



LISTED BUILDING CONSENT ¹

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 Planning (Listed Building and Conservation Area) Act 1990, Sections 10 & 11

Information	When required	Policy and further advice
Completed application form	Required	
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.	Required	See Westminster website guidance on ownership certificates
A location plan and site plan	Required	See detail of requirements in national guidance on maps and plans Buy a plan – https://www.requestaplan.co.uk/?referral=PPQ
Design and Access Statement	Required	See NPPG and our website page Design and Access Statements

Local Requirements

Information	When required	Policy and Further advice
Plans and Drawings necessary to describe the proposal and including scale bar on all drawings to allow for electronic measurements to be made.	Required	Plans required will depend on the nature of the proposals but typically would include existing and proposed plans, elevations (including internal elevations where relevant) and sections.
Photographs/ AVR	Required	City Plan Policy 39 <i>Heritage</i> and 40 <i>Townscape and Architecture</i>
Heritage Statement/ Heritage Impact Assessment <ul style="list-style-type: none"> may be combined with/form part of Design and Access Statement. 	Required For development which has the potential to impact on the Outstanding Universal Value of the Westminster World Heritage Site, a Heritage Impact	City Plan Policy 39 <i>Westminster's Heritage</i> See our website page Heritage Statements Westminster City Council - https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/advice-planning-

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

	Assessment following ICOMOS methodology should be undertaken	application-supporting-documents/heritage-statements
Archaeological Assessment	May be required for applications involving excavation within an Archaeological Priority Area (APA) Tiers 1-3.	City Plan Policy 39 <i>Westminster's Heritage</i> See website advice on archaeology for requirements and to check if you are in a priority area.
Sustainable Design Statement <ul style="list-style-type: none"> • may be combined with/form part of Design and Access Statement. 	Encouraged where extensive works to retrofit/ improve the environmental performance of the building are proposed.	City Plan Policy 38 <i>Design Principles</i> , Policy 39 <i>Westminster's Heritage</i> See our Environmental Supplementary Planning Document and website advice on sustainable design statements
Structural Survey/Structural Methodology Statement <ul style="list-style-type: none"> ▪ include appropriate self-certification by suitably qualified engineer² 	Required where proposal involves substantial demolition or excavation works or significant structural alterations.	City Plan Policy 39 <i>Heritage</i>
Schedule of works	Required if there are extensive repairs and alterations.	City Plan Policy 39 <i>Heritage</i>

² A Chartered Civil Engineer (MICE) or Structural Engineer (MI Struct.E). For a list of engineers accredited in building conservation see www.careregister.org.uk/.