

<b>CITY OF WESTMINSTER</b>			
<b>PLANNING APPLICATIONS SUB COMMITTEE</b>	<b>Date</b> 30 January 2018	<b>Classification</b> For General Release	
<b>Report of</b> Director of Planning		<b>Ward(s) involved</b> West End	
<b>Subject of Report</b>	<b>14 Farm Street, London, W1J 5RF</b>		
<b>Proposal</b>	Excavation of a single storey basement extension and erection of a rear extension at third floor level to provide additional accommodation to the existing dwellinghouse; installation of replacement windows and doors to the front and rear elevations and extension of the existing rear ground level rear balcony.		
<b>Agent</b>	CKW Architects Ltd.		
<b>On behalf of</b>	Mr & Mrs Gulhati		
<b>Registered Number</b>	17/05825/FULL	<b>Date amended/ completed</b>	23 August 2017
<b>Date Application Received</b>	3 July 2017		
<b>Historic Building Grade</b>	Unlisted		
<b>Conservation Area</b>	Mayfair		

## 1. RECOMMENDATION

Grant conditional permission.

## 2. SUMMARY

14 Farm Street is an unlisted single family dwellinghouse located within the Mayfair Conservation Area. The building, on lower ground, ground and first to third floors, has access to a rear garden from lower ground floor level. There is extant permission for the redevelopment of the site to provide a new dwelling house, with new basement level accommodation, and a garden room at the rear.

Planning permission is sought for works to the retained building including the excavation of a single storey basement extension, and an extension to part of the existing rear third floor terrace. Similar extensions were permitted under the approved redevelopment scheme. Minor works are also proposed including the replacement of windows and doors to the front and rear and the extension of an existing rear ground floor balcony.

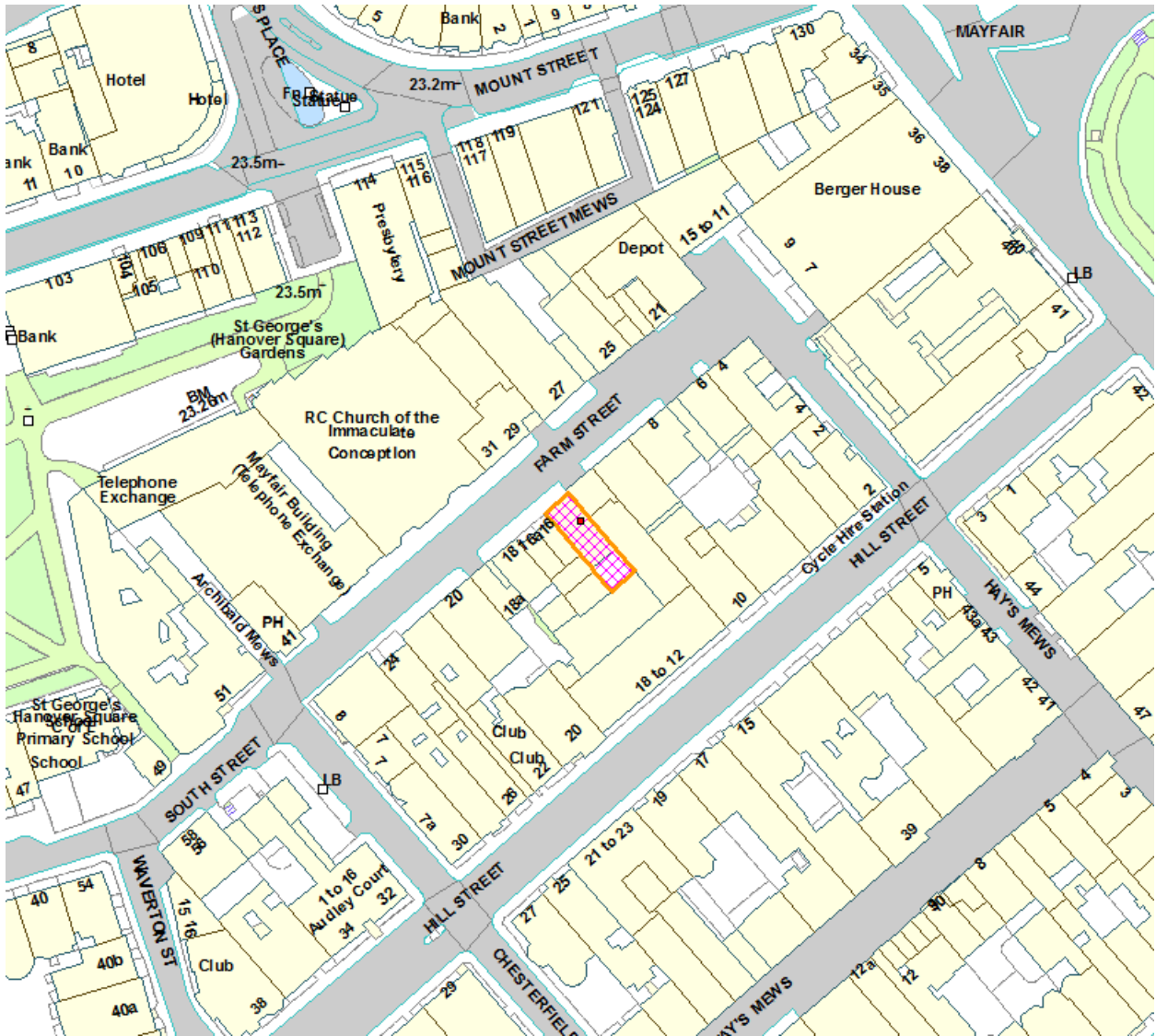
The key issues in this case are:

- The impact of the third floor extension on the amenity of nearby sensitive occupiers.

- The impact of basement excavation works upon neighbours' amenity.

Subject to conditions, the proposal is considered acceptable on design, amenity and land use grounds and complies with relevant City Plan and Unitary Development Plan (UDP) policies. The application is therefore recommended for approval.

### 3. LOCATION PLAN



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4. PHOTOGRAPHS

Front Elevation:



Aerial Photograph (looking west):



## CONSULTATIONS

### THAMES WATER

Any response to be reported verbally.

### LONDON UNDERGROUND

No objection subject to conditions.

### HISTORIC ENGLAND (ARCHAEOLOGY)

No archaeological requirement.

### RESIDENTS' SOCIETY OF MAYFAIR AND ST. JAMES'S

Any response to be reported verbally.

### ENVIRONMENTAL HEALTH

No objection.

### BUILDING CONTROL

No objection.

### HIGHWAYS

No objection.

### ADJOINING OWNERS AND OCCUPIERS

No Consulted: 90 No. of replies: 3 (including two letters from the Managing Agents of 12-18 Hill Street) No. in support: 0

Letters of objection on the following grounds:

Overlooking from third floor extension

Impact of building works (noise, dust and disruption; obstruction of access to neighbouring properties); highway to be kept clean during works

Structural implications of basement excavation for neighbouring properties.

Security implications for neighbouring buildings during construction.

Requirements for a party wall notice and scaffolding licenses.

### SITE AND PRESS NOTICE

Yes

## 5. BACKGROUND INFORMATION

### 5.1 The Application Site

14 Farm Street is a single family dwellinghouse (lower ground, ground and first to third floors) on the southern side of the street. There is a small garden at the rear, a balcony at rear ground floor level and a terrace area at rear third floor level which is enclosed by brick walls at high fences.

The property is unlisted and located within the Mayfair Conservation Area and the Core Central Activities Zone.

## 5.2 Recent Relevant History

13 March 2014: Permission granted for the erection of a garden room at rear lower ground level with terrace at roof level, extension of balcony at rear ground floor with wrought iron balustrade and erection of mansard roof extension at third floor level (all to existing dwellinghouse). 13/12915/FULL. Not implemented. Expired.

12 May 2015: Permission granted for demolition of building, excavation of site and erection of new dwellinghouse (Class C3) over basement, lower ground, ground and three upper floors with balcony at rear ground floor level and terrace at rear third floor level, and erection of garden room to rear garden (14/12282/FULL). Not implemented.

## 6. THE PROPOSAL

Permission is sought for alterations to the retained dwellinghouse including the excavation of a single storey basement extension (served by two new roof lights in the garden) and a single storey rear extension to part of the existing third floor terrace. Other minor works proposed involve the replacement of all windows and doors to the front and rear and the extension of the existing ground level rear balcony. The replacement of the windows and doors to a single dwelling house would benefit from permitted development rights, however as these works have been included within the scope of the application documents they are considered as part of the proposal.

## 7. DETAILED CONSIDERATIONS

### 7.1 Land Use

#### Residential use

The proposed extensions will increase the residential floorspace by 137 sqm (GIA). This accords with Policy H3 of the UDP and Policy S14 of the City Plan both of which encourage the increase in residential floorspace at suitable locations within Westminster. Given this modest increase, there is no policy requirement to provide affordable housing.

### 7.2 Townscape and Design

The building is a historically detailed modern structure. To the front is a ground floor of channelled stucco, two-storeys of English-bond brickwork above and a slated mansard roof with dormer windows. At the rear, there is a full height stuccoed bow window topped by a terrace and a recessed attic storey. There is a balcony at part rear ground floor level, overlooking the garden below.

The current scheme involves the retention of the existing building with new basement and third floor rear extensions. The proposed rear extension to part of the third floor terrace is the same size as that approved in 2014, and as part of the approved redevelopment. The basement extension is smaller, both in footprint and depth, than that previously approved under the redevelopment scheme.

