

Westminster City Council

Combined Lists of Local Planning Application Validation Requirements (including National and Mayor of London requirements and Prior Approval Requirements)

Consultation Draft, August 2021



Thriving Economy | Greener and Cleaner | Vibrant Communities | Smart City

Westminster Local List of Validation Requirements (August 2021) – Draft for consultation

Introduction

Westminster's local list of validation requirements provides an overview of the information you may need to provide with the different types of planning and related applications likely to be submitted to the council. It updates previous versions of these lists to incorporate new requirements following the adoption of the [City Plan 2019-2040 \(April 2021\)](#) and the [London Plan \(March 2021\)](#).

This document has been prepared in addition to the overarching list of requirements. It has been listed by main application types and sets out when information is needed, what sort of information is required and provides links to relevant policy and advice on different requirements. The lists include the full range of information that may be requested for each individual application type, but not all items listed will be required in every case. In the interests of completeness, we have included national requirements set out in primary legislation as well as the local requirements (including Westminster and London Plan requirements) which are necessary to validate and determine planning and related applications.

Applications for Prior Notifications and Prior Approvals are not applications for planning permission, and as such are not subject to the same formal validation requirements as planning applications. However, this document provides advice about the national requirements and the types of information that are requested to accompany your prior notification or prior approval application.

This list has been prepared in line with central government policy and guidance contained in the National Planning Practice Guidance. The requirements contained in the list will be revised periodically to take account of any new legislative or policy changes at local, regional, or national level.

Westminster City Council – Lists of Validation Requirements for Planning and Related Applications

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Householder Planning Applications Checklist

HOUSEHOLDER APPLICATION ¹ checklist to be followed when using the following forms -

- a. Householder planning permission
- b. Householder planning permission and demolition in a conservation area
- c. Householder planning permission and listed building consent

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#). Please refer to our [naming conventions](#) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.

National Requirements - in line with [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(as amended\)](#)

Information Requirement	When required	Policy and further advice
Completed Application form	Required	See planning portal advice
Plan identifying the land to which the application relates. Include: <ol style="list-style-type: none"> a. A location plan b. A site plan 	Required	See national guidance on maps and plans
Certificates <ul style="list-style-type: none"> ▪ 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 ▪ Agricultural Holdings Certificate 	Required	See website guidance on ownership certificates
Fee	Required	See website advice: Planning application fees
Design and Access Statement	Required where <ul style="list-style-type: none"> ▪ site is located within a conservation area or the Westminster World Heritage site and 	See website for Advice on Design and Access Statements and Find out if you are in a conservation area

¹ https://www.planningportal.co.uk/info/200126/applications/60/consent_types/2

	involves a building or buildings with a floor space of 100 square metres or more; <ul style="list-style-type: none"> where listed building consent is also being applied for (when filling in form C above). 	
Application summary - overview of the proposal and a description of its key impacts.	Required where the reports in support of your application exceed 100 pages.	
Local Requirements		
Information Requirements	When required	Policy and Further advice
Archaeological Assessment	Required for applications involving excavation/ground works within an Archaeological Priority Area (APA).	City Plan Policy 39 <i>Westminster's Heritage</i> See website advice on archaeology for requirements and check if you are in a priority area.
Biodiversity Survey and report	Required if proposed development is close to or within a Site of Importance for Nature Conservation (SINC), would impact on a priority species or habitat or another ecological feature outside of the SINCs network.	City Plan Policy 34 <i>Green Infrastructure draft Environmental SPD</i> Use interactive policies map to check if you are close to as Site of Importance to Nature Conservation.
Completed CIL Forms	Required	See website advice
Code of Construction Practice Signed DRAFT Appendix A checklist form (Checklist B)	Required where proposals involve basement excavation.	City Plan Policy 45 <i>Basements, Code of Construction Practice</i>
Contaminated Land Assessment	Required if application site is known to be or is suspected of being contaminated.	City Plan Policy 33 <i>Local Environmental Impacts Contaminated Land Guidance for Developers submitting planning applications in Westminster</i>
Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses ² .	City Plan Policy 7 <i>Managing development for Westminster's people</i> Policy 38(C) <i>Design principles</i>
Flood risk assessment (FRA)	Required if: <ul style="list-style-type: none"> 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 	City Plan Policy 35 <i>Flood Risk</i> and Policy 45 <i>Basements</i> Use interactive policies map to check if you are in a flood risk area. See Environment Agency Advice for FRA for minor extensions - https://www.gov.uk/guidance/flood-risk-

² In addition to residential accommodation, sensitive land uses may include many types of social and community infrastructure, including schools, hospitals and nursery facilities, as well as types of specialist housing such as elderly housing and care homes

	<ul style="list-style-type: none"> if the site is within Surface Water Flood Risk Hotspot. 	assessment-standing-advice#minor-extensions-standing-advice.
Heritage statement ³ <ul style="list-style-type: none"> May form part of Design and Access Statement where provided. 	Required if proposal is in a conservation area or involves a listed building or affects its setting.	City Plan Policy 39 <i>Westminster's Heritage</i> See website advice and our heritage statement template.
Landscaping details	Required for basement development which extends below existing garden land or where new green roofs or walls are proposed.	City Plan Policy 34 <i>Green Infrastructure</i>
Noise impact assessment (Acoustic Report)	Details of all external plant required. Acoustic report required for developments that could affect noise sensitive properties ⁴ .	City Plan Policy 33 <i>Local Environmental Impacts</i> , London Plan Policies D13 <i>Agent of Change</i> and D14 <i>Noise</i> .
Other plans, drawings and information necessary to describe the development, including scale bar on all drawings to allow for electronic measurements to be made. Plans required will depend on the nature of the proposals but typically would include existing and proposed plans, elevations and sections.	Required	https://www.gov.uk/guidance/making-an-application#Plans-and-drawings
Photographs	Required where the proposal affects a conservation area or listed building. Useful and recommended in all cases.	
Sustainable Design Statement <ul style="list-style-type: none"> may form part of Design and Access Statement where provided. 	Required for all applications which create new floorspace and where works to improve the environmental performance of the building are proposed.	City Plan Policy 38 <i>Design Principles</i> , Policy 39 <i>Westminster's Heritage</i>
Structural Methodology Statement including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer).	Where excavation of a basement is proposed or where partial demolition or significant structural alterations are proposed to listed building.	City Plan Policies 39 Westminster's Heritage and 45 Basement Development
Tree survey/ Arboricultural assessment. <ul style="list-style-type: none"> Tree protection details may also be required. 	Required if proposal is likely to affect trees within or next to the application site (including street trees).	City Plan Policy 34 <i>Green Infrastructure</i> Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. See website advice on trees

³ Information provided should be proportionate to the nature of proposals and can be within the Design and Access Statement where one is required but should form a clearly identified separate section.

⁴ Such as hospitals, educational uses, concert halls and theatres.

Full Planning Applications Checklist

FULL PLANNING PERMISSION checklist to be followed when using the following forms -

- a. Planning permission⁵
- b. Planning permission and demolition in a conservation area
- c. Planning permission and listed building consent

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#). Please refer to our [naming conventions](#) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.

National Requirements - in line with [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(as amended\)](#)

Information Requirement	When required	Policy and further advice
Completed application form ⁶	Required	
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	See guidance - ownership certificates
Plans identifying the land to which the application relates: <ol style="list-style-type: none"> a. A location plan b. A site plan 	Required	See national guidance on maps and plans
Fee	Required	See Westminster website advice: Planning application fees
Design and Access Statement	Required for:	See Westminster website Advice on Design and Access Statements

⁵ https://www.planningportal.co.uk/info/200126/applications/60/consent_types/3

⁶ The application form should also include data required by the Greater London Authority Data Standard.

	<ul style="list-style-type: none"> major development; development in a designated area⁷ which would create one or more dwelling houses or 100m² or more of new floorspace; and all applications for listed building consent. 	
Statement that the application is made in respect of Crown land	Required for planning applications in respect of Crown land	Article 8 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) .
Sustainable Drainage (SuDS) Strategy	Required for all major development with surface water implications.	See advice in draft Environmental SPD
Gateway One Fire Statement (from 1 August 2021)	Required for all applications which involve: <ul style="list-style-type: none"> provision of one or more relevant buildings⁸; or development of an existing relevant building; or development within the curtilage of a relevant building. 	Government guidance on Planning Gateway One Annex C of the guidance provides a draft fire statement form
Environmental Statement	Environmental Impact Assessment (EIA) required in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (SI 2017/571) Guidance: https://www.gov.uk/guidance/environmental-impact-assessment Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application.
Application Summary with 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 Requirements		

⁷ A conservation area or world heritage site

⁸ Contain two or more dwellings or educational accommodation and meet the height condition (18m or more in height, or 7 or more storeys whichever is reached first). NB check government guidance as definition of relevant buildings subject to change.

Information Requirements	When required	Policy and Further advice
Affordable Housing Statement	Required if proposal is likely to require the provision of affordable housing.	City Plan Policy 9 <i>Affordable Housing</i>
Affordable Housing Viability Assessment	Required for residential development, including estate regeneration, build to rent, specialist older persons housing, purpose built student housing and purpose built shared living accommodation where proposals generate a requirement to provide affordable housing, do not include the necessary policy compliant provision/financial contribution and this is being justified on viability grounds.	London Plan Policies H4 Delivering affordable housing, H8 Loss of existing housing and estate redevelopment, H11 Build to Rent, H13 Specialist older persons housing, H15 Purpose-built student accommodation and H16 Large-scale purpose-built shared. Mayor's Affordable Housing and Viability SPG RICS guidance ' Assessing viability in planning under the National Planning Policy Framework 2019 for England '
Air Quality Assessment (AQA) <ul style="list-style-type: none"> Major developments in Opportunity Areas, Housing Renewal Areas and developments subject to EIA should include an Air Quality Positive Statement. Major developments and developments incorporating Combined Heat and Power (CHP) should include Air Quality Neutral Calculations. 	Required for <ul style="list-style-type: none"> all major development; proposals that include potentially air pollution generating uses or combustion-based technologies⁹; proposals incorporating sensitive uses; and all residential developments that create new residential units within Air Quality Focus Areas. 	City Plan Policy 32 <i>Air Quality</i> London Plan Policy S11 draft Environmental SPD Use the interactive policies map to check if you are in an Air Quality Focus area.
Archaeological Assessment <ul style="list-style-type: none"> An archaeological desk-based assessment prepared by an IFA registered or other suitably qualified organisation or individual. In some circumstances field evaluation may be required. 	Required for major developments within an Archaeological Priority Area (APA), or applications involving excavation within an APA. May be required for other development within APAs ¹⁰ .	City Plan Policy 39 <i>Westminster's Heritage</i> See Westminster website for further advice on Archaeology
Biodiversity Survey and Report	Required if proposed development is close to or within a Site of Importance for Nature	City Plan Policy 34 <i>Green Infrastructure</i> , London Plan Policy G6 <i>Biodiversity and access to nature</i> .

⁹ potentially air pollution generating uses may include those that would generate changes in traffic volumes or traffic composition including development of bus or coach stations, development of underground car parks with extract ventilation or uses that involve combustion processes. Refer to the Institute of Air Quality Management guidance for further advice on thresholds.

