

APPENDIX A

CHECKLIST B: CODE OF CONSTRUCTION PRACTICE – BASEMENTS

The following information is required to confirm compliance with the Code of Construction Practice dated January 2022 (“CoCP”) for the following project:

Project name*:

Project address*:

.....

Planning reference no.*:

*: Please provide the information in block letters

NOTICE: THIS IS A LEGALLY BINDING DOCUMENT

which creates a legally enforceable relationship between the Signatory below and Westminster City Council. **It is essential that the person signing this document on behalf of the Developer has the authority to do so on the Developer’s behalf, thus creating legal obligations on behalf of the Developer.**

A Construction Management Plan (CMP) must be provided to Westminster City Council. The list below provides the specific details of what is required within this document. Please place a tick against every item in each category to confirm that relevant information will be provided within the CMP to demonstrate compliance with the CoCP. If the item is not considered applicable, please explain why. This form should be returned to the Council’s Environmental Inspectorate Team at cocp@westminster.gov.uk

Items to be included	Yes (please tick)	Not applicable, please explain why
General site information		
Programme of works (demolition and construction)		
Working hours		
Demolition and construction (e.g. piling) methodology		
Site Plan (including storage area) and monitoring equipment (if required)		
Plan showing location of any potentially sensitive receptors		
Plan showing location of any potential vulnerable road users on access/egress route and adjacent to site		
Liaison with the local neighbourhood including Party Wall agreements		
Liaison with other sites to manage cumulative impacts		
Environmental management structure		
Roles and responsibilities		
Statement to confirm sign up to Considerate Constructors Scheme		
Summary of main works		
Use of the highways (for skips, hoarding etc.)		
Construction traffic arrangements, access/egress to/from site		
Road closures/ abnormal loads		
Noise and vibration management plan		
Air quality dust management plan		
Non-Road Mobile Machinery compliance		
Waste management arrangements		
Tree Protection		

Please read each of these statements and confirm you have read and understood them by signing below:

- I confirm we have read and understood the Code of Construction Practice
- I confirm the Construction Management Plan (CMP) will be provided to Westminster City Council with the submission of this Appendix A at least 40 working days prior to the commencement of development (to include site preparation works).
- I confirm that work on the development (to include site preparation works) will not commence on site until such time as the CMP has been approved by Westminster City Councils Highways and Environmental Sciences Team in writing, the Appendix A has been signed off by the CoCP Officer and the relevant planning condition has been discharged.

- I confirm we will comply with the CoCP and the CMP, and any condition relating to construction management and understand we could be subject to enforcement action should the CoCP and/or CMP not be complied with.
- I confirm we agree to pay the relevant fees as set out in Appendix D of the CoCP in full for the duration of the development prior to the countersigning of the Appendix A by Westminster's CoCP Officer.
- I confirm that I will inform the Council in writing when the development has been completed by sending the certificate of completion / or when the phase of the development has been completed by appropriate means.
- I confirm I understand this document constitutes an agreement between Westminster City Council and the applicant:

Representative of the developer*:

NAME:
 Position:
 ADDRESS:

Signature:
 Date:

*: Please provide the information in block letters

For Westminster use only

Planning Reference Number:

Demolition Phase Approved by Westminster's CoCP Officer

Dated:
Signed by:

Earthwork & Piling Phase Approved by Westminster's CoCP Officer

Dated:
Signed by

Construction Phase Approved by Westminster's CoCP Officer

Dated:
Signed by