

Appendix 1: Key issues for Level 1, Level 2 and Level 3 projects

The Code is intended to apply at differently according to the scale of projects. Below is a summary table of topics covered broken down by site level.

Level 1 projects: ‘Large/strategic’¹ proposals that involve the creation of 100 or more new or additional residential units or the creation/ change of use of 10,000 sqm or more floorspace. These are projects that will have impacts at the neighbourhood scale as well as more localised impacts. Level 2 projects may be ‘upgraded’ to Level 1 projects due to the sensitivity of the local environment or cumulative impacts.

Level 2 projects: Developments involving the creation of 10 or more *new build* residential units, or buildings where the *new build* floorspace to be created is 1000 sqm or more². Level 2 also covers basement developments to existing residential buildings, or to buildings originally built for residential purpose, and other basements where site or access constraints are likely to exacerbate impacts on local residents of other sensitive sites. Level 3 projects may be ‘upgraded’ to Level 2 projects due to the sensitivity of the local environment or cumulative impacts.

Level 3 projects: All developments falling outside of the definitions of level 1 and 2 projects.

Topic	Site Level		
	Level 1	Level 2	Level 3
Liaison with the public (Chp 2)			
Engagement with, and information to, neighbours	✓	✓	✓
Information about site operator and contact details on the hoarding	✓	✓	✓
Community liaison meetings	✓	(✓)	
General requirements (Chp 1 & 3)			
Inquiry about site environment	✓	✓	✓
Planning of the site layout	✓	✓	✓
Site safety, health & safety, emergency procedures	✓	✓	✓
Check which permits will be needed	✓	✓	✓
Considerate Constructors scheme	✓	✓	(✓)
Site Environmental Management Plan (SEMP)	✓	✓ (Except Basements)	
Construction Management Plan (CMP)		✓ (Basements)	
Employment and skills (Chp 4)			

(1) ¹ Definition of ‘large/ strategic development’ is as per the [guidance on categories of development set out on WCC’s website for the purposes of pre application advice](#).

(2) ² This is very similar to the standard town planner’s definition of a ‘major development’ from the Town and Country Planning (General Development Procedure) Order 1995. A key difference is the reference to new build residential units only (i.e. excluding changes of use and refurbishments which have limited construction impacts).

Seek local people for employment where possible	✓	✓	✓
Employment & Skills Plan	✓		
Traffic and highways (Chp 5)			
Planning of site access	✓	✓	✓
Deliveries and traffic routes	✓	(✓)	
Lorry holding areas and lorry management	✓	(✓)	
Noise and vibration (Chp 6)			
Baseline noise monitoring	✓	(✓)	
Noise and vibration mitigation (Best practicable means)	✓	✓	✓
Section 61 prior approval for all works	✓	(✓)	
Section 61 prior approval for all noisy works outside of core working hours	✓	✓	✓
Noise and vibration monitoring and action levels	✓	(✓)	
Dust and air quality (Chp 7)			
No burning on site	✓	✓	✓
Dust mitigation (Best practicable means)	✓	✓	✓
Dust monitoring and action levels	✓	(✓)	
Wheel washing facility; road sweepers	✓	✓	(✓)
Waste management (Chp 8)			
Arrangement for storage and disposal	✓	✓	✓
Reuse of construction material	✓	✓	✓
Sustainable Waste management plan	✓	(✓)*	
Resource efficiency (Chp 9)			
Energy and carbon management	✓	(✓)	
Water efficiency strategy	✓	(✓)	
Water pollution and flood control (Chp 10)			
Prevention of water and groundwater pollution	✓	✓	✓
Site drainage and waste water discharge	✓	✓	✓
Flood control (if applicable)	✓	(✓)	
Other areas to consider, if applicable			
Urban ecology incl. tree protection (Chp 11)			
Heritage assets (Chp 12)			
Contaminated land (Chp 8)			
Protection of existing installations (Chp 13)			

Legend: ✓ = required; (✓) = maybe required (check with WCC); blank = not required.

* A SWMP is required where the construction project is valued at over £300,000.

Appendix 2: Code of Construction Practice Charges – Phase 1 Basements

Because construction impacts have the potential to cause significant disturbance to residents and businesses, this requires efforts by all to control, monitor and coordinate construction works (including demolition) to minimise impacts, stop things from going wrong, deal with them promptly and efficiently when they do. It is intended that the first phase of this Code of Construction Practice will apply to basement extensions and excavations to residential buildings, and those immediately adjacent to residential buildings.

Service offered under the Code of Construction Practice

An indicative schedule of fees and services to be offered has been developed in consultation with relevant services. For the Basements category this includes advice to applicants on their construction management plan, noise and dust mitigation, monitoring and site visits, and a role in community liaison and complaints follow up, although it should be noted that a key expectation of the Code of Construction Practice is for applicants to provide their own telephone complaints number, prominently displayed on the site, thus reducing the number of calls to the Council.

The costs set out below are indicative, and will be based on actual costs incurred, in terms of licenses, permits, and monitoring, and therefore tailored to individual sites. Where sums paid on account are not spent they will be repaid to applicants.

	Basement excavation – costs and services	Chargeable element breakdown, to extent not chargeable under other powers
Environmental Inspectorate service provided	Advice to applicants regarding environmental requirements, construction management plan, noise and dust mitigation measures	Based on hourly rates Average: £1020 (3 meetings and follow up emails)
	Advice on site planning with regards to highways and traffic issues	Based on hourly rates Average: £1020 (3 meetings and follow up emails)
	Regular site visits to check compliance with agreed requirements	Every fortnight over the duration of the development: £136 per visit Average: £3808 / year

	Review of the documents (Construction Management Plan) and agreement	Based on hourly rates £680
	Community Liaison and complaints follow up	Based on hourly rates and experience: High cost - £2720 med cost - £1360 low cost - £680
Cost estimates (per site), range and average Environmental Inspectorate Service	£7208 - £9248 (depending on the level of complaints received) Average: £8228	

Note that the cost range outlined above for the Code of Construction Practice does not include licences for the following elements which may not be required in all cases. Therefore charges are listed separately, and will apply as required.

Fees for licenses, if required:

License fees are currently under review, with an increase expected by end of August 2015. New rates will be published on the Council's website at:
<https://www.westminster.gov.uk/apply-temporary-structure-road-closure-or-cranelicence>

Current fee levels:

Temporary Traffic Order	£1816
Structure License (varies based on duration and size of structure) (See: https://www.westminster.gov.uk/apply-temporarystructure-road-closure-or-cranelicence)	£295-1800
Crane license (or platform on the highway) (See: https://www.westminster.gov.uk/applytemporary-structure-road-closure-or-cranelicence)	£294
Skip licence (up to two skips, valid for 3 months) (For further details: https://www.westminster.gov.uk/skiplicences)	£78
Parking suspension (per space per day) (For further details: https://www.westminster.gov.uk/parkingbay-suspensions)	£42