¹⁰ Where advised by the Greater London Archaeology Advisory Service

	Conservation (SINC), would impact on a priority species or habitat or other ecological feature outside of the SINCS network.	draft Environmental SPD
BREEAM Pre-assessment, <ul style="list-style-type: none"> undertaken by a Licensed BREEAM accredited assessor. 	Required for <ul style="list-style-type: none"> Non-domestic development¹¹ creating 500sqm GIA or greater Conversions or extensions which create 500sqm (GIA) or greater of residential floorspace or five or more residential units 	City Plan , Policy 38 <i>Design Principles</i> , London Plan Policy SI5 draft Environmental SPD
Circular Economy Statement	Required for all applications referable to the Mayor of London ¹² .	City Plan Policy 37 <i>Waste Management</i> , London Plan Policy SI7 https://www.london.gov.uk/publications/circular-economy-statement-guidance
Completed Community Infrastructure Levy (CIL) Liability Assessment and Additional Information Forms	Required	See planning portal https://www.planningportal.co.uk/info/200136/policy_and_legislation/70/community_infrastructure_levy/5
Code of Construction Practice (CoCP), Signed DRAFT Appendix A checklist	Required for all proposals involving basement excavation (Checklist B) and for all other Level 1 and Level 2 proposals as defined in the CoCP (Checklist A).	WCC Code of Construction Practice
Contaminated Land Assessment	Required if application site is known to be or is suspected of being contaminated.	City Plan Policy 33 <i>Local Environmental Impacts</i> Further guidance in ' Contaminated Land Guidance for Developers submitting planning applications in Westminster '
Crime Prevention Statement (including Counter Terrorism Measures). <ul style="list-style-type: none"> May form part of Design and Access Statement, where provided. 	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.	City Plan Policy 38 <i>Design Principles</i>

¹¹ This includes all non- residential developments (including conversions, extensions, and changes of use) of 500 sqm or more.

¹² As set out in the [Mayor of London Order \(2008\)](#)

Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses ¹³ .	City Plan Policy 7 <i>Managing development for Westminster's people</i> <i>BRE Site layout planning for daylight and sunlight: a guide to good practice (P. Littlefair September 2011)</i>
Delivery and servicing plan	Required for development referable to the Mayor and may be required for non-residential development that generates new or additional servicing, collections and/or deliveries – this should be agreed through pre-application discussions.	City Plan Policy 29 <i>Freight and Servicing</i> and London Plan Policy T7 <i>Deliveries, Servicing and Construction</i>
Electromagnetic field Survey	May be required for certain types of development that would generate an electromagnetic field in proximity to sensitive occupiers (e.g. residential, educational etc) or where accommodation for sensitive occupiers is proposed in close proximity to existing electromagnetic field sources (e.g. electricity sub-stations).	Government advice on Electromagnetic fields
Energy Strategy <ul style="list-style-type: none"> Including Cooling Strategy 	Required for major developments	City Plan Policy 36 Mayor of London's draft Energy Assessment Guidance: https://www.london.gov.uk/sites/default/files/gla_energy_assessment_guidance_april_2020.pdf
Fire Statement – London Plan	Required for all major applications	London Plan D12 <i>Fire Safety</i>
Flood Risk Assessment (FRA)	Required if site <ul style="list-style-type: none"> 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) if the site is within a surface water flooding hotspot, 	City Plan Policy 35 <i>Flood Risk</i> and Policy 45 <i>Basements</i> London Plan Policy SI12 <i>Flood Risk Management</i> . Use interactive policies map to check if you are in flood risk area. See Environment Agency's Advice on Flood Risk Assessments .

¹³ In addition to residential accommodation, sensitive land uses may include many types of social and community infrastructure, including schools, hospitals, and nursery facilities, as well as types of specialist housing such as elderly housing and care homes.

	<ul style="list-style-type: none"> • or if the application involves development of 1 hectare or greater elsewhere in Westminster. 	
Foul sewage and utilities assessment	Required if proposal involves connection to or changes to the existing utility infrastructure systems.	London Plan Policies S13 <i>Energy Infrastructure</i> , S15 <i>Water Infrastructure</i> and S16 <i>Digital Connectivity Infrastructure</i> .
Heritage Statement/ Heritage Impact Assessment (HIA) ¹⁴ <ul style="list-style-type: none"> ▪ May form part of Design and Access Statement, where provided. 	Required if proposal affects heritage assets ¹⁵ , including their settings. HIA required for development which has the potential to impact on the Outstanding Universal Value of the Westminster World Heritage Site, a Heritage Impact Assessment should also be undertaken.	<p>City Plan Policy 39 <i>Westminster's Heritage</i></p> <p>See website advice for further information on requirements and our heritage statement template.</p> <p>See Guidance for Applicants on Heritage Impact assessment</p>
Landscaping/ Replacement Planting Strategy <ul style="list-style-type: none"> ▪ For Major Development this should set out how the Urban Greening Factor has been applied. 	Required for major development, basement development extending below garden land, development creating new public realm and private space or resulting in the loss of existing landscaping and where new green roofs and walls are proposed. Where a Design and Access Statement is provided, landscaping should follow from the Statement's design concept.	<p>London Plan G5 <i>Urban greening</i> and G7 <i>Trees and woodlands</i></p> <p>City Plan Policy 34 <i>Green Infrastructure</i> and Policy 44 <i>Public Realm</i>.</p> <p>Draft Environmental SPD</p> <p>LP Guidance on Urban Greening Factor - https://www.london.gov.uk/sites/default/files/urban_greening_factor_lp_g_pre-consultation_draft.pdf</p>
Lighting Assessment	May be required if proposal includes the installation of external lighting.	<p>City Plan Policy 33.</p> <p>Institution of Lighting Professionals in their Guidance Note 01/21 '<i>The Reduction of Obtrusive Light</i>'</p>
London Sustainable Drainage Pro-forma	Required for major development	City Plan Policy 35 <i>Flood Risk</i>

¹⁴ Should be proportionate to the nature of proposals and can be within the Design and Access Statement where one is required but should form a clearly identified separate section.

¹⁵ This includes all designated heritage assets – the world heritage site, scheduled monuments, listed buildings, conservation area and registered parks and gardens and may be required for non-designated heritage assets, including unlisted buildings of merit or buildings, statues and open spaces outside conservation areas but identified as being of heritage significance. Will always be required if filling in forms b or c.

		See https://www.london.gov.uk/what-we-do/environment/climate-change/surface-water/london-sustainable-drainage-proforma#acc-i-56822
Marketing and Viability Assessment	Required where applications propose the loss of uses protected by policies within the development plan	City Plan Policies 10 <i>Housing for Specific Groups</i> , 13 <i>Support Economic Growth</i> , Policy 16 <i>Food, Drink and Entertainment</i> , Policy 17 <i>Community Infrastructure and Facilities</i> , Policy 22 <i>Harley Street Special Policy Area</i> and Policy 30(B) <i>Technological Innovation in Transport</i> . London Plan Policies SD5 <i>Offices, other strategic functions and residential development in the CAZ</i> , E1 <i>Offices</i> , E7 <i>Industrial intensification, co-location, and substitution</i> and HC7 <i>Protecting Public Houses</i> .
3D model ▪ Models should be in fbx format and should be geo-located.	May be required for major applications/ tall building proposals or development affecting the Westminster World Heritage site, LVMF or significant views ¹⁶	City Plan Policy 40 <i>Townscape and Architecture</i> , London Plan Policy D4 <i>Delivering Good Design</i> , HC2 <i>World Heritage Sites</i> and HC3 <i>Strategic and Local Views</i>
Noise impact assessment (Acoustic Report)	Required for all developments that could affect noise sensitive receptors, could cause existing nearby uses to have to curtail their activities (agent of change principle) and for new noise sensitive development (e.g. residential) in areas with high noise levels.	City Plan Policy 33 <i>Local Environmental Impacts</i> ,
Odour Assessment	Required for proposals that involve significant sources of odour.	City Plan Policy 33 <i>Local Environmental Impacts</i> , London Plan Policies D13 <i>Agent of Change</i> , Draft Environmental SPD . Air Quality Management (IAQM) 'Guidance on the assessment of odour for planning' (July 2018) .
Other plans, drawings and information necessary to describe the development including scale bar on all drawings to allow for electronic measurements to be made. Plans required will depend on the nature of the	Required	https://www.gov.uk/guidance/making-an-application#Plans-and-drawings

¹⁶ Can be determined through pre-application discussions and would depend on the scale and likely prominence of the proposed development.

proposals but typically would include existing and proposed plans, elevations and sections.		
Parking Design and Management plan	Required where development includes associated on-site car parking spaces	City Plan Policy 27 <i>Parking</i> London Plan Policies T6 <i>Parking</i> , T6.1 <i>Residential Parking</i> , T6.2 and T6.5 <i>Non-Residential Disabled Persons Parking</i> .
Photographs/ AVR	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.	City Plan Policy 39 <i>Heritage</i> and 40 <i>Townscape and Architecture</i>
Planning Statement	Required for all major applications and where planning obligations are required. Recommended for minor development including changes of use, certificates of lawfulness.	National Planning Practice Guidance https://www.gov.uk/guidance/making-an-application#Plans-and-drawings
Purpose built shared living management plan	Required for all proposals for purpose built shared living accommodation.	City Plan Policy 11 <i>Innovative Housing Delivery</i> London Plan Policy H16 <i>Large-Scale Purpose-Built Shared Living</i> .
Sequential Test and Impact Assessment	Required where main town centre uses are proposed outside of the CAZ and the town centre hierarchy Impact Assessment required for proposals for new, or extensions to existing, edge or out-of-centre development for retail, leisure and office uses that are not in accordance with the Development Plan	City Plan Policy 14 <i>Town Centres, High Streets and the CAZ Town Centres and Retail'</i> section of the NPPG .
Shisha Smoking Management Plan	Required for all applications for shisha smoking premises.	City Plan Policy 33 <i>Local Environmental Impacts</i> , London Plan Policies D13 <i>Agent of Change</i> , Draft Environmental SPD .
Statement of Community Involvement	Required where community involvement has been undertaken prior to making an application.	City Plan Policy 38(C) Statement of Community Involvement (2014) (see Section 8) – NB due to be updated. Informal guidance 'Early Community Engagement Guidance Note for Applicants and Developers

<p>Structural Methodology Statement</p> <ul style="list-style-type: none"> including appropriate self-certification by suitably qualified engineer. For basements include soil investigation, geo-hydrology assessment and SuDS statement 	<p>Required where substantial demolition or excavation works are proposed.</p>	<p>City Plan Policies 39 Westminster's Heritage and 45 Basement Development.</p>
<p>Sustainable Design Statement</p> <ul style="list-style-type: none"> may form part of Design and Access Statement where provided. 	<p>Required for all applications which create new floorspace and where works to improve the environmental performance of the building are proposed.</p>	<p>City Plan Policy 38 <i>Design Principles</i>, Policy 39 <i>Westminster's Heritage</i>, Policy 36 <i>Energy</i></p>
<p>Tables and Chairs development – supplementary information including:</p> <ul style="list-style-type: none"> existing and proposed plans with footway dimensions clearly annotated and showing all street furniture, streetlights, street trees, service hatches, loading pads etc; drawings or example images the design and appearance of all furniture and associated equipment. 	<p>All applications for tables and chairs on the public highway.</p>	<p>City Plan Policy 43 <i>Public Realm Westminster Way - Public realm strategy Design principles and practice SPD (2011)</i></p>
<p>Telecommunications Development – supplementary information including ICNIRP declaration</p>	<p>Required for proposals for mast and antenna development by mobile phone network operators in England.</p>	<p>Code of Practice on Mobile Network Development in England (2016) City Plan Policy 19</p>
<p>Townscape Visual Impact Assessment</p>	<p>Required for development that would have significant impact on townscape or affect strategic views.</p>	<p>City Plan Policies 40 <i>Townscape and Architecture</i> and 41 <i>Building Height</i> London Plan Policies HC2 <i>World Heritage Sites</i>, HC3 <i>Strategic and HC4 London View Management Framework</i> and D9 <i>Tall Buildings</i>. London View Management Framework SPG (2012).</p> <p>The draft Metropolitan Views SPD, World Heritage Site Management Plan and conservation area audits identify important local views.</p>
<p>Transport Statement (TS)/ Transport assessment (TA)</p>	<p>Required if proposal is likely to have significant transport implications. The need for a TA or TS will normally be</p>	<p>City Plan Policy 24 <i>Sustainable Transport</i> in the City Plan; London Plan Policy T3 <i>Transport Capacity, Connectivity and Safeguarding</i>.</p>

	determined during discussions with officers at pre-application stage.	
Travel Plan/ Local level travel plan	Required for applications referable to the Mayor and if proposal is likely to have significant transport implications – this will normally be determined during discussions with officers at pre-application stage	City Plan Policy 24 <i>Sustainable Transport</i> London Plan Policy T4 4 <i>Assessing and mitigating transport impacts</i> .
Tree survey/ Arboricultural assessment	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees).	City Plan Policy 34 <i>Green Infrastructure</i> Draft Environmental SPD Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. See website advice on trees
Whole Life Cycle Carbon Assessment	Required for all applications referable to the Mayor of London and for major applications involving substantial demolition All major non-referable development is encouraged to calculate unregulated emissions and undertake a whole life-cycle carbon assessment.	London Plan Policy S12 <i>Minimising Greenhouse Gas Emissions</i> , City Plan Policy 38 <i>Design Principles</i> . Draft Environmental SPD Mayor of London Draft Whole Life-Cycle Carbon Assessment guidance See website guidance - https://www.westminster.gov.uk/westminster-environment-guidance-section-b/section-b-embodied-and-whole-life-carbon

Demolition in a Conservation Area Checklist

PLANNING PERMISSION FOR DEMOLITION IN A CONSERVATION AREA¹⁷

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

Please refer to our [naming conventions](#) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.