The proposed roof/rear extension accords with current UDP policy DES 6 and is sympathetic to the appearance of the existing building and surrounding conservation area in accordance with UDP policy DES 9. The extension would be largely screened from views by the terrace screening, which is to be retained. The extended balcony at rear ground floor level is acceptable in design terms and accords with UDP policies DES 5 and DES 9. Similar works were approved as part of the 2013 scheme.

Since permission was granted for the redevelopment scheme in 2015, the Council has adopted new policies regarding basement extensions which seek to ensure that these works are acceptable in various respects, including in design and heritage asset terms.

Additionally, Historic England has revised the scope of its areas of archaeological priority within Westminster. This part of the borough is now designated as a tier-2 area of archaeological priority. Historic England (Archaeology) have confirmed, based on the conclusions of the submitted Archaeology Report, that no further archaeological observation or recording is required during basement excavations due to extensive WWII bomb damage and the subsequent site redevelopment.

The proposal accords with the council's current basement construction criteria and will not adversely affect the character or appearance of the surrounding conservation area or the archaeology of the site. The scheme is therefore considered acceptable in design and heritage asset (archaeological impact) terms and accords with UDP policies DES 9 and DES 11.

### **7.3 Residential Amenity**

The proposed extension at rear third floor level takes the same form as that previously approved. Objections to previous applications concerned the impact of the extension on daylight to adjoining properties and an increased sense of enclosure to neighbouring windows. Objections to the current application concern potential overlooking from the extension to neighbouring properties. However, this extension would be built on part of the existing rear third floor terrace. The terrace is fully enclosed by either brick walls or wooden trellising, to a height of approximately 2m, which is to be retained. The extension would be set well back from the roof edge, and behind this screening. In these circumstances, it is not considered that this extension would result in any increased overlooking, loss of light or increased sense of enclosure to adjoining properties.

There is an existing metal balcony area at rear ground floor level which it is proposed to extend slightly further around the property. As previously, given the size and location of the existing balcony its extension is not considered to have any additional amenity impact.

In view of the above, the application is considered to comply with UDP policy ENV 13 and City Plan policy S29 which seek to safeguard neighbours' amenities.

#### **7.4 Transportation/Parking**

The application has no implications with regard parking or transportation issues.

#### **7.5 Economic Considerations**

Any economic benefits generated by the development are welcome.

#### **7.6 Access**

The proposal is for alterations to an existing single family dwelling and the current access arrangements will be retained.

#### **7.7 London Plan**

This application raises no strategic issues.

#### **7.8 National Policy/Guidance Considerations**

The City Plan and UDP policies referred to in the consideration of this application are considered to be consistent with the NPPF unless stated otherwise.

#### **7.9 Planning Obligations**

The estimated CIL payment is £9,614.57 for the Mayoral CIL and £87,027.86 for the Westminster CIL, resulting in a total requirement of £96,642.43.

#### **7.10 Other Issues**

##### **Basement excavation**

The proposal includes the excavation of a new basement level under the entirety of the property and 50% of the garden area. Consequently, the application must be considered against Policy CM28.1 of the City Plan, which has been adopted since the previous application for the basement extension was approved.

As the site is a residential building, Parts A, B and C of the policy are all applicable. The applicant is required to demonstrate account has been taken of the site specific conditions, drainage and water environment of the area. A structural methodology statement and flood risk assessment are required and the applicant is required to confirm (by submitting a signed 'proforma Appendix A') that they will comply with the City Council's Code of Construction Practice. Additionally, the basement excavation must not affect the structural stability of the existing or nearby buildings, or exacerbate flood risk, and must minimise the construction impact of the development and safeguard archaeological deposits.



To accord with Part B of the policy, appropriate landscaping should be provided (where necessary). The scheme should not result in the loss of trees, must employ energy efficient measures and sustainable drainage measures, must protect the character of the building and garden, safeguard heritage assets and be protected from sewer flooding. Part C of the policy also stipulates that the basement cannot extend beneath more than 50% of the garden and, where the distance from the building to the site boundary is less than 8m, the basement can only extend 4m in that direction. It also states that basement excavation should 'not involve the excavation of more than one storey below the lowest original floor level 'unless in exceptional circumstances '.

The submitted structural methodology statement has been reviewed by the Building Control Officer who has confirmed they are satisfied with the information provided. They also confirm that the likelihood of local flooding or adverse effects on the water tables are negligible. One objector is concerned about the structural implications of the proposal. However, the submitted information is considered to demonstrate that the proposed construction methodology is acceptable.

The applicants have also confirmed they will sign up to the City Council's Code of Construction Practice to mitigate construction impacts upon the highway and amenity within the vicinity. The Code of Construction Practice was published in July 2016 and is designed to monitor, control and manage construction impacts on construction sites throughout Westminster. A condition is proposed to secure this commitment.

