontages	Required
M. Plans and Drawings necessary to describe the development, <i>including scale bar on all drawings to allow for electronic measurements to be made</i>	Required
N. Site Waste Management Plan	May be required to indicate the type and volume of materials to be demolished/ excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
N. Structural Survey/Structural Methodology Statement <i>including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)</i>	Required where subterranean development such as the excavation of a basement is proposed.
O. Tree survey/ <i>Tree constraints plan</i> /Arboricultural implications <i>assessment</i>	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees). <i>Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. Tree protection details may also be required.</i>
<i>P. Archaeological Assessment</i>	<i>May be required where the site is located within an Archaeological Priority Area</i>
<i>Q. Electromagnetic field Survey</i>	<i>May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)</i>

3. VALIDATION CHECKLIST FOR HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING AND LISTED BUILDING CONSENT

Householder applications for planning permission and listed building consent should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit If you are submitting your application electronically *via our website* <https://www.westminster.gov.uk/application-forms> you will only need to provide one copy of the form and each of the drawings, plans and documentation. If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) *1 copy of the application form*, each of the drawings, plans and documentation. *Please refer to our naming conventions* (<https://www.westminster.gov.uk/submitting-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible. If samples of materials are submitted, only one sample of each of the materials will be required.

National List of Requirements

Requirements	Status
1. Completed application form	Required
2. Plan identifying the land to which the application relates: <ol style="list-style-type: none"> a. A location plan b. A site plan 	Required
3. Certificates <ul style="list-style-type: none"> ▪ The completed ownership certificate (A, B, C or D) as appropriate. <ul style="list-style-type: none"> If Ownership Certificate B is completed, Notice 1 is required. If Ownership Certificate C is completed, Notices 1 and 2 are required If Ownership Certificate D is completed, Notice 2 is required. ▪ Agricultural Holdings Certificate 	Required
4. The appropriate fee.	Required
5. Design and Access Statement	Required
6. Application Summary providing an overview of the proposal and a description of its key impacts.	Required where the number of detailed reports necessary to support your application exceeds 100 pages.

Local List of Requirements

Requirements	Status
A. Air quality <i>neutral</i> assessment	Required if proposal is likely to have an adverse effect on the quality of the air <i>includes CHP or solid fuel biomass</i>
B. Biodiversity survey and report	Required if proposal is likely to have an impact on wildlife and biodiversity.
C. Community Infrastructure Levy (CIL)- Mayor of London's CIL <i>and WCC CIL</i>	Completed CIL Liability Assessment <i>Additional Information</i> Form Required
D. Construction Management Plan <i>Signed DRAFT Appendix A checklist from WCC Code of Construction Practice (checklist B)</i>	Required where substantial demolition/ excavation works are proposed or where works are proposed in confined locations <i>for all proposals involving basement excavation.</i>
E. Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.
F. Flood risk assessment	<i>May be r</i> Required if application site lies within Flood Risk Zones 2 and 3 as defined by the Environment Agency (mainly Pimlico and Victoria areas and sites

	close to the River Thames) <i>or if the site is within a surface water flooding hotspot.</i>
G. Heritage Statement	Required.
H. Foul Sewage and Utilities Assessment H. Plans and Drawings necessary to describe the development, including scale bar on all drawings to allow for electronic measurements to be made	Required if proposal involves connection to or changes to the existing utility infrastructure systems. Required.
I. Land Contamination assessment	Required if application site is known to be or is suspected of being contaminated.
J. Landscaping details	May be required and should follow from the design concept in the Design and Access Statement.
K. Noise impact assessment	Details of all external plant <i>with external manifestation</i> required. Acoustic report required for developments that could affect noise sensitive properties.
L. Parking Provision	Details of existing and proposed parking required if proposal affects existing parking spaces (including on-street parking bays) and/or is likely to create changes in the demand for parking on site or on surrounding streets.
M. Photographs/Photomontages	Required
N. Site Waste Management Plan	May be required to indicate the type and volume of materials to be demolished/ excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
N. Structural Survey/Structural Methodology Statement <i>including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)</i>	Required where partial demolition or significant structural alterations are proposed.
O. Tree survey/ <i>Tree constraints plan</i> /Arboricultural implications <i>assessment</i>	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees). <i>Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. Tree protection details may also be required.</i>
<i>P. Archaeological Assessment</i>	<i>May be required where the site is located within an Archaeological Priority Area</i>
<i>Q. Electromagnetic field Survey</i>	<i>May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)</i>

4. VALIDATION CHECKLIST FOR APPLICATION FOR FULL PLANNING PERMISSION

Applications for planning permission should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit If you are submitting your application electronically *via our website* <https://www.westminster.gov.uk/application-forms> you will only need to provide one copy of the form and each of the drawings, plans and documentation. If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) **1 copy of the application form**, each of the drawings, plans and documentation. *Please refer to our naming conventions* (<https://www.westminster.gov.uk/submitting-your-planning-application>) *and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.* If samples of materials are submitted, only one sample of each of the materials will be required.

National List of Requirements

Requirements	Status
1. Completed application form	Required
2. Plan identifying the land to which the application relates : a. A location plan b. A site plan	Required
3. Certificates <ul style="list-style-type: none"> ▪ The completed ownership certificate (A, B, C or D) as appropriate <ul style="list-style-type: none"> If Ownership Certificate B is completed, Notice 1 is required If Ownership Certificate C is completed, Notices 1 and 2 are required If Ownership Certificate D is completed, Notice 2 is required ▪ Agricultural Holdings Certificate 	Required
4. The appropriate fee	Required
5. Design and Access Statement	May be required in accordance with requirements of the Town and Country Planning General Development Procedure Order 1995 <i>Town and Country Planning (Development Management Procedure) Order 2015</i> as amended. <i>Required where the proposal involves one or more dwellings or a building or buildings with a floor space of 100 square metres or more within a designated area.</i>
6. Application Summary providing an overview of the proposal and a description of its key impacts.	Required where the number of detailed reports necessary to support your application exceeds 100 pages,
<i>7. Sustainable drainage (SuDS) design strategy</i>	<i>Required for all major developments with surface water implications</i>

Mayor of London's Requirement

Requirement	Status
i. Energy Assessment	Required for major developments

Local List of Requirements

Requirements	Status
A. Affordable Housing Statement	Required if proposal is likely to require the provision of affordable housing.
B. Air quality assessment	Required if proposal is likely to have an adverse effect on the quality of the air; <i>or if the proposal is likely to bring new sensitive</i>

	<i>receptors into an area of poor air quality (threshold: 10 or more new residential properties, school, care home or medical facility). Air quality neutral assessment is required for all major developments and for proposals including CHP or Solid Fuel Biomass</i>
C. Biodiversity survey and report	Required if proposal is likely to have an impact on wildlife and biodiversity.
D. Community Infrastructure Levy (CIL)- Mayor of London's CIL <i>and WCC CIL</i>	Completed CIL Liability Assessment <i>Additional Information</i> Form Required
E. Construction Management Plan <i>Signed DRAFT Appendix A checklist from WCC Code of Construction Practice</i>	Required where substantial demolition/ excavation works are proposed or where works are proposed in confined locations <i>for all proposals involving basement excavation (Checklist B) and for all Level 1 and Level 2 proposals (Checklist A) as outlined in the WCC Code of Construction Practice 2016.</i>
F. Crime Prevention Statement (including Counter Terrorism Measures).	Required for major developments and for other proposals which, because of their nature or location, are likely to have an impact on crime and disorder or on the fear of crime.
G. Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.
H. Economic statement	May be required if proposal will have an impact on regeneration.
I. Environmental Statement	Environmental Impact Assessment (EIA) required in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017. Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application. <i>Guidance:</i> https://www.gov.uk/guidance/environmental-impact-assessment Where an EIA is not needed, a Sustainability Statement may be required.
J. Flood risk assessment	May be r Required if application site lies within Flood Risk Zones 2 and 3 as defined by the Environment Agency (mainly Pimlico and Victoria areas and sites close to the River Thames) <i>or if the site is within a surface water flooding hotspot.</i> or if the application involves major development proposals elsewhere in Westminster.
K. Foul sewage and utilities assessment	Required if proposal involves connection to or changes to the existing utility infrastructure systems.
L. Heritage Statement	Required if proposal affects heritage assets. For development which has the potential to impact on the Outstanding Universal Value of the Westminster World Heritage Site, a Heritage Impact Assessment should be undertaken in line with the ICOMOS HIA Guidelines - https://www.icomos.org/world_heritage/HIA_20110201.pdf
M. Land Contamination assessment	Required if application site is known to be or is suspected of being contaminated.
N. Landfill statement	Required if proposal includes landfill proposals. Information may be provided as part of Environmental Statement.
O. Landscaping details	May be required. Where a Design and Access Statement is provided, landscaping should follow from the Statement's design concept.
P. Lighting assessment	May be required if proposal includes the installation of external lighting.
Q. Noise impact assessment	Details of all external plant <i>with external manifestation required.</i> Acoustic report required for developments that could affect noise sensitive properties and for new noise sensitive development (e.g.

	residential) in areas with high noise levels).
R. Open Space assessment	Required if proposal is for development within open spaces.
S. Parking Provision	Details of existing and proposed parking required if proposal affects existing parking spaces (including on-street parking bays) and/or is likely to create changes in the demand for parking on site or on surrounding streets.
T. Photographs/ Photomontages	Required in support of large redevelopment schemes or if proposal involves the demolition of an existing building or the development affects a conservation area or a listed building.
U. Planning obligations – Draft Head(s) of Terms	A statement of the proposed Heads of Terms is required with the application if proposal will result in a requirement for a legal agreement to secure planning obligations.
V. Planning Statement	Required for major developments
W. Plans and Drawings necessary to describe the development, <i>including scale bar on all drawings to allow for electronic measurements to be made</i>	Required
X. Retail Marketing Statement	Required where development results in loss of a Class A1 retail unit <i>and/or in some cases the loss of a public house or public house floorspace</i>
Y. Site Waste Management Plan	May be required to indicate the type and volume of materials to be demolished/ excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
Y. Statement of Community Involvement	Required where community involvement has been arranged prior to making an application.
Z. Structural Survey/Structural Methodology Statement <i>including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)</i>	Required where substantial demolition or excavation works are proposed.
AA. Tables and Chairs development – supplementary information	Details required of all furniture/ equipment proposed to be placed on the highway
AB. Telecommunications Development – supplementary information <i>including ICNIRP declaration</i>	Required for proposals for mast and antenna development by mobile phone network operators in England.
AC. Town Centre Uses – Evidence to accompany applications	If development includes proposals for town centre uses, may be required to demonstrate that proposal meets the requirements of: <ul style="list-style-type: none"> the National Planning Policy Framework, Westminster's adopted Core Strategy <i>City Plan</i> and retained Unitary Development Plan policies.
AD. Transport assessment	Required if proposal is likely to have significant transport implications.
AE. Travel Plan	Required if proposal is likely to have significant transport implications.
AF. Tree survey/ <i>Tree constraints plan/Arboricultural implications assessment</i>	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees). <i>Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. Tree protection details may also be required.</i>
AG. Ventilation/ Extraction statement	Required to accompany all applications for the use of premises for purposes within Use Classes: <ul style="list-style-type: none"> o A3 (Restaurants and cafes)

	<ul style="list-style-type: none"> ○ A4 (Drinking establishments) ○ A5 (Hot food takeaways) ○ B1 (business) and ○ B2 (general industrial). <p>May also be required for significant retail, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</p>
AH. Viability Report	<p>Required if proposal does not include the necessary policy compliant provision/payments comply with policy and this failure is being justified on viability grounds <i>(Please note guidance regarding publication of reports and Freedom of Information requests: https://www.westminster.gov.uk/financial-viability-planning-advice-applicants).</i></p>
<i>AI. Archaeological Assessment</i>	<i>May be required where the site is located within an Archaeological Priority Area</i>
<i>AJ. Electromagnetic field Survey</i>	<i>May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)</i>
AK. Details of proposed materials for any external cladding including fire safety measures (can form part of Design and Access Statement)	Required for applications on buildings with a height of 6 storeys or more.

5. VALIDATION CHECKLIST FOR APPLICATION FOR FULL PLANNING PERMISSION AND FOR RELEVANT DEMOLITION OF AN UNLISTED BUILDING IN A CONSERVATION AREA

Applications for planning permission and relevant demolition of an unlisted building in a conservation area should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit If you are submitting your application electronically *via our website* <https://www.westminster.gov.uk/application-forms> you will only need to provide one copy of the form and each of the drawings, plans and documentation. If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) *1 copy of the application form*, each of the drawings, plans and documentation. *Please refer to our naming conventions* (<https://www.westminster.gov.uk/submitting-your-planning-application>) *and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.* If samples of materials are submitted, only one sample of each of the materials will be required.