National Requirements - in line with [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(as amended\)](#)

Information Requirement	When required	Policy and further advice
Completed application form	Required	
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	See website guidance - ownership certificates
Plan identifying the land to which the application relates: <ul style="list-style-type: none"> a. A location plan b. A site plan 	Required	See national guidance on maps and plans
Local Requirements		
Information Requirements	When required	Policy and Further advice
Biodiversity survey and report	Required if proposed development is close to or within a Site of Importance for Nature Conservation (SINC), would impact on a priority	City Plan Policy 34 <i>Green Infrastructure</i> , London Plan Policy G6 <i>Biodiversity and access to nature</i> .

¹⁷ https://www.planningportal.co.uk/info/200126/applications/60/consent_types/5

	species or habitat or other ecological feature outside of the SINCs network.	draft Environmental SPD
Circular Economy Statement	Required for all applications referable to the Mayor of London ¹⁸ .	City Plan Policy 37 <i>Waste Management</i> , London Plan Policy SI7 https://www.london.gov.uk/publications/circular-economy-statement-guidance
Code of Construction Practice (CoCP), Signed Appendix A Checklist	Required for Level 1 and Level 2 proposals as defined in the CoCP (Checklist A).	City Plan Policy 33 <i>Local Environmental Impacts</i> , Policy 37 <i>Waste Management</i> Code of Construction Practice
Contaminated land assessment	Required if application site is known to be or is suspected of being contaminated.	City Plan Policy 33 <i>Local Environmental Impacts</i> Further guidance in ' Contaminated Land Guidance for Developers submitting planning applications in Westminster '
Heritage Statement	Required	City Plan Policy 39 <i>Westminster's Heritage</i> See website advice
Photographs	Required	City Plan Policy 39 <i>Heritage</i> and 40 <i>Townscape and Architecture</i>
Other Plans and Drawings necessary to describe the proposal, including drawings to make clear the extent of demolition and including scale bar on all drawings to allow for electronic measurements to be made.	Required	https://www.gov.uk/guidance/making-an-application#Plans-and-drawings
Structural Survey/Structural Methodology Statement ▪ including appropriate self-certification by suitably qualified engineer.	Required	City Plan Policies 39 Westminster's Heritage and 45 Basement Development.
Sustainable Design Statement	Required where full Whole Life Cycle carbon assessment is not provided.	City Plan Policy 38 <i>Design Principles</i> , Policy 39 <i>Westminster's Heritage</i>
Tree survey/ Arboricultural assessment	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	City Plan Policy 34 <i>Green Infrastructure</i>

¹⁸ As set out in the [Mayor of London Order \(2008\)](#)

	the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. Tree protection details may also be required.	Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. See website advice on trees
Whole Life Cycle Carbon Assessment	Required for all applications referable to the Mayor of London and should be provided for major applications involving substantial demolition	London Plan Policy S12 <i>Minimising Greenhouse Gas Emissions</i> , City Plan Policy 38 <i>Design Principles</i> . Draft Environmental SPD Mayor of London Draft Whole Life-Cycle Carbon Assessment guidance See website guidance - https://www.westminster.gov.uk/westminster-environment-guidance-section-b/section-b-embodied-and-whole-life-carbon

Listed Building Consent Checklist

LISTED BUILDING CONSENT ¹⁹		
<p>You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the planning portal.</p> <p>Please refer to our naming conventions 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.</p>		
National Requirements - in line with Planning (Listed Building and Conservation Area) Act 1990, Sections 10 & 11		
Information Requirement	When required	Policy and further advice
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	See national guidance on maps and plans
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	See website guidance - ownership certificates
4. Design and Access Statement	Required	
Local Requirements		
Information Requirements	When required	Policy and Further advice
Heritage Statement/ Heritage Impact Assessment	Required.	City Plan Policy 39 <i>Westminster's Heritage</i> See website advice and heritage statement template

¹⁹ https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance_note-listed_building_consent.pdf

	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	
Photographs/ AVR	Required.	City Plan Policy 39 <i>Heritage</i> and 40 <i>Townscape and Architecture</i>
Sustainable Design Statement <ul style="list-style-type: none"> • can be within Design and Access Statement where provided 	May be required where works to improve the environmental performance of the building are proposed.	City Plan Policy 38 <i>Design Principles</i> , Policy 39 <i>Westminster's Heritage</i> Draft Environmental Supplementary Planning Document.
Structural Survey/Structural Methodology Statement <ul style="list-style-type: none"> ▪ including appropriate self-certification by suitably qualified engineer 	Required where proposal involves substantial demolition or excavation works or significant structural alterations.	City Plan Policy 39 <i>Heritage</i>
Tree survey/ Arboricultural assessment	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.	City Plan Policy 34 <i>Green Infrastructure</i> Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. See website advice on trees
Other Plans and Drawings necessary to describe the proposal and including scale bar on all drawings to allow for electronic measurements to be made. Plans required will depend on the nature of the proposals but typically would include existing and proposed plans, elevations and sections.	Required	https://www.gov.uk/guidance/making-an-application#Plans-and-drawings
Schedule of works	Required if there are extensive repairs and alterations.	City Plan Policy 39 <i>Heritage</i>

Advertisement Consent Checklist

ADVERTISEMENT CONSENT ²⁰		
<p>You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the planning portal.</p> <p>Please refer to our naming conventions and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.</p>		
National Requirements – in line with Town and Country Planning (Control of Advertisements) (England) Regulations 2007		
Information Requirement	When required	Policy and further advice
Completed application form	Required	
Plan identifying the land to which the application relates	Required	See national guidance on maps and plans
The appropriate fee.	Required	See Westminster website advice: Planning application fees
Local Requirements		
Information Requirements	When required	Policy and Further advice
Lighting Assessment	May be required if application includes proposals for illuminated signage or the installation of lighting.	City Plan Policy 33 Guidance for designing unobtrusive external lighting is provided by the Institution of Lighting Professionals in their Guidance Note 01/21 'The Reduction of Obtrusive Light'.
Photographs / AVR	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.	City Plan Policy 39 <i>Heritage</i> and 40 <i>Townscape and Architecture</i>
Other Plans and Drawings necessary to describe the development and showing proposed method(s) of illumination, including scale bar on all drawings to allow for electronic measurements to be made	Required	https://www.gov.uk/guidance/making-an-application#Plans-and-drawings

²⁰ https://www.planningportal.co.uk/info/200126/applications/60/consent_types/8

Lawful Development Certificates Checklists

LAWFUL DEVELOPMENT CERTIFICATE - EXISTING USE, OPERATION OR ACTIVITY		
<p>You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the planning portal.</p> <p>Please refer to our naming conventions and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.</p>		
<p>National Requirements - in line with Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p>		
Information Requirement	When required	Policy and further advice
Completed application form	Required	
Plan identifying the land to which the application relates	Required	See national guidance on maps and plans
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.	https://www.legislation.gov.uk/uksi/2015/595/article/39/made
Such other information as is considered to be relevant to the application	Required	
The appropriate fee.	Required	See website advice: Planning application fees
Local Requirements		
Information Requirements	When required	Policy and Further advice
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.	
Other plans and drawings, including scale bar on all drawings to allow for electronic measurements to be made	May be required	
Photographs	Should be provided where relevant to support the application	

LAWFUL DEVELOPMENT CERTIFICATE - PROPOSED USE OR DEVELOPMENT

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

Please refer to our [naming conventions](#) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.

National Requirements - in line with [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(as amended\)](#)

Information Requirement	When required	Policy and further advice
Completed application form	Required	
Plan identifying the land to which the application relates	Required	See national guidance on maps and plans
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.	
Such other information as is considered to be relevant to the application	Required	
The appropriate fee.	Required	See website advice: Planning application fees
Local List of Requirements		
Information Requirements	When required	Policy and Further advice
A. Other plans and drawings, including scale bar on all drawings to allow for electronic measurements to be made.	May be required	

CERTIFICATE OF LAWFULNESS - PROPOSED WORKS TO A LISTED BUILDING

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#). Please refer to our [naming conventions](#) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.

National Requirements - in line with [The Planning \(Listed Buildings\) \(Certificates of Lawfulness of Proposed Works\) Regulations 2014](#)

Information Requirement	When required
Completed application form	Required
Plan identifying the land to which the application relates	Required
Evidence to verify the information included in the application and other information relevant to the application including a statement 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	Required
4. Plans and drawings necessary to describe the proposed works, including scale bar on all drawings to allow for electronic measurements to be made	Required
5. Such other information as is considered to be relevant to the application	Required
6. Statement as to the applicant's interest (ownership, tenancy etc) in the listed building(s) and any interest of any other person	Required
7. Details of listed building grading - See listed buildings database	Required

Outline Planning Checklists

OUTLINE PLANNING PERMISSION²¹ - checklist when using the following forms

- a. Outline planning permission with some matters reserved
- b. Outline planning permission with all matters reserved

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

Please refer to our [naming conventions](#) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.

