



REMOVAL OR VARIATION OF CONDITION(S) ¹		
<p>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.</p>		
<p>National Requirements - https://www.legislation.gov.uk/ukpga/1990/8/section/73</p>		
Information	When required	Policy and Further advice
Completed application form	Required	
<p>Certificates</p> <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	See Westminster website guidance on ownership certificates
The appropriate fee.	Required	See website advice: Planning application fees
Sustainable drainage (SuDS) design strategy	May be required for major developments where the proposed changes have surface water implications	
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.	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (SI 2017/571)</p> <p>Guidance: https://www.gov.uk/guidance/environmental-impact-assessment</p> <p>Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application.</p>
Local Requirements		
Information	When required	Policy and Further advice

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

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.	City Plan Policy 9 <i>Affordable Housing</i>
Affordable Housing Viability Assessment	Required for residential development, including estate regeneration, build to rent, specialist older persons housing, purpose built student housing and purpose built shared living accommodation where proposals generate a requirement to provide affordable housing, do not include the necessary policy compliant provision/financial contribution and this is being justified on viability grounds	London Plan Policies H4 <i>Delivering affordable housing</i> , H8 <i>Loss of existing housing and estate redevelopment</i> , H11 <i>Build to Rent</i> , H13 <i>Specialist older persons housing</i> , H15 <i>Purpose-built student accommodation</i> and H16 <i>Large-scale purpose-built shared living</i> .
Air quality assessment (AQA) <ul style="list-style-type: none"> Major developments in Opportunity Areas, Housing Renewal Areas and developments subject to EIA should include an <i>Air Quality Positive Statement</i>. Major developments and developments incorporating Combined Heat and Power (CHP) should include <i>Air Quality Neutral Calculations</i>. 	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.	City Plan Policy 32 <i>Air Quality</i> London Plan Policy SI1 draft Environmental SPD Use the interactive policies map to check if you are in an Air Quality Focus area. See advice on Air Quality Assessments
Archaeological Assessment <ul style="list-style-type: none"> An archaeological desk-based assessment prepared by an IFA registered or other suitably qualified organisation or individual. In some circumstances field evaluation may be required. 	May be required where the site is for major developments within an Archaeological Priority Area (APA) and including excavation / ground works, or applications/ground works involving excavation within an APA Tiers 1-3.	City Plan Policy 39 <i>Westminster's Heritage</i> See Westminster website for further advice on Archaeology and to check if the site is in an APA .
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.	City Plan Policy 34 <i>Green Infrastructure</i> , London Plan Policy G6 <i>Biodiversity and access to nature</i> . Designated sites are shown on the City Plan proposals map, which can be viewed on our interactive policies map For small sites, use the Wildlife Assessment check tool. Read advice in the Environmental SPD

<p>BREEAM Pre-Assessment</p> <ul style="list-style-type: none"> undertaken by a Licensed BREEAM accredited assessor 	<p>Depending on the proposed changes that will result from the variation/removal of the condition, may be required for</p> <ul style="list-style-type: none"> Non-domestic development² of 500sqm GIA or greater Conversions or extensions which create 500sqm (GIA) or greater of residential floorspace or five or more residential units. 	<p>City Plan, Policy 38 <i>Design Principles</i>, London Plan Policy SI5 draft Environmental SPD</p>
<p>Circular Economy Statement</p>	<p>Required for applications referable³ to the Mayor of London depending on the proposed changes that will result from the variation/removal of the condition</p>	<p>City Plan Policy 37 <i>Waste Management</i>, London Plan Policy SI7 https://www.london.gov.uk/publications/circular-economy-statement-guidance</p>
<p>Code of Construction Practice (CoCP), Signed DRAFT Appendix A checklist</p>	<p>Required for all proposals involving basement excavation (Checklist B) and for all other Level 1 and Level 2 proposals as defined in the CoCP (Checklist A).</p>	<p>WCC Code of Construction Practice</p>
<p>Daylight/Sunlight assessment</p>	<p>Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses⁴ depending on the proposed changes that will result from the variation/removal of the condition</p>	<p>City Plan Policy 7 <i>Managing development for Westminster's people</i> BRE <i>Site layout planning for daylight and sunlight: a guide to good practice</i> (P. Littlefair September 2011)</p>
<p>Delivery and Servicing Plan</p>	<p>Required for development referable to the Mayor and may be required for non-residential development that generates new or additional servicing, collections and/or deliveries.</p>	<p>City Plan Policy 29 <i>Freight and Servicing</i> and London Plan Policy T7 <i>Deliveries, Servicing and Construction</i></p>
<p>Energy Strategy</p> <ul style="list-style-type: none"> Including cooling strategy 	<p>Required for major developments depending on the proposed changes that will result from the variation/removal of the condition</p>	<p>City Plan Policy 36 Mayor of London's draft Energy Assessment Guidance: https://www.london.gov.uk/sites/default/files/gla_energy_assessment_guidance_april_2020.pdf</p>

² This includes all non- residential developments (including conversions, extensions, and changes of use) of 500 sqm or more.

³ As set out in the [Mayor of London Order \(2008\)](#)

⁴ In addition to residential accommodation, sensitive land uses may include many types of social and community infrastructure, including schools, hospitals, and nursery facilities, as well as types of specialist housing such as elderly housing and care homes.