National List of Requirements

Requirements	Status
1. Completed application form	Required
2. Plan identifying the land to which the application relates : a. A location plan b. A site plan	Required
3. Certificates ▪ The completed ownership certificate (A, B, C or D) as appropriate.	Required
If Ownership Certificate B is completed, Notice 1 is required.	
If Ownership Certificate C is completed, Notices 1 and 2 are required	
If Ownership Certificate D is completed, Notice 2 is required.	
▪ Agricultural Holdings Certificate	
4. The appropriate fee.	Required
5. Design and Access Statement	May be required in accordance with requirements of the Town and Country Planning General Development Procedure Order 1995 <i>Town and Country Planning (Development Management Procedure) Order 2015</i> as amended. Required <i>where the proposal involves one or more dwellings or a building or buildings with a floor space of 100 square metres or more within a designated area.</i>
6. Application Summary providing an overview of the proposal and a description of its key impacts.	Required where the number of detailed reports necessary to support your application exceeds 100 pages,
<i>7. Sustainable drainage (SuDS) design strategy</i>	<i>Required for all major developments with surface water implications</i>

Mayor of London's Requirement

Requirement	Status
i. Energy Assessment	Required for major developments

Local List of Requirements

Requirements	Status
A. Affordable Housing Statement	Required if proposal is likely to require the provision of affordable housing.

B. Air quality assessment	Required if proposal is likely to have an adverse effect on the quality of the air; <i>or if the proposal is likely to bring new sensitive receptors into an area of poor air quality (threshold: 10 or more new residential properties, school, care home or medical facility).</i> <i>Air quality neutral assessment is required for all major developments and for proposals including CHP or Solid Fuel Biomass</i>
C. Biodiversity survey and report	Required if proposal is likely to have an impact on wildlife and biodiversity.
D. Community Infrastructure Levy (CIL)- Mayor of London's CIL <i>and WCC CIL</i>	Completed CIL Liability Assessment <i>Additional Information</i> Form Required
E. Construction Management Plan <i>Signed DRAFT Appendix A checklist from WCC Code of Construction Practice</i>	Required where substantial demolition/ excavation works are proposed or where works are proposed in confined locations <i>for all proposals involving basement excavation (Checklist B) and for all Level 1 and Level 2 proposals (Checklist A) as outlined in the WCC Code of Construction Practice 2016.</i>
F. Crime Prevention Statement (including Counter Terrorism Measures).	Required for major developments and for other proposals which, because of their nature or location, are likely to have an impact on crime and disorder or on the fear of crime.
G. Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.
H. Economic statement	May be required if proposal will have an impact on regeneration.
I. Environmental Statement	Environmental Impact Assessment (EIA) required in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017. Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application. <i>Guidance:</i> https://www.gov.uk/guidance/environmental-impact-assessment Where an EIA is not needed, a Sustainability Statement may be required.
J. Flood risk assessment	<i>May be r</i> Required if application site lies within Flood Risk Zones 2 and 3 as defined by the Environment Agency (mainly Pimlico and Victoria areas and sites close to the River Thames) <i>or if the site is within a surface water flooding hotspot</i> or if the application involves major development proposals elsewhere in Westminster.
K. Foul sewage and utilities assessment	Required if proposal involves connection to or changes to the existing utility infrastructure systems.
L. Heritage Statement	Required. For development which has the potential to impact on the OUV of the Westminster World Heritage Site, a Heritage Impact Assessment should be undertaken in line with the ICOMOS HIA Guidelines - https://www.icomos.org/world_heritage/HIA_20110201.pdf
M. Land Contamination assessment	Required if application site is known to be or is suspected of being contaminated.
N. Landfill statement	Required if proposal includes landfill proposals. Information may be provided as part of Environmental Statement.
O. Landscaping details	May be required and should follow from the design concept in the Design and Access Statement.
P. Lighting assessment	May be required if proposal includes the installation of external lighting or will make external lighting necessary.
Q. Noise impact assessment	Details of all external plant <i>with external manifestation required.</i> Acoustic report required for developments that could affect noise sensitive properties and for new noise sensitive development (e.g.

	residential) in areas with high noise levels).
R. Open Space assessment	Required if proposal is for development within open spaces.
S. Parking Provision	Details of existing and proposed parking required if proposal affects existing parking spaces (including on-street parking bays) and/or is likely to create changes in the demand for parking on site or on surrounding streets.
T. Photographs/Photomontages	Photographs required for development affecting a conservation area or a listed building. Photomontages required in support of large redevelopment schemes or if proposal involves the demolition of an existing building.
U. Planning obligations – Draft Head(s) of Terms	A statement of the proposed Heads of Terms is required with the application if proposal will result in a requirement for a legal agreement to secure planning obligations.
V. Planning Statement	Required for major developments
W. Plans and Drawings necessary to describe the development, <i>including scale bar on all drawings to allow for electronic measurements to be made</i>	Required
X. Retail Marketing Statement	Required where development results in loss of a Class A1 retail unit <i>and/or in some cases the loss of a public house or public house floorspace</i>
Y. Site Waste Management Plan	May be required to indicate the type and volume of materials to be demolished/ excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
Y. Statement of Community Involvement	Required where community involvement has been arranged prior to making an application.
Z. Structural Survey/Structural Methodology Statement <i>including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)</i>	Required where substantial demolition or excavation works are proposed or significant structural alterations are proposed
AA. Town Centre Uses – Evidence to accompany applications	If development includes proposals for town centre uses, may be required to demonstrate that proposal meets the requirements of: <ul style="list-style-type: none"> • the National Planning Policy Framework, • Westminster’s adopted Core Strategy <i>City Plan</i> and retained Unitary Development Plan policies.
AB. Tables and Chairs development – supplementary information	Details required of all furniture/ equipment proposed to be placed on the highway
AC. Transport assessment	Required if proposal is likely to have significant transport implications.
AD. Travel Plan	Required if proposal is likely to have significant transport implications.
AE. Tree survey/ <i>Tree constraints plan/Arboricultural implications assessment</i>	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees). <i>Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. Tree protection details may also be required.</i>
AF. Ventilation/Extraction statement	Required to accompany all applications for the use of premises for purposes within Use Classes: <ul style="list-style-type: none"> ○ A3 (Restaurants and cafes) ○ A4 (Drinking establishments) ○ A5 (Hot food takeaways) ○ B1 (business) and

	<ul style="list-style-type: none"> ○ B2 (general industrial). <p>May also be required for significant retail, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</p>
AG. Viability Report	<p>Required if proposal does not include the necessary policy compliant provision/payments <i>comply with policy</i> and this failure is being justified on viability grounds. <i>(Please note guidance regarding publication of reports and Freedom of Information requests: https://www.westminster.gov.uk/financial-viability-planning-advice-applicants).</i></p>
AH. Telecommunication Development – supplementary information <i>including ICNIRP declaration</i>	<p>Required for proposals for mast and antenna development by mobile phone network operators in England.</p>
<i>AI. Archaeological Assessment</i>	<i>May be required where the site is located within an Archaeological Priority Area</i>
<i>AJ. Electromagnetic field Survey</i>	<i>May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)</i>
AK. Details of proposed materials for any external cladding including fire safety measures (can form part of Design and Access Statement)	Required for applications on buildings with a height of 6 storeys or more.

6. VALIDATION CHECKLIST FOR APPLICATION FOR FULL PLANNING PERMISSION AND LISTED BUILDING CONSENT FOR ALTERATIONS, EXTENSION OR DEMOLITION OF A LISTED BUILDING

Applications for planning permission and listed building consent should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit If you are submitting your application electronically *via our website* <https://www.westminster.gov.uk/application-forms> you will only need to provide one copy of the form and each of the drawings, plans and documentation. If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) *1 copy of the application form*, each of the drawings, plans and documentation. *Please refer to our naming conventions* (<https://www.westminster.gov.uk/submitting-your-planning-application>) *and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.* If samples of materials are submitted, only one sample of each of the materials will be required.

National List of Requirements

Requirements	Status
1. Completed application form	Required
2. Plan identifying the land to which the application relates : a. A location plan b. A site plan	Required
3. Certificates ▪ The completed ownership certificate (A, B, C or D) as appropriate. If Ownership Certificate B is completed, Notice 1 is required. If Ownership Certificate C is completed, Notices 1 and 2 are required If Ownership Certificate D is completed, Notice 2 is required. ▪ Agricultural Holdings Certificate	Required
4. The appropriate fee.	Required
5. Design and Access Statement	Required
6. Application Summary providing an overview of the proposal and a description of its key impacts.	Required where the number of detailed reports necessary to support your application exceeds 100 pages,
<i>7. Sustainable drainage (SuDS) design strategy</i>	<i>Required for all major developments with surface water implications</i>

Mayor of London's Requirement

Requirement	Status
i. Energy Assessment	Required for major developments

Local List of Requirements

Requirements	Status
A. Affordable Housing Statement	Required if proposal is likely to require the provision of affordable housing.
B. Air quality assessment	Required if proposal is likely to have an adverse effect on the quality of the air; <i>or if the proposal is likely to bring new sensitive receptors into an area of poor air quality (threshold: 10 or more new residential properties, school, care home or medical facility).</i> <i>Air quality neutral assessment is required for all major developments and for proposals including CHP or Solid Fuel Biomass</i>

C. Biodiversity survey and report	Required if proposal is likely to have an impact on wildlife and biodiversity.
D. Community Infrastructure Levy (CIL)- Mayor of London's CIL <i>and WCC CIL</i>	Completed CIL Liability Assessment <i>Additional Information</i> Form Required
E. Construction Management Plan <i>Signed DRAFT Appendix A checklist from WCC Code of Construction Practice</i>	Required where substantial demolition/ excavation works are proposed or where works are proposed in confined locations <i>for all proposals involving basement excavation (Checklist B) and for all Level 1 and Level 2 proposals (Checklist A) as outlined in the WCC Code of Construction Practice 2016.</i>
F. Crime Prevention Statement (including Counter Terrorism Measures).	Required for major developments and for other proposals which, because of their nature or location, are likely to have an impact on crime and disorder or on the fear of crime.
G. Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.
H. Economic statement	May be required if proposal will have an impact on regeneration.
I. Environmental Statement	Environmental Impact Assessment (EIA) required in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017. Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application. <i>Guidance:</i> https://www.gov.uk/guidance/environmental-impact-assessment Where an EIA is not needed, a Sustainability Statement may be required.
J. Flood risk assessment	May be required Required if application site lies within Flood Risk Zones 2 and 3 as defined by the Environment Agency (mainly Pimlico and Victoria areas and sites close to the River Thames) <i>or if the site is within a surface water flooding hotspot</i> or if the application involves major development proposals elsewhere in Westminster.
K. Foul sewage and utilities assessment	Required if proposal involves connection to or changes to the existing utility infrastructure systems.
L. Heritage Statement	Required. For development which has the potential to impact on the OUV of the Westminster World Heritage Site, a Heritage Impact Assessment should be undertaken in line with the ICOMOS HIA Guidelines - https://www.icomos.org/world_heritage/HIA_20110201.pdf
M. Land Contamination assessment	Required if application site is known to be or is suspected of being contaminated.
N. Landfill statement	Required if proposal includes landfill proposals. Information may be provided as part of Environmental Statement.
O. Landscaping details	May be required and should follow from the design concept in the Design and Access Statement.
P. Lighting assessment	May be required if proposal includes the installation of external lighting or will make external lighting

	necessary.
Q. Noise impact assessment	Details of all external plant <i>with external manifestation required</i> . Acoustic report required for developments that could affect noise sensitive properties and for new noise sensitive development (e.g. residential) in areas with high noise levels).
R. Open Space assessment	Required if proposal is for development within open spaces.
S. Parking Provision	Details of existing and proposed parking required if proposal affects existing parking spaces (including on-street parking bays) and/or is likely to create changes in the demand for parking on site or on surrounding streets.
T. Photographs/Photomontages	Photographs required for development affecting a conservation area or a listed building. Photomontages required in support of large redevelopment schemes or if proposal involves the demolition of an existing building.
U. Planning obligations – Draft Head(s) of Terms	A statement of the proposed Heads of Terms is required with the application if proposal will result in a requirement for a legal agreement to secure planning obligations.
V. Planning Statement	Required for major application
W. Plans and Drawings necessary to describe the development, <i>including scale bar on all drawings to allow for electronic measurements to be made</i>	Required
X. Retail Marketing Statement	Required where development results in loss of a Class A1 retail unit <i>and/or in some cases the loss of a public house or public house floorspace</i>
Y. Site Waste Management Plan	May be required to indicate the type and volume of materials to be demolished/ excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
Y. Statement of Community Involvement	Required where community involvement has been arranged prior to making an application.
Z. Structural Survey/Structural Methodology Statement <i>including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)</i>	Required where substantial demolition or excavation works are proposed or significant structural alterations are proposed.
AA. Tables and Chairs development – supplementary information	Details required of all furniture/ equipment proposed to be placed on the highway
AB. Telecommunication Development – supplementary information <i>including ICNIRP declaration</i>	Supplementary information is required for proposals for mast and antenna development by mobile phone network operators in England.
AC. Town Centre Uses – Evidence to accompany applications	If development includes proposals for town centre uses, may be required to demonstrate that proposal meets the requirements of: <ul style="list-style-type: none"> the National Planning Policy Framework, Westminster's adopted Core Strategy <i>City Plan</i> and retained Unitary Development Plan policies.
AD. Transport assessment	Required if proposal is likely to have significant transport implications.
AE. Travel Plan	Required if proposal is likely to have significant transport implications.

