



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

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

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

National List of Requirements

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

Local List of Requirements

Requirements	Status
A. Heritage Statement	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 be undertaken in line with the ICOMOS HIA Guidelines - https://www.icomos.org/world_heritage/HIA_20110201.pdf
B. Photographs/ photomontages	Required.
C. Structural Survey/Structural Methodology Statement including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)	Required where proposal involves substantial demolition or excavation works or significant structural alterations.
D. Tree survey/ Tree constraints plan/Arboricultural implications 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



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	construction. Tree protection details may also be required.
E. Plans and Drawings necessary to describe the proposal, including scale bar on all drawings to allow for electronic measurements to be made	Required.
F Schedule of works	May be required if there are extensive repairs and alterations.