National Requirements - in line with [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(as amended\)](#)

Information Requirement	When required	Policy and further advice
Completed application form	Required	
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	See website guidance - ownership certificates
Plan identifying the land to which the application relates	Required	See national guidance on maps and plans
The appropriate fee.	Required	See website advice: Planning application fees
Design and Access Statement	Required for: <ul style="list-style-type: none"> • major development 	See website Advice on Design and Access Statements

²¹ https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance_note-outline_application_with_reserved_matters.pdf

	<ul style="list-style-type: none"> where development is in a designated area²² and is development consisting of the provision of one or more dwelling house or would create 100m² or more of new floorspace; a 	
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	
Preliminary Sustainable drainage (SuDS) design strategy	Required for all major developments with surface water implications	
Environmental Statement	Environmental Impact Assessment (EIA) required in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (SI 2017/571) Guidance: https://www.gov.uk/guidance/environmental-impact-assessment Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application.
Local Requirements		
Information Requirement	When required	Policy and further advice
Affordable Housing Statement	May be required if proposal is likely to require the provision of affordable housing.	City Plan Policy 9 <i>Affordable Housing</i>
Affordable Housing Viability Assessment	May be required for residential development, including estate regeneration, build to rent, specialist older persons housing, purpose built student housing and purpose built shared living accommodation where proposals generate a requirement to provide affordable housing, do not include the necessary policy compliant provision/financial contribution and this is being justified on viability grounds.	London Plan Policies H4 Delivering affordable housing, H8 Loss of existing housing and estate redevelopment, H11 Build to Rent, H13 Specialist older persons housing, H15 Purpose-built student accommodation and H16 Large-scale purpose-built shared. Mayor's Affordable Housing and Viability SPG RICS guidance ' Assessing viability in planning under the National Planning Policy Framework 2019 for England '
Air Quality Assessment (AQA)	Required for	City Plan Policy 32 <i>Air Quality</i>

²² A conservation area or world heritage site

<ul style="list-style-type: none"> Major developments in Opportunity Areas, Housing Renewal Areas and developments subject to EIA should include an Air Quality Positive Statement. Major developments and developments incorporating Combined Heat and Power (CHP) should include Air Quality Neutral Calculations. 	<ul style="list-style-type: none"> all major development; proposals that include potentially air pollution generating uses or combustion-based technologies²³; proposals incorporating sensitive uses; and all residential developments that create new residential units within Air Quality Focus Areas. 	<p>London Plan Policy SI1 draft Environmental SPD</p> <p>Use the interactive policies map to check if you are in an Air Quality Focus area.</p>
<p>Archaeological Assessment</p> <ul style="list-style-type: none"> An archaeological desk-based assessment prepared by an IFA registered or other suitably qualified organisation or individual. In some circumstances field evaluation may be required. 	<p>May be required for major developments within an Archaeological Priority Area (APA), or applications involving excavation/ ground works within an APA.</p>	<p>City Plan Policy 39 <i>Westminster's Heritage</i> See Westminster website advice.</p>
<p>Biodiversity Survey and Report</p>	<p>May be required if proposed development is close to or within a Site of Importance for Nature Conservation (SINC), would impact on a priority species or habitat or another ecological feature outside of the SINC's network.</p>	<p>City Plan Policy 34 <i>Green Infrastructure</i> draft Environmental SPD</p>
<p>BREEAM Pre-assessment,</p> <ul style="list-style-type: none"> undertaken by a Licensed BREEAM accredited assessor. 	<p>Required for</p> <ul style="list-style-type: none"> Non-domestic development²⁴ of 500sqm GIA or greater; Conversions or extensions which create 500sqm (GIA) or greater of residential floorspace or five or more residential units 	<p>City Plan, Policy 38 <i>Design Principles</i>, London Plan Policy SI5 draft Environmental SPD</p>
<p>Circular Economy Statement</p>	<p>Required for all applications referable to the Mayor of London²⁵.</p>	<p>City Plan Policy 37 <i>Waste Management</i>, London Plan Policy SI7</p>

²³ Potentially air pollution generating uses may include those that would generate changes in traffic volumes or traffic composition including development of bus or coach stations, development of underground car parks with extract ventilation or uses that involve combustion processes. Refer to the Institute of Air Quality Management guidance for further advice on thresholds.

²⁴ This includes all non- residential developments (including conversions and extensions) of 500 sqm or more.

²⁵ As set out in the [Mayor of London Order \(2008\)](#)

		https://www.london.gov.uk/publications/circular-economy-statement-guidance
Community Infrastructure Levy (CIL) forms <ul style="list-style-type: none"> Completed CIL Liability Assessment Form and CIL additional information form 	Required	Guidance on liable development: https://www.gov.uk/guidance/community-infrastructure-levy See forms on Planning portal - https://www.planningportal.co.uk/info/200136/policy_and_legislation/70/community_infrastructure_levy/5
Code of Construction Practice (CoCP), Signed DRAFT Appendix A checklist	Required for all proposals involving basement excavation (Checklist B) and for all other Level 1 and Level 2 proposals as defined in the CoCP (Checklist A).	WCC Code of Construction Practice
Contaminated Land Assessment	May be required if application site is known to be or is suspected of being contaminated.	City Plan Policy 33 <i>Local Environmental Impacts</i> Further guidance in ' Contaminated Land Guidance for Developers submitting planning applications in Westminster '
Crime Prevention Statement (including Counter Terrorism Measures). ²⁶ <ul style="list-style-type: none"> May form section in the design and access statement, where provided 	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.	City Plan Policy 38 <i>Design Principles</i>
Daylight/Sunlight Assessment	May be required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses ²⁷ .	City Plan Policy 7 <i>Managing development for Westminster's people</i> BRE <i>Site layout planning for daylight and sunlight: a guide to good practice</i> (P. Littlefair September 2011)
Electromagnetic Field Survey	May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)	Government advice on Electromagnetic fields
Energy Strategy	Required for major applications	Mayor of London's draft Energy Assessment Guidance:

²⁶ May form section in the design and access statement, where provided.

²⁷ In addition to residential accommodation, sensitive land uses may include many types of social and community infrastructure, including schools, hospitals, and nursery facilities, as well as types of specialist housing such as elderly housing and care homes.

<ul style="list-style-type: none"> Including Cooling Strategy 		https://www.london.gov.uk/sites/default/files/gla_energy_assessment_guidance_april_2020.pdf
Flood Risk Assessment (FRA)	<p>Required if application site</p> <ul style="list-style-type: none"> 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) if the site is within a surface water flooding hotspot, or if the application involves development of 1 hectare or greater elsewhere in Westminster. 	<p>City Plan Policy 35 <i>Flood Risk</i> and Policy 45 <i>Basements</i> London Plan Policy S112 <i>Flood Risk Management</i>.</p> <p>Use interactive policies map to check if you are in flood risk area.</p> <p>See Environment Agency's Advice on Flood Risk Assessments.</p>
Foul sewage and utilities assessment	May be required if proposal involves connection to or changes to the existing utility infrastructure systems.	London Plan Policies S13 <i>Energy Infrastructure</i> , S15 <i>Water Infrastructure</i> and S16 <i>Digital Connectivity Infrastructure</i> .
Heritage Statement/ Heritage Impact Assessment (HIA) <ul style="list-style-type: none"> Can be within the Design and Access Statement where one is provided (should form a clearly identified separate section) 	<p>Required if proposal affects heritage assets, including their settings.</p> <p>HIA required for development which has the potential to impact on the Outstanding Universal Value of the Westminster World Heritage Site, a Heritage Impact Assessment should also be undertaken. ²⁸</p>	<p>City Plan Policy 39 <i>Westminster's Heritage</i></p> <p>See website advice for further information on requirements and heritage statement template.</p> <p>See Guidance for Applicants on Heritage Impact assessment</p>
Landscaping/ Replacement Planting Strategy	Required for major development, basement development extending below garden land, development creating new public realm and private space or resulting in the loss of existing landscaping and where new green roofs and walls are proposed.	<p>London Plan G5 <i>Urban greening</i> and G7 <i>Trees and woodlands</i></p> <p>City Plan Policy 34 <i>Green Infrastructure</i> and Policy 44 <i>Public Realm</i>.</p> <p>Draft Environmental SPD</p>

²⁸ Outline applications cannot be accepted for development in conservation areas and are 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.

	Where a Design and Access Statement is provided, landscaping should follow from the Statement's design concept.	
Lighting Assessment	May be required if proposal includes the installation of external lighting.	City Plan Policy 33. Institution of Lighting Professionals in their Guidance Note 01/21 'The Reduction of Obtrusive Light'
Marketing and Viability Assessment	Required where applications propose the loss of uses protected by policies within the development plan.	City Plan Policies 10 <i>Housing for Specific Groups</i> , 13 <i>Support Economic Growth</i> , Policy 16 <i>Food, Drink and Entertainment</i> , Policy 17 <i>Community Infrastructure and Facilities</i> , Policy 22 <i>Harley Street Special Policy Area</i> and Policy 30(B) <i>Technological Innovation in Transport</i> .
Noise impact assessment (Acoustic Report)	May be required for developments that could affect noise sensitive properties.	City Plan Policy 33 <i>Local Environmental Impacts</i> , London Plan Policies D13 <i>Agent of Change</i> and D14 <i>Noise</i> . Draft Environmental SPD
Other plans, drawings and information necessary to describe the development including scale bar on all drawings to allow for electronic measurements to be made.	Required.	https://www.gov.uk/guidance/making-an-application#Plans-and-drawings
Parking Design and Management Plan	Required where development includes associated on-site car parking spaces.	City Plan Policy 27 <i>Parking</i> London Plan Policies T6 <i>Parking</i> , T6.1 <i>Residential Parking</i> , T6.2 and T6.5 <i>Non-Residential Disabled Persons Parking</i> .
Photographs/ Accurate Visual Representations	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).	City Plan Policy 39 <i>Heritage</i> and 40 <i>Townscape and Architecture</i>
Planning Statement	Required for major applications	
Sequential Test and Impact Assessment	Required where main town centre uses are proposed outside of the CAZ and the town centre hierarchy	City Plan Policy 14 <i>Town Centres, High Streets and the CAZ</i>

	Impact Assessment required for proposals for new, or extensions to existing, edge or out-of-centre development for retail, leisure and office uses that are not in accordance with the Development Plan.	Further guidance on preparing a sequential Test and Impact Assessment is provided in the ‘Town Centres and Retail’ section of the NPPG .
Statement of Community Involvement	Required where community involvement has been arranged prior to making an application.	City Plan Policy 38(C) Statement of Community Involvement (2014) (see Section 8) – NB due to be updated Further advice on undertaking pre-application engagement with local communities and other stakeholders is provided in our informal guidance document ‘Early Community Engagement Guidance Note for Applicants and Developers
Structural Survey/Structural Methodology Statement <ul style="list-style-type: none"> including soil investigation, geo-hydrology assessment and SuDS statement appropriate self-certification by suitably qualified engineer 	Required where substantial demolition or excavation works are proposed.	City Plan Policies 39 Westminster’s Heritage and 45 Basement Development.
Sustainable Design Statement <ul style="list-style-type: none"> May be within Design and Access Statement where provided 	Required where	City Plan Policy 38 <i>Design Principles</i> , Policy 39 <i>Westminster’s Heritage</i> Draft Environmental SPD .
Telecommunications Development – Supplementary Information and signed ICPRN declaration	Required for mast and antenna development by mobile phone network operators in England	The Code of Practice on Mobile Network Development in England (2016) See paragraph 7.5 and Appendices D and E. See also City Plan Policy 1
Transport Statement (TS)/assessment (TA)	May be required if proposal is likely to have significant transport implications. The need for a TA or TS will normally be determined during discussions with officers at pre-application stage.	City Plan Policy 24 <i>Sustainable Transport</i> in the City Plan London Plan Policy T3 <i>Transport Capacity, Connectivity and Safeguarding</i> .
Travel Plan/Local Level Travel Plan	May be required if proposal is likely to have significant transport implications - will normally be determined during discussions with officers at pre-application stage.	City Plan Policy 24 <i>Sustainable Transport</i> London Plan Policy T4 4 <i>Assessing and mitigating transport impacts</i> .

Tree survey/ Arboricultural assessment	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.	London Plan G7 <i>Trees and woodlands</i> City Plan Policy 34 <i>Green Infrastructure</i> , Policy 45 <i>Basement Development</i> . See website advice on trees https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/trees-and-high-hedges
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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. 	