AF. Tree survey/ <i>Tree constraints plan</i> /Arboricultural implications <i>assessment</i>	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees). <i>Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. Tree protection details may also be required.</i>
AG. Ventilation/Extraction statement	Required to accompany all applications for the use of premises for purposes within Use Classes: <ul style="list-style-type: none"> ○ A3 (Restaurants and cafes) ○ A4 (Drinking establishments) ○ A5 (Hot food takeaways) ○ B1 (business) and ○ B2 (general industrial). May also be required for significant retail, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.
AH. Viability Report	Required if proposal does not include the necessary policy compliant provision/payments <i>comply with policy</i> and this failure is being justified on viability grounds. <i>(Please note guidance regarding publication of reports and Freedom of Information requests: https://www.westminster.gov.uk/financial-viability-planning-advice-applicants).</i>
<i>AI. Archaeological Assessment</i>	<i>May be required where the site is located within an Archaeological Priority Area</i>
<i>AJ. Electromagnetic field Survey</i>	<i>May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)</i>
<i>AK. Details of proposed materials for any external cladding including fire safety measures (can form part of Design and Access Statement)</i>	<i>Required for applications on buildings with a height of 6 storeys or more.</i>

7. VALIDATION CHECKLIST FOR APPLICATION FOR FULL PLANNING PERMISSION AND CONSENT TO DISPLAY AN ADVERTISEMENT(S)

Applications for planning permission and advertisement consent should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit ~~If you are submitting~~ your application electronically *via our website* <https://www.westminster.gov.uk/application-forms> ~~you will only need to provide one copy of the form and each of the drawings, plans and documentation.~~ If you submit the application in paper form, we will require ~~4 copies (1 original and 3 copies)~~ *1 copy of the application form*, each of the drawings, plans and documentation. *Please refer to our naming conventions* (<https://www.westminster.gov.uk/submitting-your-planning-application>) *and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.* If samples of materials are submitted, only one sample of each of the materials will be required.

National List of Requirements

Requirements	Status
1. Completed application form	Required
2. Plan identifying the land to which the application relates : a. A location plan b. A site plan	Required
3. Certificates ▪ The completed ownership certificate (A, B, C or D) as appropriate. If Ownership Certificate B is completed, Notice 1 is required. If Ownership Certificate C is completed, Notices 1 and 2 are required If Ownership Certificate D is completed, Notice 2 is required. ▪ Agricultural Holdings Certificate	Required
4. The appropriate fee.	Required
5. Design and Access Statement	Required, unless the type of development is specifically excluded.
6. Application Summary providing an overview of the proposal and a description of its key impacts.	Required where the number of detailed reports necessary to support your application exceeds 100 pages,
<i>7. Sustainable drainage (SuDS) design strategy</i>	<i>Required for all major developments with surface water implications</i>

Mayor of London's Requirement

Requirement	Status
i. Energy Assessment	Required for major developments

Local List of Requirements

Requirements	Status
A. Affordable Housing Statement	Required if proposal is likely to require the provision of affordable housing.
B. Air quality assessment	Required if proposal is likely to have an adverse effect on the quality of the air; <i>or if the proposal is likely to bring new sensitive receptors into an area of poor air quality (threshold: 10 or more new residential properties, school, care home or medical facility).</i> <i>Air quality neutral assessment is required for all major developments and for proposals including CHP or Solid Fuel Biomass</i>

C. Biodiversity survey and report	Required if proposal is likely to have an impact on wildlife and biodiversity.
D. Community Infrastructure Levy (CIL)- Mayor of London's CIL <i>and WCC CIL</i>	Completed CIL Liability Assessment <i>Additional Information</i> Form Required
E. Construction Management Plan <i>Signed DRAFT Appendix A checklist from WCC Code of Construction Practice</i>	Required where substantial demolition/ excavation works are proposed or where works are proposed in confined locations <i>for all proposals involving basement excavation (Checklist B) and for all Level 1 and Level 2 proposals (Checklist A) as outlined in the WCC Code of Construction Practice 2016.</i>
F. Crime Prevention Statement (including Counter Terrorism Measures).	Required for major developments and for other proposals which, because of their nature or location, are likely to have an impact on crime and disorder or on the fear of crime.
G. Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.
H. Economic statement	May be required if proposal will have an impact on regeneration.
I. Environmental Statement	Environmental Impact Assessment (EIA) required in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017. Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application. <i>Guidance:</i> https://www.gov.uk/guidance/environmental-impact-assessment Where an EIA is not needed, a Sustainability Statement may be required.
J. Flood risk assessment	Required <i>May be r</i> Required if application site lies within Flood Risk Zones 2 and 3 as defined by the Environment Agency (mainly Pimlico and Victoria areas and sites close to the River Thames) <i>or if the site is within a surface water flooding hotspot</i> or if the application involves major development proposals elsewhere in Westminster.
K. Foul sewage and utilities assessment	Required if proposal involves connection to or changes to the existing utility infrastructure systems.
L. Heritage Statement	Required if proposal affects heritage assets. For development which has the potential to impact on the OUV of the Westminster World Heritage Site, a Heritage Impact Assessment should be undertaken in line with the ICOMOS HIA Guidelines - https://www.icomos.org/world_heritage/HIA_20110201.pdf
M. Land Contamination assessment	Required if application site is known to be or is suspected of being contaminated.
N. Landfill statement	Required if proposal includes landfill proposals. Information may be provided as part of Environmental Statement.
O. Landscaping details	May be required and should follow from the design concept in the Design and Access Statement.
P. Lighting assessment	May be required if proposal includes the installation of lighting or illuminated signage or proposals that will make lighting necessary.
Q. Noise impact assessment	Details of all external <i>external</i> plant <i>with external manifestation required</i> . Acoustic report required for developments that could affect noise sensitive properties.
R. Open Space assessment	Required if proposal is for development within open spaces.
S. Parking Provision	Details of existing and proposed parking required if proposal affects existing parking spaces (including on-street parking bays) and/or is likely to create changes in the demand for parking on site or on surrounding streets.
T. Photographs/Photomontages	Photographs and photomontages required in support of large

	redevelopment schemes and/or if proposal involves the demolition of an existing building or the development affects a conservation area or a listed building. Annotated photographs may be required to indicate the location of the proposed sign(s).
U. Planning obligations – Draft Head(s) of Terms	A statement of the proposed Heads of Terms is required with the application if proposal will result in a requirement for a legal agreement to secure planning obligations.
V. Planning Statement	Required for major application
W. Plans and Drawings necessary to describe the development, <i>and showing proposed method(s) of illumination and scale bar on all drawings to allow for electronic measurements to be made</i>	Required
X. Retail Marketing Statement	Required where development results in loss of a Class A1 retail unit <i>and/or in some cases the loss of a public house or public house floorspace</i>
Y. Site Waste Management Plan	May be required to indicate the type and volume of materials to be demolished/ excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
Y. Statement of Community Involvement	Required where community involvement has been arranged prior to making an application.
Z. Structural Survey/Structural Methodology Statement <i>including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)</i>	Required where substantial demolition or excavation works are proposed.
AA. Tables and Chairs development – supplementary information	Details required of all furniture/ equipment proposed to be placed on the highway
AB. Town Centre Uses – Evidence to accompany applications	If development includes proposals for town centre uses, may be required to demonstrate that proposal meets the requirements of: <ul style="list-style-type: none"> the National Planning Policy Framework, Westminster's adopted Core Strategy <i>City Plan</i> and retained Unitary Development Plan policies.
AC. Transport assessment	Required if proposal is likely to have significant transport implications.
AD. Travel Plan	Required if proposal is likely to have significant transport implications.
AE. Tree survey/ <i>Tree constraints plan/Arboricultural implications assessment</i>	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees). <i>Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. Tree protection details may also be required.</i>
AF. Ventilation/Extraction statement	Required to accompany all applications for the use of premises for purposes within Use Classes: <ul style="list-style-type: none"> A3 (Restaurants and cafes) A4 (Drinking establishments) A5 (Hot food takeaways) B1 (business) and B2 (general industrial). May also be required for significant retail, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.
AG. Viability Report	Required if proposal does not include the necessary policy

	compliant provision/payments <i>comply with policy</i> and this failure is being justified on viability grounds. <i>(Please note guidance regarding publication of reports and Freedom of Information requests: https://www.westminster.gov.uk/financial-viability-planning-advice-applicants).</i>
AH. Telecommunication Development – supplementary information <i>including ICNIRP declaration</i>	Required for proposals for mast and antenna development by mobile phone network operators in England.
<i>AI. Archaeological Assessment</i>	<i>May be required where the site is located within an Archaeological Priority Area</i>
<i>AJ. Electromagnetic field Survey</i>	<i>May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)</i>
<i>AK. Details of proposed materials for any external cladding including fire safety measures (can form part of Design and Access Statement)</i>	<i>Required for applications on buildings with a height of 6 storeys or more.</i>

8. VALIDATION CHECKLIST FOR APPLICATIONS FOR PLANNING PERMISSION FOR RELEVANT DEMOLITION IN A CONSERVATION AREA.

Applications for relevant demolition of an unlisted building in a conservation area should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit ~~If you are submitting~~ your application electronically *via our website* <https://www.westminster.gov.uk/application-forms> ~~you will only need to provide one copy of the form and each of the drawings, plans and documentation.~~ If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) **1 copy** of *the application form*, each of the drawings, plans and documentation. *Please refer to our naming conventions (<https://www.westminster.gov.uk/submitting-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.* If samples of materials are submitted, only one sample of each of the materials will be required.

National List of Requirements

Requirements	Status
1. Completed application form	Required
2. Plan identifying the land to which the application relates: a. A location plan b. A site plan	Required
3. Certificates <ul style="list-style-type: none"> The completed ownership certificate (A, B, C or D) as appropriate. <ul style="list-style-type: none"> If Ownership Certificate B is completed, Notice 1 is required. If Ownership Certificate C is completed, Notices 1 and 2 are required If Ownership Certificate D is completed, Notice 2 is required. Agricultural Holdings Certificate 	Required

Local List of Requirements

Requirements	Status
A. Air quality assessment	Required if proposal is likely to have an adverse effect on the quality of the air; <i>or if the proposal is likely to bring new sensitive receptors into an area of poor air quality (threshold: 10 or more new residential properties, school, care home or medical facility).</i> <i>Air quality neutral assessment is required for all major developments and for proposals including CHP or Solid Fuel Biomass</i>
B. Biodiversity survey and report	Required if proposal is likely to have an impact on wildlife and biodiversity.
C. Heritage Statement	Required.
D. Land Contamination assessment	Required if application site is known to be or is suspected of being contaminated <i>and for all applications involving basement excavation.</i>
E. Photographs/photomontages	Required.
F. Plans and Drawings necessary to describe the proposal, <i>including scale bar on all drawings to allow for electronic measurements to be made</i>	Required
G. Site Waste Management Plan	May be required to indicate the type and volume of materials to be demolished/ excavated, to identify

	opportunities for reuse of materials, and to demonstrate management of disposal.
H. Structural Survey/Structural Methodology Statement <i>including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)</i>	Required.
I. Tree survey/ <i>Tree constraints plan</i> /Arboricultural implications <i>assessment</i>	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees). <i>Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. Tree protection details may also be required.</i>

9. VALIDATION CHECKLIST FOR APPLICATIONS FOR LISTED BUILDING CONSENT FOR ALTERATIONS, EXTENSION OR DEMOLITION OF A LISTED BUILDING

Applications for listed building consent should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit If you are submitting your application electronically *via our website* <https://www.westminster.gov.uk/application-forms> you will only need to provide one copy of the form and each of the drawings, plans and documentation. If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) *1 copy of the application form*, each of the drawings, plans and documentation. *Please refer to our naming conventions* (<https://www.westminster.gov.uk/submitting-your-planning-application>) *and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.* If samples of materials are submitted, only one sample of each of the materials will be required.

