



17. APPLICATIONS FOR REMOVAL OR VARIATION OF CONDITION(S) FOLLOWING GRANT OF PLANNING PERMISSION

Applications for removal or variation of condition(s) should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

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 |
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| 1. Completed application form | Required |
| 2. Certificates <ul style="list-style-type: none"> The completed ownership certificate (A, B, C or D) as appropriate. <ul style="list-style-type: none"> If Ownership Certificate B is completed, Notice 1 is required. If Ownership Certificate C is completed, Notices 1 and 2 are required If Ownership Certificate D is completed, Notice 2 is required. Agricultural Holdings Certificate | Required |
| 3. The appropriate fee. | Required |
| 4. Design and Access Statement (if required) | May be required in accordance with requirements of the Town and Country Planning (Development Management Procedure) Order 2015 as amended |
| 5. Sustainable drainage (SuDS) design strategy | Required for all major developments with surface water implications |

Local List of Requirements

| Requirements | Status |
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| A. Affordable Housing Statement | Required if the proposed removal/variation of condition is likely to require or change the requirement for the provision of affordable housing. |
| B. Air quality assessment | Required if the proposed removal/variation of condition will have an adverse effect on the quality of the air or will change the impact on air quality; or if the proposal is likely to bring new sensitive receptors into an area of poor air quality (threshold: 10 or more new residential properties, school, care home or medical facility). Air quality neutral assessment is required for all major developments and for proposals including CHP or Solid Fuel Biomass |
| C. Biodiversity survey and report | Required if the proposed removal/variation of condition will have an adverse impact on wildlife and biodiversity or will change the impact on wildlife and biodiversity. |
| D. Community Infrastructure Levy (CIL)- Mayor of London's CIL and WCC CIL | Completed CIL Additional Information Form Required |



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



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| U. 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. |
| V. Statement of Community Involvement | Required where community involvement has been arranged prior to making an application to remove/vary a condition. |
| W. Structural Survey/Structural Methodology Statement 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. |
| X. Town Centre Uses – Evidence to accompany applications | May be required if removal/variation of condition affects proposals for town centre uses. |
| Y. Transport assessment | May be required if proposed removal/variation of condition is likely to have significant transport implications or will result in changes to the transport implications of the development. |
| Z. Travel Plan | May be required if proposed removal/variation of condition is likely to have significant transport implications or will result in changes to the transport implications of the development. |
| AA. Tree survey/ 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 construction. Tree protection details may also be required. |
| AB. Ventilation/Extraction statement | May be required if proposed removal/variation of condition relates to applications for the use of premises for purposes within Use Classes: <ul style="list-style-type: none"> ○ A3 (Restaurants and cafes) ○ A4 (Drinking establishments) ○ A5 (Hot food takeaways) ○ B1 (business) and ○ B2 (general industrial). May also be required if proposed removal/variation of condition relates to applications for significant retail, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed. |
| AC. Viability Report | Required if proposed removal/variation of condition does not comply with policy and this failure is being justified on viability grounds. (Please note guidance regarding publication of reports and Freedom of Information requests: https://www.westminster.gov.uk/financial-viability-planning-advice-applicants). |
| AD. 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. |



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| AE. Electromagnetic field Survey | May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc) |
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