Existing Permissions Checklists

APPROVAL OF RESERVED MATTERS FOLLOWING OUTLINE APPROVAL		
<p>You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the planning portal.</p> <p>Please refer to our naming conventions and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.</p>		
<p>National Requirements - in line with Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p>		
Information Requirement	When required	Policy and further advice
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.	
Plan identifying the land to which the application relates: <ul style="list-style-type: none"> a. A location plan b. A site plan 	Required	See national guidance on maps and plans
The appropriate fee.	Required	See website advice: Planning application fees
Sustainable drainage (SuDS) design strategy	Required for all major developments with surface water implications	
Environmental Statement	Environmental Impact Assessment (EIA) required in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (SI 2017/571)</p> <p>Guidance: https://www.gov.uk/guidance/environmental-impact-assessment</p> <p>Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application.</p>

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 Requirements		
Information Requirement	When required	Policy and further advice
Affordable Housing Viability Assessment	Required for residential development, including estate regeneration, build to rent, specialist older persons housing, purpose built student housing and purpose built shared living accommodation where proposals generate a requirement to provide affordable housing, do not include the necessary policy compliant provision/financial contribution and this is being justified on viability grounds.	London Plan Policies H4 Delivering affordable housing, H8 Loss of existing housing and estate redevelopment, H11 Build to Rent, H13 Specialist older persons housing, H15 Purpose-built student accommodation and H16 Large-scale purpose-built shared. Mayor's Affordable Housing and Viability SPG RICS guidance ' Assessing viability in planning under the National Planning Policy Framework 2019 for England '
Air Quality Assessment (AQA) <ul style="list-style-type: none"> Major developments in Opportunity Areas, Housing Renewal Areas and developments subject to EIA should include an Air Quality Positive Statement. Major developments and developments incorporating Combined Heat and Power (CHP) should include Air Quality Neutral Calculations. 	Required for <ul style="list-style-type: none"> all major development; proposals that include potentially air pollution generating uses or combustion-based technologies²⁹; proposals incorporating sensitive uses; and all residential developments that create new residential units within Air Quality Focus Areas. 	City Plan Policy 32 <i>Air Quality</i> London Plan Policy SI1 draft Environmental SPD Use the interactive policies map to check if you are in an Air Quality Focus area.
Archaeological Assessment <ul style="list-style-type: none"> An archaeological desk-based assessment prepared by an IFA registered or other suitably qualified organisation or individual. In some circumstances field evaluation may be required. 	Required for major developments within an Archaeological Priority Area (APA), or applications involving excavation within an APA. May be required for other developments within APAs ³⁰ .	City Plan Policy 39 <i>Westminster's Heritage</i> See website advice on Archaeology

²⁹ potentially air pollution generating uses may include those that would generate changes in traffic volumes or traffic composition including development of bus or coach stations, development of underground car parks with extract ventilation or uses that involve combustion processes. Refer to the Institute of Air Quality Management guidance for further advice on thresholds

³⁰ Where advised by the Greater London Archaeology Advisory Service

Biodiversity Survey and Report	Required if proposed development is close to or within a Site of Importance for Nature Conservation (SINC), would impact on a priority species or habitat or other ecological feature outside of the SINCs network.	City Plan Policy 34 <i>Green Infrastructure</i> , London Plan Policy G6 <i>Biodiversity and access to nature</i> . draft Environmental SPD
BREEAM Pre-assessment, <ul style="list-style-type: none"> undertaken by a Licensed BREEAM accredited assessor. 	Required for <ul style="list-style-type: none"> Non-domestic development of 500sqm GIA or greater Conversions or extensions which create 500sqm (GIA) or greater of residential floorspace or five or more residential units. 	City Plan , Policy 38 <i>Design Principles</i> , London Plan Policy S15 draft Environmental SPD
Circular Economy Statement	Required for all applications referable to the Mayor of London ³¹ .	City Plan Policy 37 <i>Waste Management</i> , London Plan Policy SI7 https://www.london.gov.uk/publications/circular-economy-statement-guidance
Code of Construction Practice (CoCP), Signed DRAFT Appendix A checklist	Required for all proposals involving basement excavation (Checklist B) and for all other Level 1 and Level 2 proposals as defined in the CoCP (Checklist A).	WCC Code of Construction Practice
Contaminated Land Assessment	Required if application site is known to be or is suspected of being contaminated.	City Plan Policy 33 <i>Local Environmental Impacts</i> Further guidance in ' Contaminated Land Guidance for Developers submitting planning applications in Westminster '
Crime Prevention Statement (including Counter Terrorism Measures). ³² <ul style="list-style-type: none"> Can be within Design and Access Statement, where provided. 	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.	City Plan Policy 38 <i>Design Principles</i>

³¹ As set out in the [Mayor of London Order \(2008\)](#)

³² May form section in the design and access statement, where provided.

Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses ³³ .	City Plan Policy 7 <i>Managing development for Westminster's people</i> BRE <i>Site layout planning for daylight and sunlight: a guide to good practice</i> (P. Littlefair September 2011)
Delivery and servicing plan	May be required for development referable to the Mayor and all non-residential development that generates new or additional servicing, collections and/or deliveries – this should be agreed through pre-application discussions.	City Plan Policy 29 <i>Freight and Servicing</i> and London Plan Policy T7 <i>Deliveries, Servicing and Construction</i>
Electromagnetic field Survey	May be required for certain types of development that would generate an electromagnetic field in proximity to sensitive occupiers (e.g. residential, educational etc) or where accommodation for sensitive occupiers is proposed in close proximity to existing electromagnetic field sources (e.g. electricity sub-stations).	Government advice on Electromagnetic fields
Energy Strategy <ul style="list-style-type: none"> Including Cooling Strategy 	Required for major developments	City Plan Policy 36 Mayor of London's draft Energy Assessment Guidance: https://www.london.gov.uk/sites/default/files/gla_energy_assessment_guidance_april_2020.pdf
Fire Statement	Required for all major applications	London Plan D12 <i>Fire Safety</i>
Flood Risk Assessment (FRA)	Required if site <ul style="list-style-type: none"> 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) if the site is within a surface water flooding hotspot, 	City Plan Policy 35 <i>Flood Risk</i> and Policy 45 <i>Basements</i> London Plan Policy S112 <i>Flood Risk Management</i> . Use interactive policies map to check if you are in flood risk area.

³³ In addition to residential accommodation, sensitive land uses may include many types of social and community infrastructure, including schools, hospitals, and nursery facilities, as well as types of specialist housing such as elderly housing and care homes.

	or if the application involves development of 1 hectare or greater elsewhere in Westminster.	See Environment Agency's Advice on Flood Risk Assessments .
Heritage Statement/ Heritage Impact Assessment (HIA) <ul style="list-style-type: none"> can be within the Design and Access Statement where one is required (but should form a clearly identified separate section). 	Required if proposal affects heritage assets ³⁴ , including their settings. HIA required for development which has the potential to impact on the Outstanding Universal Value of the Westminster World Heritage Site, a Heritage Impact Assessment should also be undertaken.	City Plan Policy 39 <i>Westminster's Heritage</i> See website advice for further information on requirements and heritage statement template. See Guidance for Applicants on Heritage Impact assessment
Landscaping/ Replacement Planting Strategy <ul style="list-style-type: none"> For Major Development this should set out how the Urban Greening Factor has been applied. 	Required for major development, basement development extending below garden land, development creating new public realm and private space or resulting in the loss of existing landscaping and where new green roofs and walls are proposed. Where a Design and Access Statement is provided, landscaping should follow from the Statement's design concept.	London Plan G5 <i>Urban greening</i> and G7 <i>Trees and woodlands</i> City Plan Policy 34 <i>Green Infrastructure</i> and Policy 44 <i>Public Realm</i> . Draft Environmental SPD LP Guidance on Urban Greening Factor - https://www.london.gov.uk/sites/default/files/urban_greening_factor_lpg_pre-consultation_draft.pdf
Lighting Assessment	May be required if proposal includes the installation of external lighting.	City Plan Policy 33. Institution of Lighting Professionals in their Guidance Note 01/21 <i>'The Reduction of Obtrusive Light'</i>
London Sustainable Drainage Pro-forma	Required for major development	City Plan Policy 35 <i>Flood Risk</i> See https://www.london.gov.uk/what-we-do/environment/climate-change/surface-water/london-sustainable-drainage-proforma#acc-i-56822

³⁴ This includes all designated heritage assets – the world heritage site, scheduled monuments, listed buildings, conservation area and registered parks and gardens and may be required for non-designated heritage assets, including unlisted buildings of merit or buildings, statues and open spaces outside conservation areas but identified as being of heritage significance.

Marketing and Viability Assessment	Required where applications propose the loss of uses protected by policies within the development plan	City Plan Policies 10 <i>Housing for Specific Groups</i> , 13 <i>Support Economic Growth</i> , Policy 16 <i>Food, Drink and Entertainment</i> , Policy 17 <i>Community Infrastructure and Facilities</i> , Policy 22 <i>Harley Street Special Policy Area</i> and Policy 30(B) <i>Technological Innovation in Transport</i> . London Plan Policies SD5 <i>Offices, other strategic functions and residential development in the CAZ</i> , E1 <i>Offices</i> , E7 <i>Industrial intensification, co-location, and substitution</i> and HC7 <i>Protecting Public Houses</i> .
Noise impact assessment (Acoustic Report)	Required for all developments that could affect noise sensitive receptors, could cause existing nearby uses to have to curtail their activities (agent of change principle) and for new noise sensitive development (eg residential) in areas with high noise levels.	City Plan Policy 33 <i>Local Environmental Impacts</i> ,
Parking Design and Management plan	Required where development includes associated on-site car parking spaces	City Plan Policy 27 <i>Parking</i> London Plan Policies T6 <i>Parking</i> , T6.1 <i>Residential Parking</i> , T6.2 and T6.5 <i>Non-Residential Disabled Persons Parking</i> .
Photographs/ AVR	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.	City Plan Policy 39 <i>Heritage</i> and 40 <i>Townscape and Architecture</i>
Planning Statement	Required for all major applications and where planning obligations are required. Recommended for minor development including changes of use, certificates of lawfulness.	
other plans, drawings and information necessary to describe the development including scale bar on all drawings to allow for electronic measurements to be made.	Required.	https://www.gov.uk/guidance/making-an-application#Plans-and-drawings
Purpose built shared living management plan	Required for all proposals for purpose built shared living accommodation.	City Plan Policy 11 <i>Innovative Housing Delivery</i>

		London Plan Policy H16 Large-Scale Purpose-Built Shared Living.
Sequential Test and Impact Assessment	Required where main town centre uses are proposed outside of the CAZ and the town centre hierarchy Impact Assessment required for proposals for new, or extensions to existing, edge or out-of-centre development for retail, leisure and office uses that are not in accordance with the Development Plan.	City Plan Policy 14 Town Centres, High Streets and the CAZ Town Centres and Retail' section of the NPPG.
Statement of Community Involvement	Required where community involvement has been undertaken prior to making an application.	City Plan Policy 38(C) Statement of Community Involvement (2014) (see Section 8) – NB due to be updated. Informal guidance 'Early Community Engagement Guidance Note for Applicants and Developers
Structural Methodology Statement <ul style="list-style-type: none"> including appropriate self-certification by suitably qualified engineer. For basements include soil investigation, geo-hydrology assessment and SuDS statement. 	Required where substantial demolition or excavation works are proposed.	City Plan Policies 39 Westminster's Heritage and 45 Basement Development.
Telecommunications Development – supplementary information including ICNIRP declaration	Required for proposals for mast and antenna development by mobile phone network operators in England.	Code of Practice on Mobile Network Development in England (2016) City Plan Policy 19
Townscape Visual Impact Assessment	Required for development that would have significant impact on townscape or affect strategic views. Need for TVIA will normally be determined at pre-application stage.	City Plan Policies 40 <i>Townscape and Architecture</i> and 41 <i>Building Height</i> London Plan Policies HC2 <i>World Heritage Sites</i> , HC3 <i>Strategic and</i> HC4 <i>London View Management Framework</i> and D9 <i>Tall Buildings</i> . London View Management Framework SPG (2012) . The draft Metropolitan Views SPD, World heritage site Management Plan and conservation area audits identify important local views.