National List of Requirements

Requirements	Status
1. Completed application form	Required
2. Plan identifying the land to which the application relates: <ol style="list-style-type: none"> a. A location plan b. A site plan 	Required
3. Certificates <ul style="list-style-type: none"> ▪ The completed ownership certificate (A, B, C or D) as appropriate. <ul style="list-style-type: none"> If Ownership Certificate B is completed, Notice 1 is required. If Ownership Certificate C is completed, Notices 1 and 2 are required If Ownership Certificate D is completed, Notice 2 is required. 	Required
4. Design and Access Statement	Required

Local List of Requirements

Requirements	Status
A. Air quality assessment	Required if proposal is likely to have an adverse effect on the quality of the air
B. Biodiversity survey and report	Required if proposal is likely to have an impact on wildlife and biodiversity.
C. Construction Management Plan	Required where substantial demolition/ excavation works are proposed or where works are proposed in confined locations.
A. Heritage Statement	Required. For development which has the potential to impact on the OUV of the Westminster World Heritage Site, a Heritage Impact Assessment should be undertaken in line with the ICOMOS HIA Guidelines - https://www.icomos.org/world_heritage/HIA_20110201.pdf
E. Land Contamination assessment	Required if application site is known to be or is suspected of being contaminated.
B. Photographs/ photomontages	Required.
G. Site Waste Management Plan	May be required to indicate the type and volume of materials to be demolished/ excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.

<p>C. Structural Survey/Structural Methodology Statement <i>including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)</i></p>	<p>Required where proposal involves substantial demolition or excavation works or significant structural alterations.</p>
<p>D. Tree survey/ <i>Tree constraints plan</i>/Arboricultural implications <i>assessment</i></p>	<p>Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees). <i>Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. Tree protection details may also be required.</i></p>
<p>E. Plans and Drawings necessary to describe the proposal, <i>including scale bar on all drawings to allow for electronic measurements to be made</i></p>	<p>Required.</p>
<p>F Schedule of works</p>	<p>May be required if there are extensive repairs and alterations.</p>

10. VALIDATION CHECKLIST FOR APPLICATIONS FOR ADVERTISEMENT CONSENT

Applications for advertisement consent should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit ~~If you are submitting your application electronically~~ *via our website* <https://www.westminster.gov.uk/application-forms> ~~you will only need to provide one copy of the form and each of the drawings, plans and documentation.~~ If you submit the application in paper form, we will require ~~4 copies (1 original and 3 copies)~~ *1 copy of the application form*, each of the drawings, plans and documentation. *Please refer to our naming conventions (<https://www.westminster.gov.uk/submitting-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.* If samples of materials are submitted, only one sample of each of the materials will be required.

National List of Requirements

Requirements	Status
1. Completed application form	Required
2. Plan identifying the land to which the application relates	Required
3. The appropriate fee.	Required

Local List of Requirements

Requirements	Status
A. Lighting Assessment	May be required if application includes proposals for illuminated signage or the installation of lighting.
B. Photographs and Photomontages	Annotated photographs may be required to indicate the location of the proposed sign(s). Photographs and photomontages may be required if the proposal affects a conservation area or a listed building.
C. Plans and Drawings necessary to describe the development <i>and showing proposed method(s) of illumination, including scale bar on all drawings to allow for electronic measurements to be made</i>	Required

11. VALIDATION CHECKLIST FOR APPLICATIONS FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR AN EXISTING USE OR OPERATION OR ACTIVITY INCLUDING THOSE IN BREACH OF A PLANNING CONDITION

Applications for lawful development certificates should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit ~~If you are submitting~~ your application electronically *via our website* <https://www.westminster.gov.uk/application-forms> ~~you will only need to provide one copy of the form and each of the drawings, plans and documentation.~~ If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) *1 copy of the application form*, each of the drawings, plans and documentation. *Please refer to our naming conventions (<https://www.westminster.gov.uk/submitting-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.*

National List of Requirements

Requirements	Status
1. Completed application form	Required
2. Plan identifying the land to which the application relates	Required
3. Evidence to verify the information included in the application	Detailed documentation required to help substantiate that the use or operational development is sufficiently long established to be lawful.
4. Such other information as is considered to be relevant to the application	Required
5. The appropriate fee.	Required

Local List of Requirements

Requirements	Status
A. Information to support the Lawful Development Certificate application	Information to be provided where possible to support the application e.g. statutory declarations and/or sworn affidavits signed by individuals with personal knowledge of the premises to confirm the longevity of the use or when the operational development was completed.
B. Other plans and drawings, <i>including scale bar on all drawings to allow for electronic measurements to be made</i>	May be required
C. Photographs	Should be provided where possible to support the application

12. VALIDATION CHECKLIST FOR APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR A PROPOSED USE OR DEVELOPMENT

Applications for lawful development certificates should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit ~~If you are submitting your application electronically~~ *via our website* <https://www.westminster.gov.uk/application-forms> ~~you will only need to provide one copy of the form and each of the drawings, plans and documentation.~~ If you submit the application in paper form, we will require ~~4 copies (1 original and 3 copies)~~ *1 copy of the application form*, each of the drawings, plans and documentation. *Please refer to our naming conventions (<https://www.westminster.gov.uk/submitting-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.*

National List of Requirements

Requirements	Status
1. Completed application form	Required
2. Plan identifying the land to which the application relates	Required
3. Evidence to verify the information included in the application and other information relevant to the application	Detailed documentation required to help substantiate that the proposed use or operational development is lawful. If application seeks to confirm that a proposed use will not be materially different to an existing use or will be within the same use class, then first need to establish that the existing use is lawful.
4. Such other information as is considered to be relevant to the application	Required
5. The appropriate fee.	Required

Local List of Requirements

Requirements	Status
A. Other plans and drawings, <i>including scale bar on all drawings to allow for electronic measurements to be made</i>	May be required

13. VALIDATION CHECKLIST FOR APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR PROPOSED WORKS TO A LISTED BUILDING

Applications for lawful development certificates for proposed works to a listed building should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit application electronically via our website <https://www.westminster.gov.uk/application-forms>. If you submit the application in paper form, we will require 1 copy of the application form, each of the drawings, plans and documentation. Please refer to our naming conventions (<https://www.westminster.gov.uk/submitting-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.

National List of Requirements

Requirements	Status
1. Completed application form	Required
2. Plan identifying the land to which the application relates	Required
3. Evidence to verify the information included in the application and other information relevant to the application	Detailed documentation required to help substantiate that the proposed development is lawful, namely the reasons the applicant thinks the proposed works do not affect the special architectural or historic interest of the listed building and a detailed description of the proposed works (including existing and proposed materials and finishes) together with details of those part(s) of the building likely to be affected.
4. Such other information as is considered to be relevant to the application	Required
5. Statement as to the applicant's interest (ownership, tenancy etc) in the listed building(s) and any interest of any other person	Required
6. Details of listed building grading	Required

Local List of Requirements

Requirements	Status
A. Other plans and drawings, including scale bar on all drawings to allow for electronic measurements to be made	May be required

14. APPLICATIONS FOR OUTLINE PLANNING PERMISSION WITH SOME MATTERS RESERVED	
<p>Applications for outline planning permission with some matters reserved should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.</p> <p><i>You should submit</i> If you are submitting your application electronically <i>via our website</i> https://www.westminster.gov.uk/application-forms you will only need to provide one copy of the form and each of the drawings, plans and documentation. If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) <i>1 copy of the application form</i>, each of the drawings, plans and documentation. <i>Please refer to our naming conventions (https://www.westminster.gov.uk/submitting-your-planning-application) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.</i> If samples of materials are submitted, only one sample of each of the materials will be required.</p>	
National List of Requirements	
Requirements	Status
1. Completed application form	Required
2. Plan identifying the land to which the application relates	Required
3. Certificates <ul style="list-style-type: none"> ▪ The completed ownership certificate (A, B, C or D) as appropriate. <ul style="list-style-type: none"> If Ownership Certificate B is completed, Notice 1 is required. If Ownership Certificate C is completed, Notices 1 and 2 are required If Ownership Certificate D is completed, Notice 2 is required. ▪ Agricultural Holdings Certificate 	Required
4. The appropriate fee.	Required
5. Design and Access Statement	May be required in accordance with requirements of the Town and Country Planning General Development Procedure Order <i>Town and Country Planning (Development Management Procedure) Order 2015</i> as amended
6. Application Summary providing an overview of the proposal and a description of its key impacts.	Required where the number of detailed reports necessary to support your application exceeds 100 pages
<i>7. Preliminary Sustainable drainage (SuDS) design strategy</i>	<i>Required for all major developments with surface water implications</i>
Local List of Requirements	
Requirements	Status
A. Affordable Housing Statement	May be required if proposal is likely to require the provision of affordable housing.
B. Air quality assessment	May be required if proposal is likely to have an adverse effect on the quality of the air; <i>or if the proposal is likely to bring new sensitive receptors into an area of poor air quality (threshold: 10 or more new residential properties, school, care home or medical facility).</i> <i>Air quality neutral assessment is required for all major developments and for proposals including CHP or Solid Fuel Biomass</i>
C. Biodiversity survey and report	May be required if proposal is likely to have an impact on wildlife and biodiversity.

D. Community Infrastructure Levy (CIL)- Mayor of London's CIL <i>and WCC CIL</i>	Completed CIL Liability Assessment <i>Additional Information</i> Form Required
E. Construction Management Plan <i>Signed DRAFT Appendix A checklist from WCC Code of Construction Practice</i>	Required where substantial demolition/ excavation works are proposed or where works are proposed in confined locations <i>for all proposals involving basement excavation (Checklist B) and for all Level 1 and Level 2 proposals (Checklist A) as outlined in the WCC Code of Construction Practice 2016.</i>
F. Crime Prevention Statement (including Counter Terrorism Measures).	Required for major developments and for other proposals which, because of their nature or location, are likely to have an impact on crime and disorder or on the fear of crime.
G. Daylight/Sunlight assessment	May be required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.
H. Economic statement	May be required if proposal will have an impact on regeneration.
I. Environmental Statement	Environmental Impact Assessment (EIA) required in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017. Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application. <i>Guidance:</i> https://www.gov.uk/guidance/environmental-impact-assessment Where an EIA is not needed, a Sustainability Statement may be required.
J. Flood risk assessment	May be r Required if application site lies within Flood Risk Zones 2 and 3 as defined by the Environment Agency (mainly Pimlico and Victoria areas and sites close to the River Thames) <i>or if the site is within a surface water flooding hotspot.</i> or if the application involves major development proposals elsewhere in Westminster.
K. Foul sewage and utilities assessment	May be required if proposal involves connection to or changes to the existing utility infrastructure systems.
L. Heritage Statement	Required if proposal affects heritage assets. (See 'additional information' section below).
M. Land Contamination assessment	May be required if application site is known to be or is suspected of being contaminated.
N. Landfill statement	May be required if proposal includes landfill proposals. Information may be provided as part of Environmental Statement.
O. Landscaping details	May be required and should follow from the design concept in the Design and Access Statement.
P. Lighting assessment	May be required if proposal includes the installation of external lighting or will make external lighting necessary.
Q. Noise impact assessment	Acoustic report may be required for developments that could affect noise sensitive properties.
R. Open Space assessment	May be required if proposal is for development within open spaces.
S. Parking Provision	Details of existing and proposed parking may be required if proposal affects existing parking spaces (including on-street parking bays) and/or is likely to

	create changes in the demand for parking on site or on surrounding streets.
T. Photographs/ Photomontages	May be required in support of large redevelopment schemes or if proposal involves the demolition of an existing building or the development affects a conservation area or a listed building. (See 'other information' section below).
U. Planning obligations – Draft Head(s) of Terms	A statement of the proposed Heads of Terms is required with the application if proposal will result in a requirement for a legal agreement to secure planning obligations.
V. Planning Statement	Required for major application
W. Plans and Drawings necessary to describe the development, <i>including scale bar on all drawings to allow for electronic measurements to be made</i>	Required
X. Retail Marketing Statement	Required where development results in loss of a Class A1 retail unit <i>and/or in some cases the loss of a public house or public house floorspace</i>
Y. Site Waste Management Plan	May be required to indicate the type and volume of materials to be demolished/ excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
Y. Statement of Community Involvement	May be required where community involvement has been arranged prior to making an application.
Z. Structural Survey/Structural Methodology Statement <i>including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)</i>	Required where substantial demolition or excavation works are proposed.
AA. Telecommunications Development – supplementary information <i>including ICNIRP declaration</i>	Supplementary information is required for proposals for mast and antenna development by mobile phone network operators in England. (See 'additional information' section below).
AB. Town Centre Uses – Evidence to accompany applications	If development includes proposals for town centre uses, may be required to demonstrate that proposal meets the requirements of: <ul style="list-style-type: none"> the National Planning Policy Framework, Westminster's adopted Core Strategy <i>City Plan</i> and retained Unitary Development Plan policies.
AC. Transport assessment	May be required if proposal is likely to have significant transport implications.
AD. Travel Plan	May be required if proposal is likely to have significant transport implications.
AE. Tree survey/ <i>Tree constraints plan</i> /Arboricultural implications <i>assessment</i>	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees). <i>Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. Tree protection details may also be required.</i>
AF. Ventilation/Extraction statement	May be required to accompany applications for the use of premises for purposes within Use Classes: <ul style="list-style-type: none"> o A3 (Restaurants and cafes) o A4 (Drinking establishments) o A5 (Hot food takeaways)

	<ul style="list-style-type: none"> ○ B1 (business) and ○ B2 (general industrial). <p>May also be required for significant retail, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</p>
AG. Viability Report	<p>Required if proposal does not include the necessary policy compliant provision/payments <i>comply with policy</i> and this failure is being justified on viability grounds. <i>(Please note guidance regarding publication of reports and Freedom of Information requests: https://www.westminster.gov.uk/financial-viability-planning-advice-applicants).</i></p>
<i>AH. Archaeological Assessment</i>	<i>May be required where the site is located within an Archaeological Priority Area</i>
<i>AI. Electromagnetic field Survey</i>	<i>May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)</i>
Additional Information	
<ul style="list-style-type: none"> i. Outline applications cannot be accepted for changes of use or for development in conservation areas. ii. Outline applications are also unlikely to be appropriate for telecommunications proposals or for schemes that could have an impact on the setting of listed buildings or other heritage assets. In exceptional circumstances an outline application may be appropriate if the proposal is to erect a new building outside a conservation area. As much detail as possible should be provided. 	

