



**6. VALIDATION CHECKLIST FOR APPLICATION FOR FULL PLANNING PERMISSION AND LISTED BUILDING CONSENT FOR ALTERATIONS, EXTENSION OR DEMOLITION OF A LISTED BUILDING**

Applications for planning permission and 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**

<b>Requirements</b>	<b>Status</b>
1. Completed application form	Required
2. Plan identifying the land to which the application relates : a. A location plan b. A site plan	Required
3. Certificates ▪ 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 If Ownership Certificate D is completed, Notice 2 is required. ▪ Agricultural Holdings Certificate	Required
4. The appropriate fee.	Required
5. Design and Access Statement	Required
6. 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,
7. Sustainable drainage (SuDS) design strategy	Required for all major developments with surface water implications

**Mayor of London's Requirement**

<b>Requirement</b>	<b>Status</b>
i. Energy Assessment	Required for major developments

**Local List of Requirements**

<b>Requirements</b>	<b>Status</b>
A. Affordable Housing Statement	Required if proposal is likely to require the provision of affordable housing.
B. Air quality assessment	Required if proposal is likely to have an adverse effect on the quality of the air; or if the proposal is likely to bring new sensitive receptors into an area of



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	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 proposal is likely to have an impact on wildlife and biodiversity.
D. Community Infrastructure Levy (CIL)- Mayor of London's CIL and WCC CIL	Completed CIL Additional Information Form Required
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. Crime Prevention Statement (including Counter Terrorism Measures).	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.
G. Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.
H. Economic statement	May be required if proposal will have an impact on regeneration.
I. Environmental Statement	Environmental Impact Assessment (EIA) required in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017. Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application. Guidance: <a href="https://www.gov.uk/guidance/environmental-impact-assessment">https://www.gov.uk/guidance/environmental-impact-assessment</a> Where an EIA is not needed, a Sustainability Statement may be required.
J. 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.
K. Foul sewage and utilities assessment	Required if proposal involves connection to or changes to the existing utility infrastructure systems.
L. 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 - <a href="https://www.icomos.org/world_heritage/HIA_2_0110201.pdf">https://www.icomos.org/world_heritage/HIA_2_0110201.pdf</a>
M. Land Contamination assessment	Required if application site is known to be or is suspected of being contaminated.



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N. Landfill statement	Required if proposal includes landfill proposals. Information may be provided as part of Environmental Statement.
O. Landscaping details	May be required and should follow from the design concept in the Design and Access Statement.
P. Lighting assessment	May be required if proposal includes the installation of external lighting or will make external lighting necessary.
Q. Noise impact assessment	Details of all plant with external manifestation required. Acoustic report required for developments that could affect noise sensitive properties and for new noise sensitive development (e.g. residential) in areas with high noise levels).
R. Open Space assessment	Required if proposal is for development within open spaces.
S. Parking Provision	Details of existing and proposed parking required if proposal affects existing parking spaces (including on-street parking bays) and/or is likely to create changes in the demand for parking on site or on surrounding streets.
T. Photographs/Photomontages	Photographs required for development affecting a conservation area or a listed building. Photomontages required in support of large redevelopment schemes or if proposal involves the demolition of an existing building.
U. Planning obligations – Draft Head(s) of Terms	A statement of the proposed Heads of Terms is required with the application if proposal will result in a requirement for a legal agreement to secure planning obligations.
V. Planning Statement	Required for major application
W. Plans and Drawings necessary to describe the development, including scale bar on all drawings to allow for electronic measurements to be made	Required
X. Retail Marketing Statement	Required where development results in loss of a Class A1 retail unit and/or in some cases the loss of a public house or public house floorspace
Y. Statement of Community Involvement	Required where community involvement has been arranged prior to making an application.
Z. Structural Survey/Structural Methodology Statement including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)	Required where substantial demolition or excavation works are proposed or significant structural alterations are proposed.
AA. Tables and Chairs development – supplementary information	Details required of all furniture/ equipment proposed to be placed on the highway
AB. Telecommunication Development – supplementary information including ICNIRP declaration	Supplementary information is required for proposals for mast and antenna development by mobile phone network operators in England.
AC. Town Centre Uses – Evidence to accompany applications	If development includes proposals for town centre uses, may be required to demonstrate that proposal meets the requirements of:



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	<ul style="list-style-type: none"><li>• the National Planning Policy Framework,</li><li>• Westminster's adopted City Plan and retained Unitary Development Plan policies.</li></ul>
AD. Transport assessment	Required if proposal is likely to have significant transport implications.
AE. Travel Plan	Required if proposal is likely to have significant transport implications.
AF. 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.
AG. Ventilation/Extraction statement	Required to accompany all applications for the use of premises for purposes within Use Classes: <ul style="list-style-type: none"><li>○ A3 (Restaurants and cafes)</li><li>○ A4 (Drinking establishments)</li><li>○ A5 (Hot food takeaways)</li><li>○ B1 (business) and</li><li>○ B2 (general industrial).</li></ul> May also be required for significant retail, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.
AH. Viability Report	Required if proposal 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: <a href="https://www.westminster.gov.uk/financial-viability-planning-advice-applicants">https://www.westminster.gov.uk/financial-viability-planning-advice-applicants</a> ).
AI. Archaeological Assessment	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.
AJ. Electromagnetic field Survey	May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)
AK. Details of proposed materials for any external cladding including fire safety measures (can form part of Design and Access Statement)	Required for applications on buildings with a height of 6 storeys or more.