Transport Statement (TS)/ Transport assessment (TA)	Required if proposal is likely to have significant transport implications. The need for a TA or TS will normally be determined during discussions with officers at pre-application stage.	City Plan Policy 24 <i>Sustainable Transport</i> in the City Plan; London Plan Policy T3 <i>Transport Capacity, Connectivity and Safeguarding</i> .
Travel Plan/ Local level travel plan	Required for applications referable to the Mayor and if proposal is likely to have significant transport implications. The need for a Travel Plan will normally be determined during discussions with officers at pre-application stage	City Plan Policy 24 <i>Sustainable Transport</i> London Plan Policy T4 4 <i>Assessing and mitigating transport impacts</i> .
Tree survey/ Arboricultural assessment	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees).	City Plan Policy 34 <i>Green Infrastructure Draft Environmental SPD</i> Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. See website advice on trees
Whole Life Cycle Carbon Assessment	Required for all applications referable to the Mayor of London and for major applications involving substantial demolition All major non-referable development is encouraged to calculate unregulated emissions and undertake a whole life-cycle carbon assessment.	London Plan Policy S12 <i>Minimising Greenhouse Gas Emissions</i> , City Plan Policy 38 <i>Design Principles</i> . Draft Environmental SPD Mayor of London Draft Whole Life-Cycle Carbon Assessment guidance See website guidance - https://www.westminster.gov.uk/westminster-environment-guidance-section-b/section-b-embodied-and-whole-life-carbon

REMOVAL OR VARIATION OF CONDITION(S)

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

Please refer to our [naming conventions](#) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.

National Requirements

Information Requirements	When required	Policy and Further advice
Completed application form	Required	
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	See website guidance - ownership certificates
The appropriate fee.	Required	See website advice: Planning application fees
Design and Access Statement (if required)	May be required in accordance with requirements of the Town and Country Planning (Development Management Procedure) Order 2015 as amended	See Westminster website Advice on Design and Access Statements
Sustainable drainage (SuDS) design strategy	Required for all major developments with surface water implications	
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.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (SI 2017/571) Guidance: https://www.gov.uk/guidance/environmental-impact-assessment

		Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application.
Local Requirements		
Information Requirements	When required	Policy and Further advice
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.	City Plan Policy 9 <i>Affordable Housing</i> London Plan Policy H5.
Affordable Housing Viability Assessment	Required for residential development, including estate regeneration, build to rent, specialist older persons housing, purpose built student housing and purpose built shared living accommodation where proposals generate a requirement to provide affordable housing, do not include the necessary policy compliant provision/financial contribution and this is being justified on viability grounds	London Plan Policies H4 <i>Delivering affordable housing</i> , H8 <i>Loss of existing housing and estate redevelopment</i> , H11 <i>Build to Rent</i> , H13 <i>Specialist older persons housing</i> , H15 <i>Purpose-built student accommodation</i> and H16 <i>Large-scale purpose-built shared living</i> .
Air quality assessment (AQA)	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; or if the proposal is likely to bring new sensitive receptors into an area of poor air quality.	City Plan Policy 32 <i>Air Quality</i> London Plan Policy S11 <i>Improving Air Quality</i> .
Archaeological Assessment	May be required where the site is located within an Archaeological Priority Area and if proposal is likely to have significant archaeological implications.	City Plan Policy 39 <i>Westminster's Heritage</i> See website advice on archaeology
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.	City Plan Policy 34 <i>Green Infrastructure</i> , London Plan Policy G6 <i>Biodiversity and access to nature</i> . draft Environmental SPD
BREEAM Pre-Assessment <ul style="list-style-type: none"> undertaken by a Licensed BREEAM accredited assessor. 	Required for <ul style="list-style-type: none"> Non-domestic development³⁵ of 500sqm GIA or greater 	City Plan , Policy 38 <i>Design Principles</i> , London Plan Policy S15 draft Environmental SPD

³⁵ This includes all non- residential developments (including conversions, extensions, and changes of use) of 500 sqm or more.

	<ul style="list-style-type: none"> Conversions or extensions which create 500sqm (GIA) or greater of residential floorspace or five or more residential units. 	
Circular Economy Statement	Required for applications referable ³⁶ to the Mayor of London depending on the proposed changes that will result from the variation/removal of the condition	City Plan Policy 37 <i>Waste Management</i> , London Plan Policy S17 <i>Reducing Waste and Supporting the Circular Economy</i> draft Environmental SPD
Code of Construction Practice (CoCP), Signed DRAFT Appendix A checklist	Required for all proposals involving basement excavation (Checklist B) and for all other Level 1 and Level 2 proposals as defined in the CoCP (Checklist A).	WCC Code of Construction Practice
Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses ³⁷ .	City Plan Policy 7 <i>Managing development for Westminster's people</i> BRE <i>Site layout planning for daylight and sunlight: a guide to good practice</i> (P. Littlefair September 2011)
Energy Strategy <ul style="list-style-type: none"> Including cooling strategy 	Required for major developments	City Plan Policy 36 Mayor of London's draft Energy Assessment Guidance: https://www.london.gov.uk/sites/default/files/gla_energy_assessment_guidance_april_2020.pdf
Flood Risk Assessment (FRA)	Required if site <ul style="list-style-type: none"> 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) if the site is within a surface water flooding hotspot, or if the application involves development of 1 hectare or greater elsewhere in Westminster. 	City Plan Policy 35 <i>Flood Risk</i> and Policy 45 <i>Basements</i> London Plan Policy S112 <i>Flood Risk Management</i> . Use interactive policies map to check if you are in flood risk area. See Environment Agency's Advice on Flood Risk Assessments .

³⁶ As set out in the [Mayor of London Order \(2008\)](#)

³⁷ In addition to residential accommodation, sensitive land uses may include many types of social and community infrastructure, including schools, hospitals, and nursery facilities, as well as types of specialist housing such as elderly housing and care homes.

Foul sewage and utilities assessment	Required if removal/variation of condition requires connection to or changes to the existing utility infrastructure systems.	London Plan Policies SI3 <i>Energy Infrastructure</i> , SI5 <i>Water Infrastructure</i> and SI6 <i>Digital Connectivity Infrastructure</i> .
Heritage Statement <ul style="list-style-type: none"> Can be within Design and Access Statement where provided. 	Required if removal/variation of condition affects heritage assets.	City Plan Policy 39 <i>Westminster's Heritage</i> See website advice for further information on requirements and heritage statement template. See Guidance for Applicants on Heritage Impact assessment
Landscaping /Replacement Planting Strategy	May be required depending on the changes resulting from the proposed removal/variation of condition	London Plan G5 <i>Urban greening</i> and G7 <i>Trees and woodlands</i> City Plan Policy 34 <i>Green Infrastructure</i> and Policy 44 <i>Public Realm</i> . Draft Environmental SPD LP Guidance on Urban Greening Factor - https://www.london.gov.uk/sites/default/files/urban_greening_factor_lpg_pre-consultation_draft.pdf
Lighting assessment	May be required if proposed removal/variation of condition affects illuminated signage, external lighting, or will make external lighting necessary.	City Plan Policy 33 Guidance for designing unobtrusive external lighting is provided by the Institution of Lighting Professionals in their Guidance Note 01/21 <i>'The Reduction of Obtrusive Light'</i> .
London Sustainable Drainage Pro-forma	Required for major development	City Plan Policy 35 <i>Flood Risk</i> See https://www.london.gov.uk/what-we-do/environment/climate-change/surface-water/london-sustainable-drainage-proforma#acc-i-56822
Marketing and Viability Assessment	Required where applications propose the loss of uses protected by policies within the development plan	City Plan Policies 10 <i>Housing for Specific Groups</i> , 13 <i>Support Economic Growth</i> , Policy 16 <i>Food, Drink and Entertainment</i> , Policy 17 <i>Community Infrastructure and Facilities</i> , Policy 22 <i>Harley Street Special Policy Area</i> and Policy 30(B) <i>Technological Innovation in Transport</i> .

		London Plan Policies SD5 <i>Offices, other strategic functions and residential development in the CAZ</i> , E1 <i>Offices</i> , E7 <i>Industrial intensification, co-location, and substitution</i> and HC7 <i>Protecting Public Houses</i> .
3D model <ul style="list-style-type: none"> Models should be in fbx format and should be geo-located. 	May be required for major applications/ tall building proposals or development affecting the Westminster World Heritage site, LVMF or significant views ³⁸	City Plan Policy 40 <i>Townscape and Architecture</i> , London Plan Policy D4 <i>Delivering Good Design</i> , HC2 <i>World Heritage Sites</i> and HC3 <i>Strategic and Local Views</i>
Noise impact assessment (Acoustic Report)	Required for all developments that could affect noise sensitive receptors, could cause existing nearby uses to have to curtail their activities (agent of change principle) and for new noise sensitive development (e.g. residential) in areas with high noise levels. Details of all external plant required.	City Plan Policy 33 <i>Local Environmental Impacts</i> ,
Odour Assessment	Required for proposals that involve significant sources of odour.	City Plan Policy 33 <i>Local Environmental Impacts</i> , London Plan Policies D13 <i>Agent of Change</i> , Draft Environmental SPD . The Institute of Air Quality Management (IAQM) ' Guidance on the assessment of odour for planning ' (July 2018).
Parking Design and Management Plan	May be required where development includes associated on-site car parking spaces	City Plan Policy 27 <i>Parking</i> London Plan Policies T6 <i>Parking</i> , T6.1 <i>Residential Parking</i> , T6.2 and T6.5 <i>Non-Residential Disabled Persons Parking</i> .
Photographs/AVR	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.	City Plan Policy 39 <i>Heritage</i> and 40 <i>Townscape and Architecture</i>
Planning statement	Required for all major applications and where planning obligations are required. Recommended for	

³⁸ Can be determined through pre-application discussions and would depend on the scale and likely prominence of the proposed development.

	minor development including changes of use, certificates of lawfulness.	
Other Plans and Drawings necessary to describe the proposal, including scale bar on all drawings to allow for electronic measurements to be made	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.	
Purpose built shared living management plan	Required for all proposals for purpose built shared living accommodation.	City Plan Policy 11 Innovative Housing Delivery London Plan Policy H16 Large-Scale Purpose-Built Shared Living.
Sequential Test and Impact Assessment	Required where main town centre uses are proposed outside of the CAZ and the town centre hierarchy Impact Assessment required for proposals for new, or extensions to existing, edge or out-of-centre development for retail, leisure and office uses that are not in accordance with the Development Plan	City Plan Policy 14 Town Centres, High Streets and the CAZ Town Centres and Retail' section of the NPPG.
Shisha Smoking Management Plan	Required for all applications for shisha smoking premises.	City Plan Policy 33 <i>Local Environmental Impacts</i> , London Plan Policies D13 <i>Agent of Change</i> , Draft Environmental SPD. Details that should be included in a Shisha Smoking Management Plan are set out in the 'Odour' Section of the Draft Environmental SPD.
Statement of Community Involvement	Required where community involvement has been arranged prior to making an application to remove/vary a condition.	City Plan Policy 38(C) Statement of Community Involvement (2014) (see Section 8) – NB due to be updated. Informal guidance 'Early Community Engagement Guidance Note for Applicants and Developers
Structural Survey/Structural Methodology Statement including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)	Required if proposed removal/variation of condition affects demolition and/or excavation works or involves structural alterations.	City Plan Policies 39 Westminster's Heritage and 45 Basement Development.