15. VALIDATION CHECKLIST FOR APPLICATION FOR OUTLINE PLANNING PERMISSION WITH ALL MATTERS RESERVED

Applications for outline planning permission with all matters reserved should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit If you are submitting your application electronically *via our website* <https://www.westminster.gov.uk/application-forms> you will only need to provide one copy of the form and each of the drawings, plans and documentation. If you submit the application in paper form, we will require ~~4 copies (1 original and 3 copies)~~ *1 copy of the application form*, each of the drawings, plans and documentation. *Please refer to our naming conventions* (<https://www.westminster.gov.uk/submitting-your-planning-application>) *and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.* If samples of materials are submitted, only one sample of each of the materials will be required.

National List of Requirements

Requirements	Status
1. Completed application form	Required
2. Plan identifying the land to which the application relates	Required
3. Certificates <ul style="list-style-type: none"> ▪ The completed ownership certificate (A, B, C or D) as appropriate. <ul style="list-style-type: none"> If Ownership Certificate B is completed, Notice 1 is required. If Ownership Certificate C is completed, Notices 1 and 2 are required If Ownership Certificate D is completed, Notice 2 is required. ▪ Agricultural Holdings Certificate 	Required
4. The appropriate fee.	Required
5. Design and Access Statement	May be required in accordance with requirements of the Town and Country Planning General Development Procedure Order <i>Town and Country Planning (Development Management Procedure) Order 2015</i> as amended
6. Application Summary providing an overview of the proposal and a description of its key impacts.	Required where the number of detailed reports necessary to support your application exceeds 100 pages
<i>7. Preliminary Sustainable drainage (SuDS) design strategy</i>	<i>Required for all major developments with surface water implications</i>

Local List of Requirements

Requirements	Status
A. Affordable Housing Statement	May be required if proposal is likely to require the provision of affordable housing.
B. Air quality assessment	May be required if proposal is likely to have an adverse effect on the quality of the air; <i>or if the proposal is likely to bring new sensitive receptors into an area of poor air quality (threshold: 10 or more new residential properties, school, care home or medical facility).</i> <i>Air quality neutral assessment is required for all major developments and for proposals including CHP or Solid Fuel Biomass</i>
C. Biodiversity survey and report	May be required if proposal is likely to have an impact

	on wildlife and biodiversity.
D. Community Infrastructure Levy (CIL)- Mayor of London's CIL <i>and WCC CIL</i>	Completed CIL Liability Assessment <i>Additional Information</i> Form Required
E. Construction Management Plan <i>Signed DRAFT Appendix A checklist from WCC Code of Construction Practice</i>	Required where substantial demolition/ excavation works are proposed or where works are proposed in confined locations <i>for all proposals involving basement excavation (Checklist B) and for all Level 1 and Level 2 proposals (Checklist A) as outlined in the WCC Code of Construction Practice 2016.</i>
F. Crime Prevention Statement (including Counter Terrorism Measures).	Required for major developments and for other proposals which, because of their nature or location, are likely to have an impact on crime and disorder or on the fear of crime.
G. Daylight/Sunlight assessment	May be required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.
H. Economic statement	May be required if proposal will have an impact on regeneration.
I. Environmental Statement	Environmental Impact Assessment (EIA) required in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017. Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application. <i>Guidance: https://www.gov.uk/guidance/environmental-impact-assessment</i> Where an EIA is not needed, a Sustainability Statement may be required.
J. Flood risk assessment	May be r Required if application site lies within Flood Risk Zones 2 and 3 as defined by the Environment Agency (mainly Pimlico and Victoria areas and sites close to the River Thames) <i>or if the site is within a surface water flooding hotspot.</i> or if the application involves major development proposals elsewhere in Westminster.
K. Foul sewage and utilities assessment	May be required if proposal involves connection to or changes to the existing utility infrastructure systems.
L. Heritage Statement	May be required if proposal affects heritage assets. <u>(See 'other information' section below).</u>
M. Land Contamination assessment	May be required if application site is known to be or is suspected of being contaminated.
N. Landfill statement	May be required if proposal includes landfill proposals. Information may be provided as part of Environmental Statement.
O. Landscaping details	May be required and should follow from the design concept in the Design and Access Statement.
P. Lighting assessment	May be required if proposal includes the installation of external lighting or will make external lighting necessary.
Q. Noise impact assessment	Acoustic report required for developments that could affect noise sensitive properties.
R. Open Space assessment	May be required if proposal is for development within open spaces.
S. Parking Provision	Details of existing and proposed parking may be required if proposal affects existing parking spaces (including on-street parking bays) and/or is likely to

	create changes in the demand for parking on site or on surrounding streets.
T. Photographs/ Photomontages	May be required in support of large redevelopment schemes or if proposal involves the demolition of an existing building or the development affects a conservation area or a listed building. (See 'other information' section below).
U. Planning obligations – Draft Head(s) of Terms	A statement of the proposed Heads of Terms is required with the application if proposal will result in a requirement for a legal agreement to secure planning obligations.
V. Planning Statement	Required for major application
W. Plans and Drawings necessary to describe the development, <i>including scale bar on all drawings to allow for electronic measurements to be made</i>	Required
X. Retail Marketing Statement	Required where development results in loss of a Class A1 retail unit <i>and/or in some cases the loss of a public house or public house floorspace</i>
Y. Site Waste Management Plan	May be required to indicate the type and volume of materials to be demolished/ excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
Y. Statement of Community Involvement	Required where community involvement has been arranged prior to making an application.
Z. Structural Survey/Structural Methodology Statement <i>including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)</i>	Required where substantial demolition or excavation works are proposed.
AA. Telecommunication Development – supplementary information <i>including ICNIRP declaration</i>	Supplementary information is required for proposals for mast and antenna development by mobile phone network operators in England. (See 'other information' section below).
AB. Town Centre Uses – Evidence to accompany applications	If development includes proposals for town centre uses, may be required to demonstrate that proposal meets the requirements of: <ul style="list-style-type: none"> the National Planning Policy Framework, Westminster's adopted Core Strategy <i>City Plan</i> and retained Unitary Development Plan policies.
AC. Transport assessment	May be required if proposal is likely to have significant transport implications.
AD. Travel Plan	May be required if proposal is likely to have significant transport implications.
AE. Tree survey/ <i>Tree constraints plan/Arboricultural implications assessment</i>	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees). <i>Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. Tree protection details may also be required.</i>
AF. Ventilation/Extraction statement	May be required to accompany applications for the use of premises for purposes within Use Classes: <ul style="list-style-type: none"> A3 (Restaurants and cafes) A4 (Drinking establishments)

	<ul style="list-style-type: none"> ○ A5 (Hot food takeaways) ○ B1 (business) and ○ B2 (general industrial). <p>May also be required for significant retail, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</p>
AG. Viability Report	<p>Required if proposal does not include the necessary policy compliant provision/payments <i>comply with policy</i> and this failure is being justified on viability grounds. <i>(Please note guidance regarding publication of reports and Freedom of Information requests: https://www.westminster.gov.uk/financial-viability-planning-advice-applicants).</i></p>
<i>AH. Archaeological Assessment</i>	<i>May be required where the site is located within an Archaeological Priority Area</i>
<i>AI. Electromagnetic field Survey</i>	<i>May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)</i>
Additional Information	
i.	Outline applications cannot be accepted for changes of use or for development in conservation areas.
ii.	Outline applications are also unlikely to be appropriate for telecommunications proposals or for schemes that could have an impact on the setting of listed buildings or other heritage assets. In exceptional circumstances an outline application may be appropriate if the proposal is to erect a new building outside a conservation area. As much detail as possible should be provided.

16. VALIDATION CHECKLIST FOR APPROVAL OF RESERVED MATTERS FOLLOWING OUTLINE APPROVAL	
<p>Applications for approval of reserved matters should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.</p> <p><i>You should submit</i> If you are submitting your application electronically <i>via our website</i> https://www.westminster.gov.uk/application-forms you will only need to provide one copy of the form and each of the drawings, plans and documentation. If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) <i>1 copy of the application form</i>, each of the drawings, plans and documentation. <i>Please refer to our naming conventions (https://www.westminster.gov.uk/submitting-your-planning-application) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.</i> If samples of materials are submitted, only one sample of each of the materials will be required.</p>	
National List of Requirements	
Requirements	Status
1. Completed form or application in writing	Required either to complete the application form for submitting an application for approval of reserved matters following outline permission or to submit an application in writing containing sufficient information to enable identification of the outline permission in respect of which it is made.
2. Plan identifying the land to which the application relates: a. A location plan b. A site plan	Required
3. The appropriate fee.	Required
4. Application Summary providing an overview of the proposal and a description of its key impacts.	Required where the number of detailed reports necessary to support your application exceeds 100 pages,
<i>5. Sustainable drainage (SuDS) design strategy</i>	<i>Required for all major developments with surface water implications</i>
Local List of Requirements	
Requirements	Status
A. Affordable Housing Statement	Required if proposal is likely to require the provision of affordable housing.
B. Air quality assessment	Required if proposal is likely to have an adverse effect on the quality of the air; <i>or if the proposal is likely to bring new sensitive receptors into an area of poor air quality (threshold: 10 or more new residential properties, school, care home or medical facility).</i> <i>Air quality neutral assessment is required for all major developments and for proposals including CHP or Solid Fuel Biomass</i>
C. Biodiversity survey and report	Required if proposal is likely to have an impact on wildlife and biodiversity.
D. Community Infrastructure Levy (CIL)- Mayor of London's CIL <i>and WCC CIL</i>	Completed CIL Liability Assessment <i>Additional Information</i> Form Required
E. Construction Management Plan <i>Signed DRAFT Appendix A checklist from Code of Construction Practice</i>	Required where substantial demolition/ excavation works are proposed or where works are proposed in confined locations <i>for all proposals involving basement excavation (Checklist B) and for all Level 1 and Level 2 proposals (Checklist A) as outlined in the Code of Construction Practice 2016.</i>
F. Crime Prevention Statement (including Counter Terrorism Measures).	May be required for major developments and for other proposals which, because of their nature or location,

	are likely to have an impact on crime and disorder or on the fear of crime.
G. Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.
H. Design and Access Statement	If required to accord with the requirements of the Department of Communities and Local Government
I. Economic statement	May be required if proposal will have an impact on regeneration.
J. Environmental Statement	Environmental Impact Assessment (EIA) required in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017. Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application. <i>Guidance: https://www.gov.uk/guidance/environmental-impact-assessment</i> Where an EIA is not needed, a Sustainability Statement may be required.
K. Flood risk assessment	May be r Required if application site lies within Flood Risk Zones 2 and 3 as defined by the Environment Agency (mainly Pimlico and Victoria areas and sites close to the River Thames) or if the site is within a surface water flooding hotspot. or if the application involves major development proposals elsewhere in Westminster.
L. Foul sewage and utilities assessment	Required if proposal involves connection to or changes to the existing utility infrastructure systems.
M. Heritage Statement	Required if proposal affects heritage assets. (<u>See 'other information' section below</u>).
N. Land Contamination assessment	Required if application site is known to be or is suspected of being contaminated.
O. Landfill statement	Required if proposal includes landfill proposals. Information may be provided as part of Environmental Statement.
P. Landscaping details	May be required and should follow from the design concept in the Design and Access Statement.
Q. Lighting assessment	May be required if proposal includes the installation of external lighting or will make external lighting necessary.
R. Noise impact assessment	Details of all external plant with external manifestation required . Acoustic report required for developments that could affect noise sensitive properties.
S. Open Space assessment	Required if proposal is for development within open spaces.
T. Photographs/Photomontages	Required in support of large redevelopment schemes or if proposal involves the demolition of an existing building or the development affects a conservation area or a listed building.
U. Planning obligations – Draft Head(s) of Terms	A statement of the proposed Heads of Terms is required with the application if proposal will result in a requirement for a legal agreement to secure planning obligations.
V. Planning Statement	Required for major applications
W. Plans and Drawings necessary to describe the development, including scale bar on all	Required