The City Council has adopted a Supplementary Planning Document which relates to basement extensions in Westminster. This identifies areas of the borough as being more susceptible to surface water flooding and where applications for basements will need to be accompanied by additional information relating to rainwater infiltration. As this site is located outside of the identified 'Surface Water Risk Hotspots' no further information is required with regard this issue.

The impact of the basement upon the heritage asset is addressed above in section 8.2 above and is considered acceptable. The proposed basement does not extend over 4m from the rear elevation of the property and would not extend over more than 50% of the length of the garden.

In view of the above, the proposed excavation of the new basement level in the proposal is therefore considered compliant with the relevant requirements of Policy CM28.1 of the City Plan.

London Underground have requested the addition of a condition relating to the submission of technical building drawings relating to the development due to the proximity to the Jubilee line tunnel which is below the site. A condition recommended, requested.

### **Construction impact**

Concerns have been raised by neighbouring occupiers with regard potential noise, dust and highways disruption/cleansing during building works. As detailed above, the applicants have agreed to sign up to the Code of Construction Practice which will be monitored by the Environmental Inspectorate. This will ensure all appropriate measures

are included to deal with construction vehicle movements, dust, and cleaning of the highway. This will also ensure that no construction vehicles block access to any surrounding properties during the construction process. With these controls in place it is not considered the objections on these grounds could be supported. The standard building hours' condition is also recommended safeguard residents' amenity.

An objector has also noted the possible requirement for party wall agreements and oversailing licenses for any scaffolding that is required. This is acknowledged but is a private matter between the relevant parties.

### **Crime and security**

A neighbouring occupier is concerned about the potential increased security risk for their property during construction works. Whilst these concerns are acknowledged, it is anticipated that the developer will incorporate security measures to protect the application site and equipment and neighbouring properties during construction works and the concerns raised could not justify the withholding of permission.

## **8. BACKGROUND PAPERS**

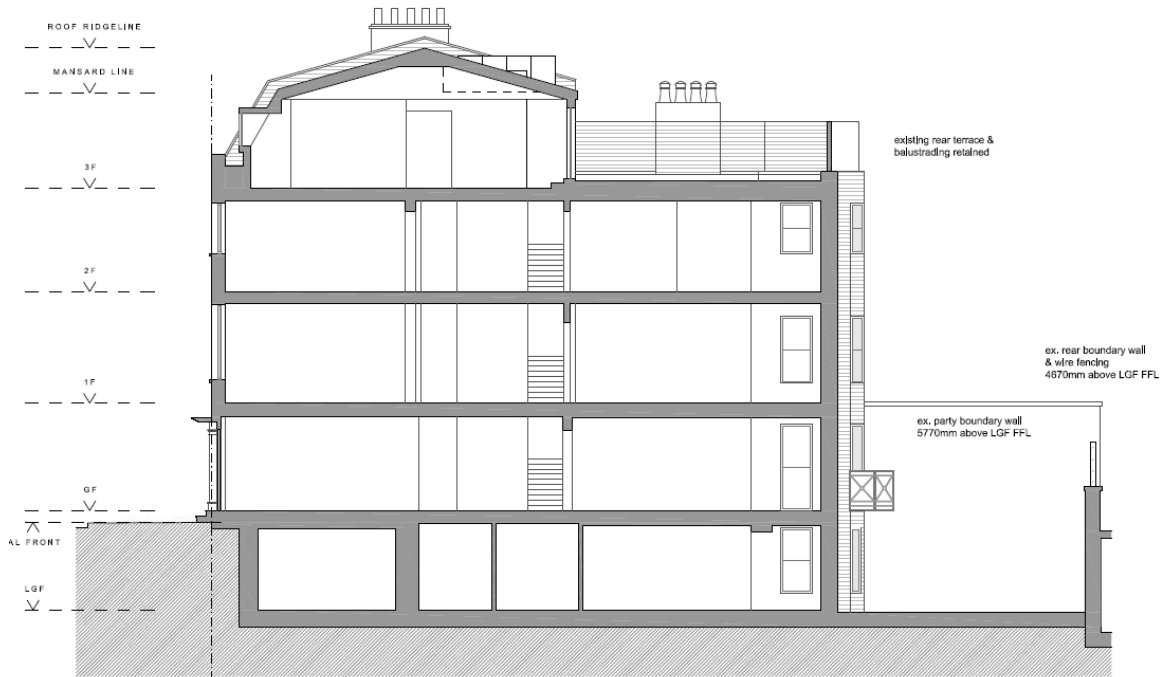
1. Application form.
2. Letter from London Underground Limited, dated 24 November 2017.
3. Memorandum from the Highways Planning Manager dated 10 November 2017.
4. Memorandum from Environmental Sciences dated 19 October 2017.
5. Letter from Historic England (Archaeology), dated 19 September 2017.
6. Response from Building Control, dated 17 July 2017.
7. Letter from occupier of 16 Farm Street, London dated 26 July 2017.
8. Letters from the managing agents of 12-18 Hill Street, London dated 26 and 27 July 2017.