Telecommunications Development – supplementary information including ICNIRP declaration	Required for proposals for mast and antenna development by mobile phone network operators in England.	Code of Practice on Mobile Network Development in England (2016) City Plan Policy 19
Townscape Visual Impact Assessment	Required if proposed removal/variation of condition would have significant impact on townscape or affect strategic views.	City Plan Policies 40 <i>Townscape and Architecture</i> and 41 <i>Building Height</i> London Plan Policies HC2 <i>World Heritage Sites</i> , HC3 <i>Strategic and</i> HC4 <i>London View Management Framework</i> and D9 <i>Tall Buildings</i> . London View Management Framework SPG (2012) . The draft Metropolitan Views SPD, World heritage site Management Plan and conservation area audits identify important local views.
Transport Statement (TS)/ 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.	City Plan Policy 24 <i>Sustainable Transport</i> in the City Plan; London Plan Policy T3 <i>Transport Capacity, Connectivity and Safeguarding</i> .
Travel Plan/Local Level 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.	City Plan Policy 24 <i>Sustainable Transport</i> London Plan Policy T4 4 <i>Assessing and mitigating transport impacts</i> .
Tree survey/ Arboricultural Assessment	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.	City Plan Policy 34 <i>Green Infrastructure</i> Draft Environmental SPD Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. See website advice on trees

<p>Whole Life Cycle Carbon Assessment</p>	<p>Required for all applications referable to the Mayor of London and for major applications involving substantial demolition</p> <p>All major non-referable development is encouraged to calculate unregulated emissions and undertake a whole life-cycle carbon assessment.</p>	<p>London Plan Policy S12 <i>Minimising Greenhouse Gas Emissions</i>, City Plan Policy 38 <i>Design Principles</i>. Draft Environmental SPD Mayor of London Draft Whole Life-Cycle Carbon Assessment guidance See website guidance - https://www.westminster.gov.uk/westminster-environment-guidance-section-b/section-b-embodied-and-whole-life-carbon</p>
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APPROVAL OF DETAILS RESERVED BY CONDITION

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

Please refer to our [naming conventions](#) and combine related plans/documents (e.g., existing plans and proposed plans) to reduce the number of separate files where possible.

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

Local Requirements

Information Requirements	When required
Completed application form	Required
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, including scale bar on all drawings to allow for electronic measurements to be made 	Required
Photographs	May be required.
Specific details/drawings/sample of materials etc as outlined within the relevant condition	Required

NON-MATERIAL AMENDMENT

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

National Requirements

Information Requirements	When required
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 ³⁹	Required

Local Requirements

Information Requirements	When required
Planning Statement.	May be required to explain the scope of changes and rationale for making them.
Plans and Drawings necessary to describe the proposal, including scale bar on all drawings to allow for electronic measurements to be made	May be required depending on the proposal. Will be required if non-material amendment results in or requires physical alterations or land uses changes.

³⁹ See website advice: [Planning application fees](#)

Trees checklists

CHECKLIST 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 will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the planning portal.</p> <p>Please refer to our naming conventions and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.</p>		
A. Works to Trees subject to a Tree Preservation Order (TPO)		
National Requirements – See The Town and Country Planning (Tree Preservation)(England) Regulations 2012		
Information Requirements	When required	Policy/ Further advice
Completed and dated application form with all mandatory questions answered.	Required.	https://ecab.planningportal.co.uk/uploads/appPDF/Help031_england_en.pdf
Sketch plan showing the location of all trees	Required.	
Identification of trees and full and clear specification of the works to be carried out.	Required	
Statement of reasons for the proposed work	Required	
Evidence in support of statement of reasons, where required by the standard application form.	Required	https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas#taking-decisions-on-applications-for-consent-under-a-tree-preservation-order
Local Requirements		
<ul style="list-style-type: none"> • Details of replacement planting (if applying to fell a tree) • Photographs (marked up showing the extent of the tree surgery). • Contact details for access to inspect trees. • Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting the application. 		

B. Notification of Proposed Works to Trees in Conservation Areas⁴⁰

National Requirements

Information Requirements	When required
Completed application form or written description of the proposal	Required
A full and clear specification of the works to be carried out and sufficient information to identify the relevant trees.	Required

Local Requirements

- Sketch plan showing the location of all trees(s)
- Photographs marked up showing the extent of the tree surgery.
- Details of replacement planting (if applying to fell a tree)
- Statement of reasons for the proposed works
- Evidence in support of statement of reasons
- Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.
- Contact details for access to inspect trees.

⁴⁰ https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance_note-works_to_trees.pdf

Prior approval and notifications checklists

LARGER HOME EXTENSIONS	
<p>You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the planning portal.</p>	
<p>National Requirements – as set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 1, Class A</p>	
<ol style="list-style-type: none"> 1. Written description of the proposed development including: <ol 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. 2. A plan indicating the site and showing the proposed development and any existing enlargement of the original dwelling house to which the enlarged part will be joined. 3. The addresses of any adjoining premises. 4. The Developer's contact details, including email address if the developer is content to receive communications electronically. 5. The appropriate fee. 	
<p>Local Requirement</p>	
<p>A. Completed Community Infrastructure Levy (CIL) Additional Information Form</p>	<p>Required</p>
<p>Additional Information</p>	
<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"> • A site location plan showing the location of the site in relation to adjacent sites, buildings, roads, and other identifiable features. • Drawings showing the existing and proposed floor plans, elevations, and roof plan. • Photographs showing the development site and its relationship with adjacent premises. • 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. 	

ADDITIONAL STOREYS TO ENLARGE A DWELLINGHOUSE

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

National Requirements – as set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 1, Class AA

1. Written description of the proposed development including details of any dwelling house and other works proposed
2. A plan indicating the site and showing the proposed development
3. Drawings comprising:
 - a. Floor plans, which are drawn to an identified scale and show the direction of North, indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors, and walls, and
 - b. Existing and proposed elevations of the building.
4. A written statement specifying the number of new dwelling houses proposed by the Development.
5. A list of all addresses of the flats within the existing block of flats any flats and any other premises in the existing building.
6. The Developer's contact details, including email address if the developer is content to receive communications electronically.
7. A flood risk assessment. Required where the Environment Agency is required to be consulted.
8. A report from a chartered engineer or other competent professional confirming that the external wall construction of the existing building complies with paragraphB4(1) of Schedule 1 to the Building Regulations 2010 -required for Class A and AA development where the existing building is 18 metres or more in height.
9. The appropriate fee.
10. Community Infrastructure Levy (CIL) Forms.

Local Requirement

A. Completed Community Infrastructure Levy (CIL) Additional Information Form	Required
B. Transport statement	May be required if proposal has significant impacts on the highway.
C. Land Contamination Assessment	May be required where the proposal is on potentially contaminated land.
D. Daylight and Sunlight Assessment	May be required to demonstrate the daylight received by the proposed accommodation and the impact daylight and sunlight received by neighbouring properties.

E. Noise Impact Assessment	May be required to demonstrate the noise impact of the development on other uses and/ or the impact of existing neighbouring uses on the proposed residential accommodation.
F. Townscape Visual Impact Assessment	May be required where development would impact on a protected view.
Additional Information	
<p>You are 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"> • A site location plan showing the location of the site in relation to adjacent sites, buildings, roads, and other identifiable features. • A full set of existing and proposed drawings including floor plans, sections, elevations, and roof plans. • Details of proposed facing materials, including visualisations to demonstrate the appearance of the proposed building. • Photographs showing the development site and its relationship with adjacent premises. 	

ADDITIONAL STOREYS TO CREATE NEW DWELLINGHOUSES

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

National Requirements – As set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 20, Classes A, AA, AB, AC and AD

1. Written description of the proposed development including details of any dwelling house and other works proposed.
2. A plan indicating the site and showing the proposed development.
3. Drawings comprising: Floor plans, which are drawn to an identified scale and show the direction of North, indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and existing and proposed elevations of the building.
4. A written statement specifying the number of new dwelling houses proposed by the development.
5. A list of all addresses of the flats within the existing block of flats any flats and any other premises in the existing building.
6. The Developer's contact details, including email address if the developer is content to receive communications electronically.
7. The appropriate fee.
8. A flood risk assessment. Required where the Environment Agency is required to be consulted.
9. A report from a chartered engineer or other competent professional confirming that the external wall construction of the existing building complies with paragraph B4(1) of Schedule 1 to the Building Regulations 2010 - required for Class A and AA development where the existing building is 18 metres or more in height.

Local Requirement

A. Completed Community Infrastructure Levy (CIL) Additional Information Form	Required
B. Transport Statement	May be required if proposal has significant impacts on the highway.
C. Land Contamination Assessment	May be required where the proposal is on potentially contaminated land.
D. Daylight and Sunlight Assessment	May be required to demonstrate the daylight received by the proposed accommodation and the impact daylight and sunlight received by neighbouring properties.
E. Noise Impact Assessment	May be required to demonstrate the noise impact of the development on other uses and/ or the impact of existing neighbouring uses on the proposed residential accommodation.
F. Townscape Visual Impact Assessment	May be required where development would impact on a protected view.

Additional Information

You are 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:

- Photographs showing the development site and its relationship with adjacent premises.
- A full set of existing and proposed drawings including floor plans, sections, elevations, and roof plans.
- Details of proposed facing materials, including visualisations to demonstrate the appearance of the proposed building.

PRIOR APPROVAL SOLAR EQUIPMENT ON ROOFS OF NON-DOMESTIC BUILDINGS

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

National List of Requirements – As set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 14, Class J

1. A written description of the proposed development
2. A plan indicating the site and showing the proposed development
3. The developer's contact address
4. The appropriate fee.
5. The developer's email address if the developer is content to receive communications electronically.

Local Requirements

A. Plans and drawings necessary to describe the design and external appearance of the equipment, including scale bar to allow measurements to be made	Required
B. Assessment of the impact of glare from the equipment on any neighbouring land.	May be required if the site is nearby to sensitive properties (e.g., residential, educational use).

Additional Information

You are requested to provide as much additional information as possible to help us identify the premises affected by the proposal. The following information would be particularly useful:

- Photographs showing the existing/proposed location of the equipment on the premises.

PRIOR APPROVAL ERECTION/CONSTRUCTION OF A COLLECTION FACILITY WITHIN THE CURTILAGE OF A SHOP

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

National List of Requirements – As set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 7, Class C

1. A written description of the proposed development which must include details of any building operations proposed.
2. A plan indicating the site and showing the proposed development.
3. The developer's contact address.
4. The appropriate fee⁴¹.
5. The developer's email address if the developer is content to receive communications electronically.

Local Requirements

- | | |
|---|----------|
| A. Plans and drawings necessary to describe the siting, design, and external appearance of the structure, including scale bar to allow 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 collection facility. The following information would be particularly useful:

- A site location plan showing the location of the site in relation to adjacent sites, buildings, roads, and other identifiable features.
- Photographs showing the location of the premises and the location of the collection facility.

⁴¹ See website advice: [Planning application fees](#)

PRIOR APPROVAL OF PROPOSED DEMOLITION

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

National Requirements – As set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 11, Class B

1. Completed application form or written description of the proposal.
2. Statement that a site notice has been displayed.
3. The appropriate fee⁴².
4. Written justification for the demolition - required where demolition is urgently necessary in the interests of safety or health.

Local Requirements

A. Biodiversity survey and report	May be required if proposal is likely to have an impact on wildlife and biodiversity.
B. Photographs	Photographs may be required in support of demolition of an existing building.
C. Structural Survey /Structural Methodology Statement (with appropriate self-certification by suitably qualified engineer) including SuDS statement	May be required.
D. Tree Survey/ Arboricultural Assessment	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.

Additional Information

You are requested to provide as much additional information as possible to help us identify the premises affected by the proposal. The following information would be particularly useful:

- A site location plan showing the location of the building(s) to be demolished in relation to adjacent sites, buildings, roads and other identifiable features.
- Photographs showing the existing/proposed location of the equipment on the premises.

⁴² see website advice: [Planning application fees](#)

PRIOR NOTIFICATION - PERMITTED DEVELOPMENT BY ELECTRONIC COMMUNICATIONS CODE OPERATORS

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

National Requirements – As set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 16, Class A

1. Completed application form or written description of the proposed development
2. Plans identifying the proposed location of development
3. The appropriate fee⁴³
4. Evidence that notice has been given of the proposed development

Local Requirements

Noise Impact Assessment	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.
Any other relevant additional information including plans and drawings necessary to describe the proposal, with scale bar on all drawings to allow for electronic measurements to be made.	May be required
Supplementary Information Template	May be required as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development .
Electromagnetic field Survey	May be required in proximity to sensitive occupiers (e.g. residential, educational etc)

Additional Information

You are requested to provide as much additional information as possible to help us identify the premises affected by the proposal. The following information would be particularly useful:

- A site location plan showing the location of the site in relation to adjacent sites, buildings, roads and other identifiable features.
- Photographs showing the existing/proposed location of the equipment on the premises.