<i>drawings to allow for electronic measurements to be made</i>	
X. Retail Marketing Statement	Required where development results in loss of a Class A1 retail unit <i>and/or in some cases the loss of a public house or public house floorspace</i>
Y. Site Waste Management Plan	May be required to indicate the type and volume of materials to be demolished/ excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
Y. Statement of Community Involvement	Required where community involvement has been arranged prior to making an application.
Z. Structural Survey/Structural Methodology Statement <i>including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)</i>	Required where substantial demolition or excavation works are proposed.
AA. Town Centre Uses – Evidence to accompany applications	If development includes proposals for town centre uses, may be required to demonstrate that proposal meets the requirements of: <ul style="list-style-type: none"> the National Planning Policy Framework, Westminster’s adopted Core Strategy <i>City Plan</i> and retained Unitary Development Plan policies.
AB. Transport assessment	Required if proposal is likely to have significant transport implications
AC. Travel Plan	Required if proposal is likely to have significant transport implications
AD. Tree survey/ <i>Tree constraints plan/Arboricultural implications assessment</i>	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees). <i>Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. Tree protection details may also be required.</i>
AE. Ventilation/Extraction statement	Required to accompany all applications for the use of premises for purposes within Use Classes: <ul style="list-style-type: none"> A3 (Restaurants and cafes) A4 (Drinking establishments) A5 (Hot food takeaways) B1 (business) and B2 (general industrial). May also be required for significant retail, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.
AF. Viability Report	Required if proposal does not include the necessary policy compliant provision/payments <i>comply with policy</i> and this failure is being justified on viability grounds. <i>(Please note guidance regarding publication of reports and Freedom of Information requests: https://www.westminster.gov.uk/financial-viability-planning-advice-applicants).</i>
<i>AG. Archaeological Assessment</i>	<i>May be required where the site is located within an Archaeological Priority Area</i>
<i>AH. Electromagnetic field Survey</i>	<i>May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)</i>

17. APPLICATIONS FOR REMOVAL OR VARIATION OF CONDITION(S) FOLLOWING GRANT OF PLANNING PERMISSION	
<p>Applications for removal or variation of condition(s) should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.</p> <p><i>You should submit</i> If you are submitting your application electronically <i>via our website</i> https://www.westminster.gov.uk/application-forms you will only need to provide one copy of the form and each of the drawings, plans and documentation. If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) <i>1 copy of the application form</i>, each of the drawings, plans and documentation. <i>Please refer to our naming conventions (https://www.westminster.gov.uk/submitting-your-planning-application) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.</i> If samples of materials are submitted, only one sample of each of the materials will be required.</p>	
National List of Requirements	
Requirements	Status
1. Completed application form	Required
2. Certificates <ul style="list-style-type: none"> ▪ The completed ownership certificate (A, B, C or D) as appropriate. <ul style="list-style-type: none"> If Ownership Certificate B is completed, Notice 1 is required. If Ownership Certificate C is completed, Notices 1 and 2 are required If Ownership Certificate D is completed, Notice 2 is required. ▪ Agricultural Holdings Certificate 	Required
3. The appropriate fee.	Required
4. Design and Access Statement (if required)	May be required in accordance with requirements of the Town and Country Planning General Development Procedure Order <i>Town and Country Planning (Development Management Procedure) Order 2015</i> as amended
<i>5. Sustainable drainage (SuDS) design strategy</i>	<i>Required for all major developments with surface water implications</i>
Local List of Requirements	
Requirements	Status
A. Affordable Housing Statement	Required if the proposed removal/variation of condition is likely to require or change the requirement for the provision of affordable housing.
B. Air quality assessment	Required if the proposed removal/variation of condition will have an adverse effect on the quality of the air or will change the impact on air quality; <i>or if the proposal is likely to bring new sensitive receptors into an area of poor air quality (threshold: 10 or more new residential properties, school, care home or medical facility). Air quality neutral assessment is required for all major developments and for proposals including CHP or Solid Fuel Biomass</i>
C. Biodiversity survey and report	Required if the proposed removal/variation of condition will have an adverse impact on wildlife and biodiversity or will change the impact on wildlife and biodiversity.
D. Community Infrastructure Levy (CIL)- Mayor of London's CIL <i>and WCC CIL</i>	Completed CIL Liability Assessment <i>Additional Information</i> Form Required
E. Construction Management	Required where substantial demolition/ excavation works

Plan <i>Signed DRAFT Appendix A checklist from WCC Code of Construction Practice</i>	are proposed or where works are proposed in confined locations <i>for all proposals involving basement excavation (Checklist B) and for all Level 1 and Level 2 proposals (Checklist A) as outlined in the WCC Code of Construction Practice 2016.</i>
F. Daylight/Sunlight assessment	Required if the proposed removal/variation of condition will have an adverse effect upon levels of light to adjoining sensitive land uses or will change the impact on levels of light to them.
G. Economic statement	May be required if the proposed removal/variation of condition will change the impact on regeneration.
H. Environmental Statement	Environmental Impact Assessment (EIA) or an Environmental Performance Statement may be required depending on the proposed changes that will result from the variation/removal of the condition.
I. Flood risk assessment	<i>May be r</i> Required if application site lies within Flood Risk Zones 2 and 3 as defined by the Environment Agency (mainly Pimlico and Victoria areas and sites close to the River Thames) <i>or if the site is within a surface water flooding hotspot.</i> or if the application involves major development proposals elsewhere in Westminster.
J. Foul sewage and utilities assessment	Required if removal/variation of condition requires connection to or changes to the existing utility infrastructure systems.
K. Heritage Statement	Required if removal/variation of condition affects heritage assets.
L. Land Contamination assessment	May be required if application site is known to be or is suspected of being contaminated.
M. Landfill statement	May be required if proposal includes landfill proposals.
N. Landscaping details	May be required depending on the changes resulting from the proposed removal/variation of condition
O. Lighting assessment	May be required if proposed removal/variation of condition affects illuminated signage, external lighting, or will make external lighting necessary.
P. Noise impact assessment	Details of all external plant <i>with external manifestation required.</i> Acoustic report required for developments that could affect noise sensitive properties.
Q. Open Space assessment	Required if proposed removal/variation of condition affects or changes the effect of the development on open spaces.
R. Parking Provision	Required if proposed removal/variation of condition affects or changes the effect of the development on existing parking spaces (including on-street parking bays) and/or is likely change the demand for parking on site or on surrounding streets.
S. Photographs/Photomontages	May be required if proposed removal/variation of condition affects large redevelopment schemes, schemes to demolish an existing building or development proposals affects a conservation area or a listed building.
T. Planning obligations – Draft Head(s) of Terms	Required if proposed removal/variation of condition will result in or affect a requirement for a legal agreement to secure planning obligations.
U. Plans and Drawings necessary to describe the proposal, <i>including scale bar on all drawings to allow for electronic measurements to</i>	May be required depending on the proposal. Will be required if removal/variation of condition results in or requires physical alterations or land uses changes.

<i>be made</i>	
V. Site Waste Management Plan	May be required where removal/variation of condition affects the type and volume of materials to be demolished/excavated, the reuse of materials and the management of site waste disposal.
V. Statement of Community Involvement	Required where community involvement has been arranged prior to making an application to remove/vary a condition.
W. Structural Survey/Structural Methodology Statement <i>including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)</i>	Required if proposed removal/variation of condition affects demolition and/or excavation works or involves structural alterations.
X. Town Centre Uses – Evidence to accompany applications	May be required if removal/variation of condition affects proposals for town centre uses.
Y. Transport assessment	May be required if proposed removal/variation of condition is likely to have significant transport implications or will result in changes to the transport implications of the development.
Z. Travel Plan	May be required if proposed removal/variation of condition is likely to have significant transport implications or will result in changes to the transport implications of the development.
AA. Tree survey/ <i>Tree constraints plan/Arboricultural implications assessment</i>	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees). <i>Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. Tree protection details may also be required.</i>
AB. Ventilation/Extraction statement	May be required if proposed removal/variation of condition relates to applications for the use of premises for purposes within Use Classes: <ul style="list-style-type: none"> ○ A3 (Restaurants and cafes) ○ A4 (Drinking establishments) ○ A5 (Hot food takeaways) ○ B1 (business) and ○ B2 (general industrial). May also be required if proposed removal/variation of condition relates to applications for significant retail, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.
AC. Viability Report	Required if proposed removal/variation of condition does not include the necessary policy compliant provision/payments <i>comply with policy</i> and this failure is being justified on viability grounds. <i>(Please note guidance regarding publication of reports and Freedom of Information requests: https://www.westminster.gov.uk/financial-viability-planning-advice-applicants).</i>
<i>AD. Archaeological Assessment</i>	<i>May be required where the site is located within an Archaeological Priority Area and if proposal is likely to have significant archaeological implications.</i>
<i>AE. Electromagnetic field Survey</i>	<i>May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)</i>

18. APPLICATIONS FOR APPROVAL OF DETAILS RESERVED BY CONDITION

Applications for approval of details reserved by condition should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit ~~If you are submitting your application electronically~~ *via our website* <https://www.westminster.gov.uk/application-forms> ~~you will only need to provide one copy of the form and each of the drawings, plans and documentation.~~ If you submit the application in paper form, we will require ~~4 copies (1 original and 3 copies)~~ *1 copy of the application form*, each of the drawings, plans and documentation. *Please refer to our naming conventions (<https://www.westminster.gov.uk/submitting-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.* If samples of materials are submitted, only one sample of each of the materials will be required.

National List of Requirements

Requirements	Status
There are no national requirements for the submission of an application for approval of details	

Local List of Requirements

Requirements	Status
A. Completed application form	Required
B. Plans and Drawings including <ul style="list-style-type: none"> ▪ Plan identifying the land to which the application relates at a scale of 1:1250 or 1:2500 and showing the direction of north ▪ Other plans and drawings necessary to describe the subject of the application, <i>including scale bar on all drawings to allow for electronic measurements to be made</i> 	Required
C. Photographs/Photomontages	May be required.
<i>D. Specific details/drawings/sample of materials etc as outlined within the relevant condition</i>	<i>Required</i>

19. APPLICATIONS FOR NON-MATERIAL AMENDMENTS FOLLOWING A GRANT OF PERMISSION

Applications for non-material amendments following a grant of permission should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit your application electronically via our website

<https://www.westminster.gov.uk/application-forms>. If you submit the application in paper form, we will require 1 copy of the application form, each of the drawings, plans and documentation. Please refer to our naming conventions (<https://www.westminster.gov.uk/submitted-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible. If samples of materials are submitted, only one sample of each of the materials will be required.