(Please note: All the application drawings and other relevant documents and Background Papers are available to view on the Council's website)

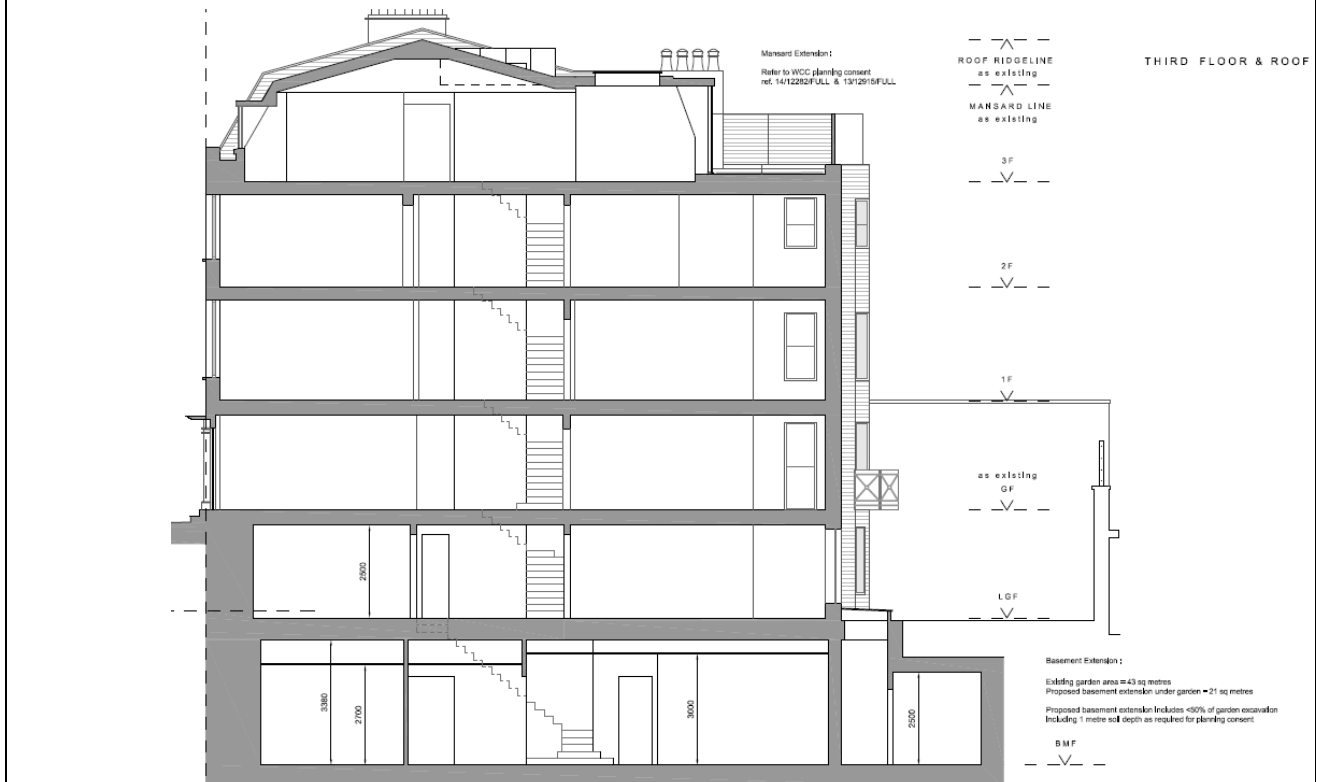
IF YOU HAVE ANY QUERIES ABOUT THIS REPORT PLEASE CONTACT THE PRESENTING OFFICER: SARA SPURRIER BY EMAIL AT [sspurrier@westminster.gov.uk](mailto:sspurrier@westminster.gov.uk)

9. KEY DRAWINGS

Existing Section:

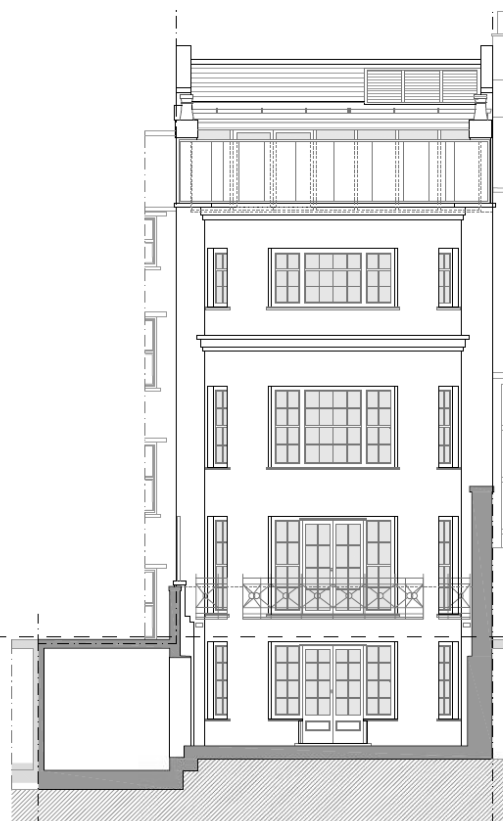


Proposed Section:



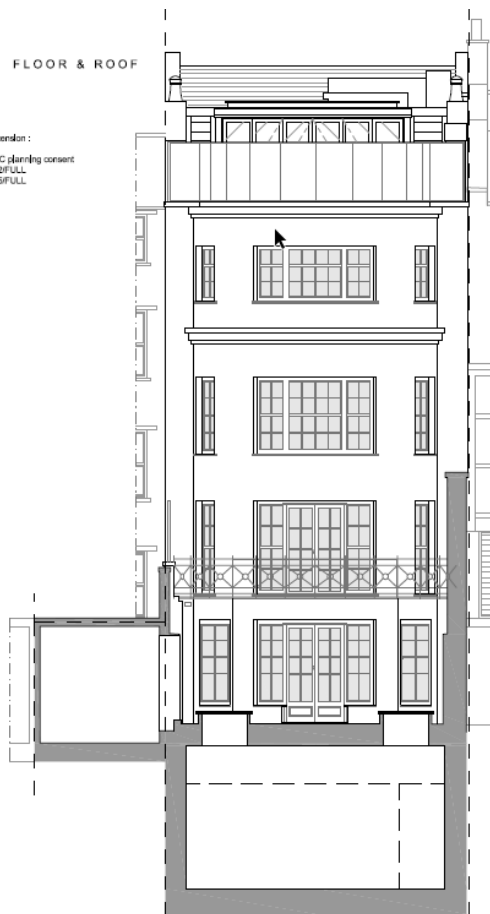
Existing Rear Elevation:

Proposed Rear Elevation:



THIRD FLOOR & ROOF

Mansard Extension:  
Refer to WCC planning consent  
ref. 14/12282/FULL  
ref. 13/12915/FULL



Mansard Extension:  
Refer to WCC planning consent  
ref. 14/12282/FULL  
ref. 13/12915/FULL

REAR ELEVATION

- 
- New natural slate mansard roof construction, lead flashings
- 
- Stone parapet cornice moulding
- 
- Existing painted render finishes
- 
- 
- Double glazed painted timber sash windows, stone external cills
- 
- Existing rendered boundary wall
- 
- Double glazed painted timber external doors, stone external cills, painted metal railings to match existing
- Existing balcony extended
- 
- Double glazed painted timber external doors & windows, stone external cills
- Painted render finishes to match existing
- 
- 2no. x opaque double glazed opening roof lights
-

**DRAFT DECISION LETTER**

**Address:** 14 Farm Street, London, W1J 5RF

**Proposal:** Excavation of a single storey basement extension and erection of a single storey rear extension at third floor level to provide additional accommodation to the dwelling house; installation of replacement windows and doors on the front and rear elevations and extension of the existing ground floor rear balcony area.

**Reference:** 17/05825/FULL

**Plan Nos:** 143-01, 143-02, 143-03, 143-05, 143-06, 143-SP02.

**Case Officer:** Matthew Giles

**Direct Tel. No.** 020 7641 5942

**Recommended Condition(s) and Reason(s)**

- 1 The development hereby permitted shall be carried out in accordance with the drawings and other documents listed on this decision letter, and any drawings approved subsequently by the City Council as local planning authority pursuant to any conditions on this decision letter.

Reason:

For the avoidance of doubt and in the interests of proper planning.

- 2 Except for piling, excavation and demolition work, you must carry out any building work which can be heard at the boundary of the site only: between 08.00 and 18.00 Monday to Friday; between 08.00 and 13.00 on Saturday; and, not at all on Sundays, bank holidays and public holidays. You must carry out piling, excavation and demolition work only: between 08.00 and 18.00 Monday to Friday; and, not at all on Saturdays, Sundays, bank holidays and public holidays. Noisy work must not take place outside these hours unless otherwise agreed through a Control of Pollution Act 1974 section 61 prior consent in special circumstances (for example, to meet police traffic restrictions, in an emergency or in the interests of public safety). (C11AB)

Reason:

To protect the environment of neighbouring occupiers. This is as set out in S29 and S32 of Westminster's City Plan (November 2016) and ENV 6 of our Unitary Development Plan that we adopted in January 2007. (R11AC)

- 3 All new work to the outside of the building must match existing original work in terms of the choice of materials, method of construction and finished appearance. This applies unless differences are shown on the drawings we have approved or are required by conditions to this permission. (C26AA)

Reason:

To make sure that the appearance of the building is suitable and that it contributes to the character and appearance of this part of the Mayfair Conservation Area. This is as set out in S25 and S28 of Westminster's City Plan (November 2016) and DES 1 and DES 5 or DES 6 or

both and paras 10.108 to 10.128 of our Unitary Development Plan that we adopted in January 2007. (R26BE)

- 4 Prior to the commencement of any demolition or construction on site the applicant shall submit an approval of details application to the City Council as local planning authority comprising evidence that any implementation of the scheme hereby approved, by the applicant or any other party, will be bound by the council's Code of Construction Practice. Such evidence must take the form of a completed Appendix A of the Code of Construction Practice, signed by the applicant and approved by the Council's Environmental Inspectorate, which constitutes an agreement to comply with the code and requirements contained therein. Commencement of any demolition or construction cannot take place until the City Council as local planning authority has issued its approval of such an application (C11CB)

Reason:

To protect the environment of neighbouring occupiers. This is as set out in S29 and S32 of Westminster's City Plan (November 2016) and ENV 6 of our Unitary Development Plan that we adopted in January 2007. (R11AC)

- 5 The development hereby permitted shall not be commenced until detailed design and method statements (in consultation with London Underground) for all of the foundations, basement and ground floor structures, or for any other structures below ground level, including piling (temporary and permanent), have been submitted to and approved in writing by the local planning authority which: - provide details on all structures; - accommodate the location of the existing London Underground structures and tunnels; - accommodate ground movement arising from the construction thereof; - and mitigate the effects of noise and vibration arising from the adjoining operations within the structures and tunnels. The development shall thereafter be carried out in all respects in accordance with the approved design and method statements, and all structures and works comprised within the development hereby permitted which are required by the approved design statements in order to procure the matters mentioned in paragraphs of this condition shall be completed, in their entirety, before any part of the building hereby permitted is occupied.

Reason:

To ensure that the development does not impact on existing London Underground transport infrastructure, in accordance with London Plan 2015 and 'Land for Industry and Transport' Supplementary Planning Guidance 2012

- 6 The design and structure of the development shall be of such a standard that it will protect residents within it from existing external noise so that they are not exposed to levels indoors of more than 35 dB LAeq 16 hrs daytime and of more than 30 dB LAeq 8 hrs in bedrooms at night.

Reason:

As set out in ENV6 (4) of our Unitary Development Plan that we adopted in January 2007, and the related Policy Application at sections 9.84 to 9.87, in order to ensure that design, structure and acoustic insulation of the development will provide sufficient protection for residents of the development from the intrusion of external noise.

- 7 The design and structure of the development shall be of such a standard that it will protect residents within the same building or in adjoining buildings from noise and vibration from the

development, so that they are not exposed to noise levels indoors of more than 35 dB LAeq 16 hrs daytime and of more than 30 dB LAeq 8 hrs in bedrooms at night.

**Reason:**

As set out in ENV6 of our Unitary Development Plan that we adopted in January 2007, and the related Policy Application at section 9.76, in order to ensure that design, structure and acoustic insulation of the development will provide sufficient protection for residents of the same or adjoining buildings from noise and vibration from elsewhere in the development.

**Informative(s):**

- 1 In dealing with this application the City Council has implemented the requirement in the National Planning Policy Framework to work with the applicant in a positive and proactive way. We have made available detailed advice in the form of our statutory policies in Westminster's City Plan (November 2016), Unitary Development Plan, Supplementary Planning documents, planning briefs and other informal written guidance, as well as offering a full pre application advice service, in order to ensure that applicant has been given every opportunity to submit an application which is likely to be considered favourably. In addition, where appropriate, further guidance was offered to the applicant at the validation stage.
- 2 The rooms in the basement are to be used in connection with the rest of premises as part of a single family dwelling and not for use as a separate dwelling, including for any staff accommodation, otherwise the premises may be subject to action by the Council's Residential Enforcement Team under the Housing Acts due to the lack of sufficient natural light and a reasonable view from these rooms.
- 3 As this development involves demolishing the buildings on the site, we recommend that you survey the buildings thoroughly before demolition begins, to see if asbestos materials or other contaminated materials are present - for example, hydrocarbon tanks associated with heating systems. If you find any unexpected contamination while developing the site, you must contact: Contaminated Land Officer, Environmental Health Consultation Team, Westminster City Council, Westminster City Hall, 64 Victoria Street, London SW1E 6QP, , Phone: 020 7641 3153, (I73CA)
- 4 You will have to apply separately for a licence for any structure that overhangs the road or pavement. For more advice, please phone our Highways section on 020 7641 2642. (I10AA)
- 5 You need to speak to our Highways section about any work which will affect public roads. This includes new pavement crossovers, removal of redundant crossovers, changes in threshold levels, changes to on-street parking arrangements, and work which will affect pavement vaults. You will have to pay all administration, design, supervision and other costs of the work. We will carry out any work which affects the highway. When considering the desired timing of highway works in relation to your own development programme please bear in mind that, under the Traffic Management Act 2004, all works on the highway require a permit, and (depending on the length of the highway works) up to three months' advance notice may need to be given. For more advice, please phone 020 7641 2642. However, please note that if any part of your proposals would require the removal or relocation of an on-street parking bay, this is unlikely to be approved by the City Council (as highway authority). (I09AC)