⁴³ see: [Planning application fees](#)

DEMOLITION OF BUILDINGS AND CONSTRUCTION OF NEW DWELLINGHOUSES IN THEIR PLACE

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

National Requirements – As set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 20, Class ZA

1. Written description of the proposed development including:
 - a. details of the building proposed for demolition,
 - b. details of the building proposed as replacement and,
 - c. the demolition and construction operations specified in proposed in paragraph ZA(3) of Schedule 2, Part 20, Class ZA of the GPDO.
2. A plan indicating the site and showing the proposed development.
3. Drawings prepared to an identified scale and showing external dimensions and elevations of (i) the building proposed for demolition and (ii) the building scheduled as replacement, which are drawn to an identified scale and show the direction of North. The drawings must indicate the following:
 - a. the dimensions and proposed use of each room and,
 - b. the position and dimensions of windows, doors and walls.
4. A written statement specifying:
 - a. the number of dwellinghouses in the building proposed for demolition, and,
 - b. the number of new dwellinghouses proposed in the building proposed as replacement.
5. A flood risk assessment - required where the Environment Agency is required to be consulted.
6. A written statement in respect of heritage and archaeological considerations of the Development.
7. The Developer's contact details, including email address if the developer is content to receive communications electronically.
8. The appropriate fee.

Local Requirement

A. Completed Community Infrastructure Levy (CIL) Additional Information Form	Required
B. Transport Statement	May be required if proposal has significant impacts on the highway.
C. Land Contamination Assessment	May be required where the proposal is on potentially contaminated land.
D. Daylight and Sunlight Assessment	May be required to demonstrate the daylight received by the proposed accommodation and the impact daylight and sunlight received by neighbouring properties.
E. Noise Impact Assessment	May be required to demonstrate the noise impact of the development on other uses and/ or the impact of existing neighbouring uses on the proposed residential accommodation.

F. Heritage Impact Assessment	May be required where development would have an impact on a heritage asset
G. Archaeological Assessment	May be required where development would be within an Archaeological Priority Area.
H. Details of the method of demolition	May be required.
I. Landscaping / Replacement Planting Strategy	May be required where proposed development includes significant areas of landscaping.
Additional Information	
<p>You are 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. • A full set of existing and proposed drawings including floor plans, sections, elevations and roof plans. • Details of proposed facing materials, including visualisations to demonstrate the appearance of the proposed building. 	

PRIOR NOTIFICATION CHANGE OF USE FROM RETAIL, BETTING OFFICE, PAY DAY LOAN SHOP OR CASINO TO RESTAURANTS/CAFES

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

National Requirements – As set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 3, Class C

1. Written description of the proposed development.
2. A plan indicating the site and showing the proposed development.
3. The appropriate fee⁴⁴.
4. The Developer's contact details, including email address if the developer is content to receive communications electronically.

Local Requirements

A. Details of odours associated with the proposed restaurant/cafe	Required
B. Details of proposed waste storage/handling	Required
C. Noise impact assessment	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 site location plan showing the location of the site 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.

⁴⁴ See website advice: [Planning application fees](#)

PRIOR NOTIFICATION CHANGE OF USE FROM RETAIL, BETTING OFFICE OR PAY DAY LOAN SHOP TO ASSEMBLY AND LEISURE

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

National Requirements – As set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 3, Class J

1. Written description of the proposed development.
2. A plan indicating the site and showing the proposed development.
3. The appropriate fee⁴⁵.
4. The Developer's contact details, including email address if the developer is content to receive communications electronically.

Local Requirements

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 site location plan showing the location of the site 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.

⁴⁵ See website advice: [Planning application fees](#)

PRIOR NOTIFICATION CHANGE OF USE FROM RETAIL, FINANCIAL AND PROFESSIONAL SERVICES USE, BETTING OFFICE, PAYDAY LOAN SHOP, TAKEAWAY, LAUNDRETTE (OR WHERE THESE FORM A MIXED USE IN COMBINATION WITH RESIDENTIAL) OR AMUSEMENT ARCADE/ CENTRE OR CASINO TO RESIDENTIAL

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

National Requirements – As set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 3, Classes M & N

1. Written description of the proposed development.
2. A plan indicating the site and showing the proposed development.
3. A statement specifying the net increase in dwelling houses proposed by the development.
4. Floor plans indicating the total floor space in square metres of each dwelling house, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwelling houses.
5. A flood risk assessment. Required where the Environment Agency is required to be consulted.
6. The appropriate fee⁴⁶.
7. The Developer's contact details, including email address if the developer is content to receive communications electronically.

Local Requirements

A. Completed Community Infrastructure Levy (CIL) Additional Information Form	Required
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 statement	May be required in connection if the proposal is likely to have significant transport implications.
E. Daylight and Sunlight Assessment	May be required to demonstrate the daylight received by the proposed accommodation and the impact daylight and sunlight received by neighbouring properties.

Additional Information

⁴⁶ See website advice: [Planning application fees](#)

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 site location plan showing the location of the site 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.

PRIOR NOTIFICATION CHANGE OF USE FROM CLASS E TO RESIDENTIAL

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

National Requirements – As set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 3, Classes MA

1. Written description of the proposed development.
2. A plan indicating the site and showing the proposed development.
3. A statement specifying the net increase in dwellinghouses proposed by the development.
4. Floor plans indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses.
5. A flood risk assessment. Required where the Environment Agency is required to be consulted.
6. The appropriate fee⁴⁷.
7. The Developer's contact details, including email address if the developer is content to receive communications electronically.

Local Requirements

A. Completed Community Infrastructure Levy (CIL) Additional Information Form	Required
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. Noise Impact Assessment	May be required to demonstrate the noise impact of the development on other uses and/ or the impact of existing neighbouring uses on the proposed residential accommodation.
E. Transport Statement	May be required in connection if the proposal is likely to have significant transport implications.
F. Daylight and Sunlight Assessment	May be required to demonstrate the daylight received by the proposed accommodation and the impact daylight and sunlight received by neighbouring properties.

Additional Information

⁴⁷ See website advice: [Planning application fees](#)

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 site location plan showing the location of the site 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.

PRIOR NOTIFICATION CHANGE OF USE FROM OFFICES TO RESIDENTIAL

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

National Requirements – As set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 3, Class O

1. Written description of the proposed development.
2. A plan indicating the site and showing the proposed development.
3. A statement specifying the net increase in dwellinghouses proposed by the development.
4. Floor plans indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses.
5. A flood risk assessment. Required where the Environment Agency is required to be consulted.
6. The appropriate fee⁴⁸.
7. The Developer's contact details, including email address if the developer is content to receive communications electronically.

Local Requirements

A. Completed Community Infrastructure Levy (CIL) Additional Information Form	Required
G. Land Contamination assessment	May be required in connection if the application site is known to be or is suspected of being contaminated.
H. Noise impact assessment	May be required to demonstrate the noise impact of the development on other uses and/or the impact of existing neighbouring uses on the proposed residential accommodation.
I. Transport assessment	May be required if the proposal is likely to have significant transport implications.
J. Daylight and Sunlight Assessment	May be required to demonstrate the daylight received by the proposed accommodation and the impact daylight and sunlight received by neighbouring 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 site location plan showing the location of the site 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

⁴⁸ See website advice: [Planning application fees](#)

PRIOR NOTIFICATION - CHANGE OF USE FROM STORAGE/DISTRIBUTION OR LIGHT INDUSTRIAL TO RESIDENTIAL

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

National List of Requirements – As set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 3, Classes P and PA

1. Written description of the proposed development.
2. A plan indicating the site and showing the proposed development.
3. A statement specifying the net increase in dwellinghouses proposed by the development.
4. Floor plans indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses.
5. A flood risk assessment. Required where the Environment Agency is required to be consulted.
6. The appropriate fee⁴⁹.
7. The Developer's contact details, including email address if the developer is content to receive communications electronically.
8. 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.

Local Requirements

A. Completed Community Infrastructure Levy (CIL) Additional Information Form	Required
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.
F. Daylight and Sunlight Assessment	May be required to demonstrate the daylight received by the proposed accommodation and the impact daylight and sunlight received by neighbouring 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:

⁴⁹ See website advice: [Planning application fees](#)

- 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.

PRIOR NOTIFICATION CHANGES OF USE FROM BUSINESS, HOTELS ETC. TO STATE-FUNDED SCHOOLS OR REGISTERED NURSERY

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

National Requirements – As set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 3, Class T

1. A written description of the proposed development.
2. A plan indicating the site and showing the proposed development.
3. The developer's contact address.
4. The appropriate fee⁵⁰.
5. The developer's email address if the developer is content to receive communications electronically.
6. A flood risk assessment. Required where the Environment Agency is required to be consulted.

Local Requirement

A. Transport statement	May be required if proposal has significant impacts on the highway.
B. Noise Impact Assessment	May be required to demonstrate the noise impact of the development on other uses and/ or the impact of existing neighbouring uses on the proposed education/ nursery accommodation.
C. Land Contamination Assessment	May be required where the proposal is on potentially contaminated land.

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 site location plan showing the location of the site 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.
- Photographs showing the location of the premises affected by the proposed temporary change of use.

⁵⁰ See website advice: [Planning application fees](#)

PRIOR NOTIFICATION OF TEMPORARY SCHOOL BUILDINGS ON VACANT COMMERCIAL LAND

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

National Requirements – As set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 4, Class CA

1. Letter from the relevant Minister advising that the site is approved for use as a state funded school.
2. A written description of the proposed development.
3. A plan indicating the site and showing the proposed development.
4. The developer's contact address.
5. The developer's e-mail address if the developer is content to receive communications electronically.
6. The appropriate fee⁵¹.

Local Requirements

A. Completed Community Infrastructure Levy (CIL) Additional Information Form	Required
B. Flood risk assessment	Required.
C. Land contamination assessment.	May be required in connection if the application site is known to be or is suspected of being contaminated.
D. Noise impact assessment.	Acoustic report may be required where the development could affect noise sensitive properties.
E. Transport assessment.	May be required where the proposal is likely to have significant transport implications.
F. Plans and drawings necessary to describe the siting, design and external appearance of the development including a scale bar on all drawings to allow 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 site location plan showing the location of the site in relation to adjacent sites, buildings, roads and other identifiable features.

⁵¹ See website advice: [Planning application fees](#)

- 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.

PRIOR APPROVAL - TEMPORARY USE OF BUILDINGS OR LAND FOR COMMERCIAL FILM MAKING

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

National List of Requirements – As set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 4, Class E

1. A written description of the proposed development.
2. A plan indicating the site and showing the proposed development.
3. The developer's contact address.
4. The appropriate fee⁵².
5. The developer's email address if the developer is content to receive communications electronically.
6. A site-specific flood risk assessment.

Local Requirements

A. the schedule of dates which make up the filming period in question and the hours of operation	Required
B. Transport Statement	May be required if the proposal is likely to have significant transport implications.
C. Noise Impact Assessment	May be required where the proposal could affect noise sensitive properties.
D. Lighting Assessment	May be required if the light impacts of the proposals would affect any occupier of neighbouring land.
E. Plans and drawings necessary to describe the siting, design and external appearance of any structures, works and additional equipment relating to the proposed use, including scale bar to allow 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 temporary change of use and about the existing and proposed use of the premises. The following information would be particularly useful:

- A site location plan showing the location of the site 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

⁵² See website advice: [Planning application fees](#)