National List of Requirements

Requirements	Status
1. Completed application form including description of proposal and non-material amendments sought	Required
2. Details of eligibility (interest in the land) and notice(s) served on those with an interest in the land	Required
3. The appropriate fee	Required

Local List of Requirements

Requirements	Status
A. Affordable Housing Statement	Required if the proposed non-material amendment is likely to require or change the requirement for the provision of affordable housing.
B. Air quality assessment	Required if the proposed non-material amendment will have an adverse effect on the quality of the air or will change the impact on air quality; or if the proposal is likely to bring new sensitive receptors into an area of poor air quality (threshold: 10 or more new residential properties, school, care home or medical facility). Air quality neutral assessment is required for all major developments and for proposals including CHP or Solid Fuel Biomass
C. Biodiversity survey and report	Required if the proposed non-material amendment will have an adverse impact on wildlife and biodiversity or will change the impact on wildlife and biodiversity.
D. Community Infrastructure Levy (CIL)- Mayor of London's CIL and WCC CIL	Completed CIL Additional Information Form Required
E. Signed DRAFT Appendix A checklist from Code of Construction Practice	Required for all proposals involving basement excavation (Checklist B) and for all Level 1 and Level 2 proposals (Checklist A) as outlined in the Code of Construction Practice 2016.
F. Daylight/Sunlight assessment	Required if the proposed non-material amendment will have an adverse effect upon levels of light to adjoining sensitive land uses or will change the impact on levels of light to them.
G. Economic statement	May be required if the proposed non-material amendment will change the impact on regeneration.
H. Environmental Statement	Environmental Impact Assessment (EIA) or an Environmental Performance Statement may be required depending on the proposed changes that will result from the non-material amendment.
I. Flood risk assessment	May be required if application site lies within Flood Risk

	<i>Zones 2 and 3 as defined by the Environment Agency (mainly Pimlico and Victoria areas and sites close to the River Thames) or if the site is within a surface water flooding hotspot.or if the application involves major development proposals elsewhere in Westminster</i>
<i>J. Foul sewage and utilities assessment</i>	<i>Required if non-material amendment requires connection to or changes to the existing utility infrastructure systems.</i>
<i>K. Heritage Statement</i>	<i>Required if non-material amendment affects heritage assets.</i>
<i>L. Land Contamination assessment</i>	<i>May be required if application site is known to be or is suspected of being contaminated.</i>
<i>M. Landfill statement</i>	<i>May be required if proposal includes landfill proposals.</i>
<i>N. Landscaping details</i>	<i>May be required depending on the changes resulting from the proposed non-material amendment.</i>
<i>O. Lighting assessment</i>	<i>May be required if proposed non-material amendment affects illuminated signage, external lighting, or will make external lighting necessary.</i>
<i>P. Noise impact assessment</i>	<i>Details of all plant with external manifestation required. Acoustic report required for developments that could affect noise sensitive properties.</i>
<i>Q. Open Space assessment</i>	<i>Required if proposed non-material amendment affects or changes the effect of the development on open spaces.</i>
<i>R. Parking Provision</i>	<i>Required if proposed non-material amendment affects or changes the effect of the development on existing parking spaces (including on-street parking bays) and/or is likely change the demand for parking on site or on surrounding streets.</i>
<i>S. Photographs/Photomontages</i>	<i>May be required if proposed non-material amendment affects large redevelopment schemes, schemes to demolish an existing building or development proposals affects a conservation area or a listed building.</i>
<i>T. Planning obligations – Draft Head(s) of Terms</i>	<i>Required if proposed non-material amendment will result in or affect a requirement for a legal agreement to secure planning obligations.</i>
<i>U. Plans and Drawings necessary to describe the proposal, including scale bar on all drawings to allow for electronic measurements to be made</i>	<i>May be required depending on the proposal. Will be required if non-material amendment results in or requires physical alterations or land uses changes.</i>
<i>V. Statement of Community Involvement</i>	<i>Required where community involvement has been arranged prior to making an application for non-material amendment.</i>
<i>W. Structural Survey/Structural Methodology Statement including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)</i>	<i>Required if proposed non-material amendment affects demolition and/or excavation works or involves structural alterations.</i>
<i>X. Town Centre Uses – Evidence to accompany applications</i>	<i>May be required if non-material amendment affects proposals for town centre uses.</i>
<i>Y. Transport assessment</i>	<i>May be required if proposed non-material amendment is likely to have significant transport implications or will result in changes to the transport implications of the development.</i>

<i>Z. Travel Plan</i>	<i>May be required if proposed non-material amendment is likely to have significant transport implications or will result in changes to the transport implications of the development.</i>
<i>AA. Tree survey/ Tree constraints plan/Arboricultural implications assessment</i>	<i>Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees). Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. Tree protection details may also be required.</i>
<i>AB. Ventilation/Extraction statement</i>	<p><i>May be required if proposed non-material amendment relates to applications for the use of premises for purposes within Use Classes:</i></p> <ul style="list-style-type: none"> <i>o A3 (Restaurants and cafes)</i> <i>o A4 (Drinking establishments)</i> <i>o A5 (Hot food takeaways)</i> <i>o B1 (business) and</i> <i>o B2 (general industrial).</i> <p><i>May also be required if proposed non-material amendment relates to applications for significant retail, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</i></p>
<i>AC. Viability Report</i>	<i>Required if proposed non-material amendment does not comply with policy and this failure is being justified on viability grounds. (Please note guidance regarding publication of reports and Freedom of Information requests: https://www.westminster.gov.uk/financial-viability-planning-advice-applicants).</i>
<i>AD. Archaeological Assessment</i>	<i>May be required where the site is located within an Archaeological Priority Area and if proposed amendment is likely to have significant archaeological implications or will result in changes to the archaeological implications of the development.</i>
<i>AE. Electromagnetic field Survey</i>	<i>May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)</i>

20. APPLICATIONS FOR PRIOR NOTIFICATION OF PROPOSED DEVELOPMENT IN RESPECT OF PERMITTED DEVELOPMENT BY ELECTRONIC COMMUNICATIONS CODE OPERATORS

Applications for prior notification in respect of permitted development by electronic communications code operators should be submitted in accordance with the requirements in this checklist. *You should submit if you are submitting your application electronically via our website <https://www.westminster.gov.uk/application-forms> you will only need to provide one copy of the form and each of the drawings, plans and documentation. If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) 1 copy of the application form, each of the drawings, plans and documentation. Please refer to our naming conventions (<https://www.westminster.gov.uk/submitting-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.*

National List of Requirements

Requirements	Status
1. Completed application form or written description of the proposed development	Required either to complete the application form for submitting an application for prior notification or to submit a written description of the proposed development.
2. Plans identifying the proposed location of development	Required
3. The appropriate fee.	Required
4. Evidence that notice has been given of the proposed development	Required

Local List of Requirements

Requirements	Status
A. Acoustic report	May be required for developments that could affect noise sensitive properties (e.g. residential or educational uses), or where the scale and type of development could cause an increase in noise levels.
B. Any other relevant additional information	May be required
C. Supplementary Information Template	May be required as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development.
<i>D. Plans and Drawings necessary to describe the proposal, including scale bar on all drawings to allow for electronic measurements to be made</i>	<i>May be required.</i>
<i>E. Electromagnetic field Survey</i>	<i>May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)</i>

21. APPLICATIONS FOR PRIOR NOTIFICATION OF PROPOSED DEMOLITION	
<p>Applications for prior notification of proposed demolition should be submitted in accordance with the requirements in this checklist. <i>You should submit</i> If you are submitting your application electronically <i>via our website https://www.westminster.gov.uk/application-forms</i> you will only need to provide one copy of the form and each of the drawings, plans and documentation. If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) <i>1 copy</i> of <i>the application form</i>, each of the drawings, plans and documentation. <i>Please refer to our naming conventions (https://www.westminster.gov.uk/submitting-your-planning-application) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.</i></p>	
National List of Requirements	
Requirements	Status
1. Completed application form or written description of the proposal	Required
2. Statement that a site notice has been displayed	Required
3. The appropriate fee.	Required
<i>4. Written request to the LPA as to whether the building has been nominated as an Asset of Community Value; including the address of the building, the developer's contact details and the developer's email address if the developer is content to receive communications electronically</i>	<i>Required</i>
<i>5. Written justification for the demolition</i>	<i>Required where demolition is urgently necessary in the interests of safety or health.</i>
Local List of Requirements	
Requirements	Status
A. Biodiversity survey and report	May be required if proposal is likely to have an impact on wildlife and biodiversity.
B. Photographs/ Photomontages	Photographs may be required in support of demolition of an existing building.
C. Structural Survey /Structural Methodology Statement <i>(with appropriate self-certification by suitably qualified engineer) including SuDS statement</i>	May be required.
D. Tree survey/ <i>Tree constraints plan</i> /Arboricultural implications <i>assessment</i>	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees). <i>Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. Tree protection details may also be required.</i>

22A. PRIOR NOTIFICATION IN CONNECTION WITH PERMITTED DEVELOPMENT FOR CHANGE OF USE TO STATE FUNDED SCHOOL/NURSERY AND CHANGE OF USE FROM OFFICES TO RESIDENTIAL

Applications for prior notification in connection with permitted development for change of use to state funded school/nursery and change of use from offices to residential should be submitted in accordance with the requirements in this checklist. *You should submit* ~~If you are submitting~~ your application electronically *via our website <https://www.westminster.gov.uk/application-forms>* ~~you will only need to provide one copy of the form and each of the drawings, plans and documentation.~~ If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) *1 copy of the application form, each of the drawings, plans and documentation. Please refer to our naming conventions (<https://www.westminster.gov.uk/submitting-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.*

National List of Requirements

Requirements	Status
1. Written description of the proposed development	Required
2. A plan indicating the site and showing the proposed development	Required
3. The appropriate fee.	Required
4. The Developer's contact details, including email address if the developer is content to receive communications electronically	Required

Local List of Requirements

Requirements	Status
A. Flood risk assessment	May be required in connection with applications for change of use from offices to residential if the application site lies within Flood Risk Zones 2 and 3 as defined by the Environment Agency (mainly Pimlico and Victoria areas and sites close to the River Thames) <i>or if the site is within a surface water flooding hotspot.</i>
B. Land Contamination assessment	May be required in connection with applications for change of use to state funded school/nursery and change of use from offices to residential if the application site is known to be or is suspected of being contaminated.
C. Noise impact assessment	Acoustic report may be required in connection with applications for change of use to state funded school/nursery where the development could affect noise sensitive properties <i>and change of use from offices to residential where it is likely that there will be an impact in terms of noise from commercial premises on the intended occupiers of the development</i>
D. Transport assessment	May be required in connection with applications for change of use to state funded school/nursery and change of use from offices to residential if the proposal is likely to have significant transport implications.

Additional Information

You are requested to provide as much additional information as possible to help us identify the premises affected by the proposed change of use and about the existing and proposed use of the premises. The following information would be particularly useful:

- A map showing the location of the premises affected by the proposed change of use in relation to adjacent sites, buildings, roads and other identifiable features
- Drawings showing the floor plans of the premises affected by the proposed change of use, *including*

scale bar on all drawings to allow for electronic measurements to be made

- Photographs showing the location of the premises affected by the proposed change of use

22B. PRIOR NOTIFICATION IN CONNECTION WITH PERMITTED DEVELOPMENT FOR CHANGES OF USE TO STATE-FUNDED SCHOOL FOR A SINGLE ACADEMIC YEAR AND TEMPORARY CHANGE OF USE TO A FLEXIBLE USE WITHIN USE CLASSES A1, A2, A3, OR B1 FOR UP TO 2 YEARS

Applications for prior notification in connection with permitted development for temporary change of use to state funded school or for temporary flexible uses within Classes A1, A2, A3 or B1 should be submitted in accordance with the requirements in this checklist. **You should submit** ~~If you are submitting~~ your application electronically *via our website <https://www.westminster.gov.uk/application-forms> you will only need to provide one copy of the form and each of the drawings, plans and documentation.* If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) **1 copy of the application form**, each of the drawings, plans and documentation. *Please refer to our naming conventions (<https://www.westminster.gov.uk/submitting-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.*

National List of Requirements

Requirements	Status
1. Written description of the proposed type of use and the date that the proposed use is due to commence	Required for proposals for temporary flexible uses within Classes A1, A2, A3 or B1
2. Letter from the relevant Minister advising of the opening date	Required for proposals for temporary change of use to state funded school
<i>3. Written request to the LPA as to whether the building has been nominated as an Asset of Community Value; including the address of the building, the developer's contact details and the developer's email address if the developer is content to receive communications electronically</i>	<i>Required for proposals for temporary change of use to state funded school. Required for proposals for temporary flexible uses within Classes A1, A2, A3 and B1.</i>

Local List of Requirements

Requirements	Status
a. The Developer's contact details, including email address if the developer is content to receive communications electronically	Required

Additional Information

You are requested to provide as much additional information as possible to help us identify the premises affected by the proposed temporary change of use and about the existing and proposed use of the premises. The following information would be particularly useful:

- A map showing the location of the premises affected by the proposed temporary change of use in relation to adjacent sites, buildings, roads and other identifiable features
- Drawings showing the floor plans of the premises affected by the proposed temporary change of use
- Photographs showing the location of the premises affected by the proposed temporary change of use

22C. PRIOR NOTIFICATION IN CONNECTION WITH PERMITTED DEVELOPMENT FOR CHANGE OF USE FROM RETAIL(CLASS A1 OR A2)/BETTING OFFICE/PAYDAY LOAN SHOP/CASINO TO RESTAURANTS/CAFES AND ASSOCIATED BUILDING OPERATIONS RELATING TO VENTILATION/EXTRACTION (INCLUDING PROVISION OF EXTERNAL FLUE) AND STORAGE OF RUBBISH

Applications for prior notification in connection with permitted development for change of use from retail(Class A1 or A2)/betting office/payday loan shop/casino to restaurants/cafes and associated building operations relating to ventilation/extraction (including provision of external flue) and storage of rubbish should be submitted in accordance with the requirements in this checklist. You should submit your application electronically via our website <https://www.westminster.gov.uk/application-forms>. If you submit the application in paper form, we will require 1 copy of the application form, each of the drawings, plans and documentation. Please refer to our naming conventions (<https://www.westminster.gov.uk/submitting-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.