- 6 Under the Highways Act 1980 you must get a licence from us before you put skips or scaffolding on the road or pavement. It is an offence to break the conditions of that licence. You may also have to send us a programme of work so that we can tell your neighbours the likely timing of building activities. For more advice, please phone our Highways Licensing Team on 020 7641 2560. (I35AA)
- 7 Under the Construction (Design and Management) Regulations 2007, clients, the CDM Coordinator, designers and contractors must plan, co-ordinate and manage health and safety throughout all stages of a building project. By law, designers must consider the following: \* Hazards to safety must be avoided if it is reasonably practicable to do so or the risks of the hazard arising be reduced to a safe level if avoidance is not possible; \* This not only relates to the building project itself but also to all aspects of the use of the completed building: any fixed workplaces (for example offices, shops, factories, schools etc.) which are to be constructed must comply, in respect of their design and the materials used, with any requirements of the Workplace (Health, Safety and Welfare) Regulations 1992. At the design stage particular attention must be given to incorporate safe schemes for the methods of cleaning windows and for preventing falls during maintenance such as for any high level plant. Preparing a health and safety file is an important part of the regulations. This is a record of information for the client or person using the building, and tells them about the risks that have to be managed during future maintenance, repairs or renovation. For more information, visit the Health and Safety Executive website at [www.hse.gov.uk/risk/index.htm](http://www.hse.gov.uk/risk/index.htm). It is now possible for local authorities to prosecute any of the relevant parties with respect to non compliance with the CDM Regulations after the completion of a building project, particularly if such non compliance has resulted in a death or major injury.
- 8 The applicant is advised to contact London Underground Infrastructure Protection in advance of preparation of final design and associated method statements, in particular with regard to: demolition; excavation and construction methods.
- 9 Where a developer proposes to discharge groundwater into a public sewer, a groundwater discharge permit will be required. Groundwater discharges typically result from construction site dewatering, deep excavations, basement infiltration, borehole installation, testing and site remediation. Groundwater permit enquiries should be directed to Thames Water's Risk Management Team by telephoning 020 8507 4890 or by emailing [riskmanagement@thameswater.co.uk](mailto:riskmanagement@thameswater.co.uk). Application forms should be completed on line via [www.thameswater.co.uk/wastewaterquality](http://www.thameswater.co.uk/wastewaterquality). Any discharge made without a permit is deemed illegal and may result in prosecution under the provisions of the Water Industry Act 1991.
- 10 With regard to surface water drainage it is the responsibility of a developer to make proper provision for drainage to ground, water courses or a suitable sewer. In respect of surface water, it is recommended that the applicant should ensure that storm flows are attenuated or regulated into the receiving public network through on or off site storage. When it is proposed to connect to a combined public sewer, the site drainage should be separate and combined at the final manhole nearest the boundary. Connections are not permitted for the removal of groundwater. Where the developer proposes to discharge to a public sewer, prior approval from Thames Water Developer Services will be required. They can be contacted on 0800 009 3921.
- 11 Thames Water requests that the Applicant should incorporate within their proposal, protection to the property by installing for example, a non-return valve or other suitable device to avoid the



risk of backflow at a later date, on the assumption that the sewerage network may surcharge to ground level during storm conditions.

- 12 The development for which planning permission has been granted has been identified as potentially liable for payment of both the Mayor of London and Westminster City Council's Community Infrastructure Levy (CIL). Further details on both Community Infrastructure Levies, including reliefs that may be available, can be found on the council's website at: [www.westminster.gov.uk/cil](http://www.westminster.gov.uk/cil), Responsibility to pay the levy runs with the ownership of the land, unless another party has assumed liability. If you have not already you must submit an **Assumption of Liability Form immediately**. On receipt of this notice a CIL Liability Notice setting out the estimated CIL charges will be issued by the council as soon as practicable, to the landowner or the party that has assumed liability, with a copy to the planning applicant. You must also notify the Council before commencing development using a **Commencement Form**, CIL forms are available from the planning on the planning portal: <http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/cil>, Forms can be submitted to [CIL@Westminster.gov.uk](mailto:CIL@Westminster.gov.uk), **Payment of the CIL charge is mandatory and there are strong enforcement powers and penalties for failure to pay, including Stop Notices, surcharges, late payment interest and prison terms.**

Please note: the full text for informative can be found in the Council's Conditions, Reasons & Policies handbook, copies of which can be found in the Committee Room whilst the meeting is in progress, and on the Council's website.