National List of Requirements

Requirements	Status
1. Written description of the proposed development	Required
2. A plan indicating the site and showing the proposed development	Required
3. The appropriate fee.	Required
4. The Developer's contact details, including email address if the developer is content to receive communications electronically	Required

Local List of Requirements

Requirements	Status
A. Details of odours associated with the proposed restaurant/cafe	Required
B. Details of proposed waste storage/handling	Required
C. Noise impact assessment	Acoustic report may be required where the development could affect noise sensitive properties
D. Transport assessment	May be required if the proposal is likely to have significant transport implications
E. Details of proposed opening hours	Required
F. Plans and Drawings necessary to describe the siting, design and external appearance of any proposed building operations relating to ventilation/extraction (including provision of external flue) and storage of rubbish, including scale bar on all drawings to allow for electronic measurements to be made	Required

Additional Information

You are requested to provide as much additional information as possible to help us identify the premises affected by the proposed change of use and about the existing and proposed use of the premises. The following information would be particularly useful:

- A map showing the location of the premises affected by the proposed change of use in relation to adjacent sites, buildings, roads and other identifiable features
- Drawings showing the floor plans of the premises affected by the proposed change of use, including scale bar on all drawings to allow for electronic measurements to be made
- Photographs showing the location of the premises affected by the proposed change of use

22D. PRIOR NOTIFICATION IN CONNECTION WITH PERMITTED DEVELOPMENT FOR CHANGE OF USE FROM RETAIL(CLASS A1 OR A2)/BETTING OFFICE/PAYDAY LOAN SHOP TO ASSEMBLY AND LEISURE

Applications for prior notification in connection with permitted development for change of use from retail (Class A1 or A2)/betting office/payday loan shop to assembly and leisure should be submitted in accordance with the requirements in this checklist. You should submit your application electronically via our website <https://www.westminster.gov.uk/application-forms>. If you submit the application in paper form, we will require 1 copy of the application form, each of the drawings, plans and documentation. Please refer to our naming conventions (<https://www.westminster.gov.uk/submitting-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.

National List of Requirements

Requirements	Status
1. Written description of the proposed development	Required
2. A plan indicating the site and showing the proposed development	Required
3. The appropriate fee.	Required
4. The Developer's contact details, including email address if the developer is content to receive communications electronically	Required

Local List of Requirements

Requirements	Status
A. Details of proposed opening hours	Required
B. Transport assessment	May be required if the proposal is likely to have significant transport implications
C. Noise impact assessment	Acoustic report may be required where the development could affect noise sensitive properties

Additional Information

You are requested to provide as much additional information as possible to help us identify the premises affected by the proposed change of use and about the existing and proposed use of the premises. The following information would be particularly useful:

- A map showing the location of the premises affected by the proposed change of use in relation to adjacent sites, buildings, roads and other identifiable features
- Drawings showing the floor plans of the premises affected by the proposed change of use, including scale bar on all drawings to allow for electronic measurements to be made
- Photographs showing the location of the premises affected by the proposed change of use
- Description of the nature of the proposed assembly and leisure use

22E. PRIOR NOTIFICATION IN CONNECTION WITH PERMITTED DEVELOPMENT FOR CHANGE OF USE FROM RETAIL(CLASS A1 OR A2)/BETTING OFFICE/PAYDAY LOAN SHOP/MIXED USE COMBINING RESIDENTIAL WITH EITHER OF THE ABOVE OR AMUSEMENT ARCADE/CENTRE/CASINO TO RESIDENTIAL AND ASSOCIATED BUILDING OPERATIONS REASONABLY NECESSARY TO CONVERT THE BUILDING TO RESIDENTIAL USE

Applications for prior notification in connection with permitted development for change of use from retail (Class A1 or A2)/betting office/payday loan shop/mixed use combining residential with either of the above or amusement arcade/centre/casino to residential and associated building operations reasonably necessary to convert the building to residential use should be submitted in accordance with the requirements in this checklist. You should submit your application electronically via our website <https://www.westminster.gov.uk/application-forms>. If you submit the application in paper form, we will require 1 copy of the application form, each of the drawings, plans and documentation. Please refer to our naming conventions (<https://www.westminster.gov.uk/submitting-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.

National List of Requirements

Requirements	Status
1. Written description of the proposed development	Required
2. A plan indicating the site and showing the proposed development	Required
3. The appropriate fee.	Required
4. The Developer's contact details, including email address if the developer is content to receive communications electronically	Required

Local List of Requirements

Requirements	Status
A. Flood risk assessment	May be required in connection with applications if the application site lies within Flood Risk Zones 2 and 3 as defined by the Environment Agency (mainly Pimlico and Victoria areas and sites close to the River Thames) or if the site is within a surface water flooding hotspot
B. Land Contamination assessment	May be required in connection if the application site is known to be or is suspected of being contaminated.
C. Plans and Drawings necessary to describe the design and external appearance of any proposed building operations reasonably necessary for residential use, including scale bar on all drawings to allow for electronic measurements to be made	Required
D. Transport assessment	May be required in connection if the proposal is likely to have significant transport implications.

Additional Information

You are requested to provide as much additional information as possible to help us identify the premises affected by the proposed change of use and about the existing and proposed use of the premises. The following information would be particularly useful:

- A map showing the location of the premises affected by the proposed change of use in relation to adjacent sites, buildings, roads and other identifiable features
- Drawings showing the floor plans of the premises affected by the proposed change of use, including scale bar on all drawings to allow for electronic measurements to be made
- Photographs showing the location of the premises affected by the proposed change of use

22F. PRIOR NOTIFICATION IN CONNECTION WITH PERMITTED DEVELOPMENT FOR CHANGE OF USE FROM STORAGE/DISTRIBUTION OR LIGHT INDUSTRIAL TO RESIDENTIAL

Applications for prior notification in connection with permitted development for change of use from storage/distribution or light industrial to residential should be submitted in accordance with the requirements in this checklist. You should submit your application electronically via our website <https://www.westminster.gov.uk/application-forms>. If you submit the application in paper form, we will require 1 copy of the application form, each of the drawings, plans and documentation. Please refer to our naming conventions (<https://www.westminster.gov.uk/submitting-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.

National List of Requirements

Requirements	Status
1. Written description of the proposed development	Required
2. A plan indicating the site and showing the proposed development	Required
3. The appropriate fee.	Required
4. The Developer's contact details, including email address if the developer is content to receive communications electronically	Required
5. Statement setting out evidence to demonstrate that the building was used solely for a storage or distribution centre use or a light industrial use for the required period	Required

Local List of Requirements

Requirements	Status
A. Flood risk assessment	May be required in connection with applications if the application site lies within Flood Risk Zones 2 and 3 as defined by the Environment Agency (mainly Pimlico and Victoria areas and sites close to the River Thames) or if the site is within a surface water flooding hotspot
B. Land Contamination assessment	May be required in connection if the application site is known to be or is suspected of being contaminated.
C. Noise impact assessment	Required for changes of use from storage/distribution
D. Transport assessment	May be required in connection if the proposal is likely to have significant transport implications.
E. Air quality assessment to identify the impacts of air quality on the intended occupiers of the development	Required for change of use from storage/distribution

Additional Information

You are requested to provide as much additional information as possible to help us identify the premises affected by the proposed change of use and about the existing and proposed use of the premises. The following information would be particularly useful:

- A map showing the location of the premises affected by the proposed change of use in relation to adjacent sites, buildings, roads and other identifiable features
- Drawings showing the floor plans of the premises affected by the proposed change of use, including scale bar on all drawings to allow for electronic measurements to be made
- Photographs showing the location of the premises affected by the proposed change of use

23. NOTIFICATION IN CONNECTION WITH TEMPORARY PERMITTED DEVELOPMENT RIGHTS FOR LARGER HOME EXTENSIONS	
<p>Notification of larger home extensions should be submitted in accordance with the requirements in this checklist. <i>You should submit</i> if you are submitting your application electronically <i>via our website</i> https://www.westminster.gov.uk/application-forms you will only need to provide one copy of the form and each of the drawings, plans and documentation. If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) <i>1 copy</i> of <i>the application form</i>, each of the drawings, plans and documentation. <i>Please refer to our naming conventions</i> (https://www.westminster.gov.uk/submitting-your-planning-application) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.</p>	
National List of Requirements	
Requirements	Status
1. Written description of the proposed development including: <ul style="list-style-type: none"> a. How far the enlarged part of the house extends beyond the rear wall of the original house b. The maximum height of the enlarged part of the house c. The height of the eaves of the enlarged part of the house 	Required.
2. A plan indicating the site and showing the proposed development	Required
3. The addresses of any adjoining premises	Required
4. The Developer's contact details, including email address if the developer is content to receive communications electronically	Required
Local Requirement	
Requirements	Status
a. Community Infrastructure Levy (CIL) - Mayor of London's CIL <i>and WCC CIL</i>	Completed CIL Liability Assessment <i>Additional Information</i> Form Required
Additional Information	
<p>The short time period available for processing notifications of larger home extensions means that, in cases, where the City Council receives an objection to the proposals, there is little opportunity to obtain additional information from the developer to help assess the impact of the proposal on the amenity of adjacent owners/occupier. You are, therefore, requested to provide as much additional information as possible about the proposal when the notification is initially submitted. The following information would be particularly useful:</p> <ul style="list-style-type: none"> • Photographs showing the development site and its relationship with adjacent premises • Drawings showing the existing and proposed floor plans, elevations and roof plan • Details of proposed methods for mitigating the impact on the amenity of adjacent occupiers where the development is likely to have an adverse effect on the quality of the air, noise levels in the area, and light to adjacent properties. Details of measures to prevent disturbance due to substantial excavation or demolition works, disruption during construction works and damage to trees would also be helpful. 	

23. APPLICATION FOR TREE WORKS:	
A. WORKS TO TREES SUBJECT TO A TREE PRESERVATION ORDER (TPO); OR B. NOTIFICATION OF PROPOSED WORKS TO TREES IN CONSERVATION AREAS	
<p>You should complete and submit your application in accordance with the requirements in this checklist. If you do not do so, we may declare the application invalid and not determine it or there may be a delay in processing your application. <i>You should submit</i> If you are submitting your application electronically <i>via our website https://www.westminster.gov.uk/application-forms</i> you will only need to provide one copy of the form and each of the drawings, plans and documentation. If you submit the application in paper form, we will require 4 copies (1 original and 3 copies) <i>1 copy of the application form</i>, each of the drawings, plans and documentation. <i>Please refer to our naming conventions (https://www.westminster.gov.uk/submitting-your-planning-application) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.</i></p>	
A. Works to Trees subject to a Tree Preservation Order (TPO)	
National List of Requirements	
Requirements	Status
A1. Completed and dated application form with all mandatory questions answered.	Required.
A2. Sketch plan showing the location of all trees	Required.
A3. Identification of trees and full and clear specification of the works to be carried out.	Required
A4. Statement of reasons for the proposed work	Required
A5. Evidence in support of statement of reasons, where required by the standard application form.	Required
Local List of Requirements	
Requirements	Status
Aa. Details of replacement planting	Requested if applying to fell a tree
Ab. Photographs	Requested – marked up photographs showing the extent of the tree surgery.
Ac. Contact details for access to inspect trees.	Requested
Ad. Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting the application.	Requested
B. Notification of Proposed Works to Trees in Conservation Areas	
National List of Requirements	
Requirements	Status
B1. Completed application form or written description of the proposal	Required
B2. <i>A full and clear specification of the works to be carried out and sufficient information to identify the relevant trees.</i>	<i>Required</i>
Local List of Requirements	
Requirements	Status
Ba. A full and clear specification of the works to be carried out and sufficient information to identify the relevant trees.	Required
Ba. Sketch plan showing the location of all tree(s)	Requested
Bb. Photographs	Requested+ marked up photographs showing the extent of the tree surgery.
Bc. Details of replacement planting	Requested if applying to fell a tree

Bd. Statement of reasons for the proposed works	Requested
Be. Evidence in support of statement of reasons	Requested
Bf. Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.	Requested
Bg. Contact details for access to inspect trees.	Requested