<p>Flood Risk Assessment (FRA)</p>	<p>Required for all development which may have flood risk implications if site</p> <ul style="list-style-type: none"> 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) if the site is within a surface water flooding hotspot, or if the application involves development of 1 hectare or greater elsewhere in Westminster. 	<p>City Plan Policy 35 <i>Flood Risk</i> and Policy 45 <i>Basements</i> London Plan Policy S112 <i>Flood Risk Management</i>.</p> <p>Use interactive policies map to check if you are in flood risk area.</p> <p>See Environment Agency's Advice on Flood Risk Assessments.</p>
<p>Foul sewage and utilities assessment</p>	<p>Required for major development if removal/variation of condition requires connection to or changes to the existing utility infrastructure systems.</p>	<p>London Plan Policies S13 <i>Energy Infrastructure</i>, S15 <i>Water Infrastructure</i> and S16 <i>Digital Connectivity Infrastructure</i>.</p>
<p>Heritage Statement/ Heritage Impact Assessment (HIA)</p>	<p>Required if removal/variation of condition affects heritage assets.</p> <p>HIA following ICOMOS methodology may be required for development with potential to impact on the Outstanding Universal Value of the Westminster World Heritage Site.</p>	<p>City Plan Policy 39 <i>Westminster's Heritage</i></p> <p>See Westminster website advice on heritage statements for further information on requirements and our heritage statement template.</p> <p>See Westminster Guidance for Applicants on Heritage Impact assessment for proposals affecting the Westminster World Heritage Site.</p>
<p>Landscaping /Replacement Planting Strategy</p>	<p>May be required depending on the changes resulting from the proposed removal/variation of condition</p> <p>For Major Development Urban Greening Factor Assessment may be required depending on the changes resulting from the proposed removal/variation of condition</p>	<p>London Plan G5 <i>Urban greening</i> and G7 <i>Trees and woodlands</i> City Plan Policy 34 <i>Green Infrastructure</i> and Policy 44 <i>Public Realm</i>.</p> <p>Environmental SPD</p> <p>Access London Plan Draft Guidance on Urban Greening Factor and UGF Calculator https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/london-plan-guidance/urban-greening-factor-ugf-guidance</p>
<p>Lighting assessment</p>	<p>May be required if proposed removal/variation of condition affects illuminated signage,</p>	<p>City Plan Policy 33.</p> <p>Institution of Lighting Professionals in their Guidance Note 01/21 'The Reduction of Obtrusive Light'</p>

	external lighting, or will make external lighting necessary.	
London Sustainable Drainage Pro-forma	Required for major development where the proposed changes have surface water implications	City Plan Policy 35 <i>Flood Risk</i> See https://www.london.gov.uk/what-we-do/environment/climate-change/surface-water/london-sustainable-drainage-proforma#acc-i-56822
Marketing and Viability Assessment	Required where applications propose the loss of uses protected by policies within the development plan	City Plan Policies 10 <i>Housing for Specific Groups</i> , 13 <i>Support Economic Growth</i> , Policy 16 <i>Food, Drink and Entertainment</i> , Policy 17 <i>Community Infrastructure and Facilities</i> , Policy 22 <i>Harley Street Special Policy Area</i> and Policy 30(B) <i>Technological Innovation in Transport</i> . London Plan Policies SD5 <i>Offices, other strategic functions and residential development in the CAZ</i> , E1 <i>Offices</i> , E7 <i>Industrial intensification, co-location, and substitution</i> and HC7 <i>Protecting Public Houses</i> .
3D model <ul style="list-style-type: none"> Models should be in fbx format and should be geo-located. 	May be required for major applications/ tall building proposals or development affecting the Westminster World Heritage site, LVMF or significant views ⁵	City Plan Policy 40 <i>Townscape and Architecture</i> , London Plan Policy D4 <i>Delivering Good Design</i> , HC2 <i>World Heritage Sites</i> and HC3 <i>Strategic and Local Views</i>
Noise impact assessment (Acoustic Report)	Required for all developments that could affect noise sensitive receptors, could cause existing nearby uses to have to curtail their activities (agent of change principle) and for new noise sensitive development (e.g. residential) in areas with high noise levels. Details of all external plant required.	City Plan Policy 33 <i>Local Environmental Impacts</i> ,
Odour Assessment	Required if the proposed removal/variation of condition involves significant sources of odour ⁶ .	City Plan Policy 33 <i>Local Environmental Impacts</i> , London Plan Policies D13 <i>Agent of Change</i> , The Institute of Air Quality Management (IAQM) 'Guidance on the assessment of odour for planning' (July 2018).

⁵ Can be determined through pre-application discussions and would depend on the scale and likely prominence of the proposed development.

⁶ For example, where there is a low level kitchen extract. See Environmental SPD

Parking Design and Management Plan	May be required where development includes associated on-site car parking spaces	City Plan Policy 27 <i>Parking</i> London Plan Policies T6 <i>Parking</i> , T6.1 <i>Residential Parking</i> , T6.2 and T6.5 <i>Non-Residential Disabled Persons Parking</i> . See advice .
Photographs/AVR	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.	City Plan Policy 39 <i>Heritage</i> and 40 <i>Townscape and Architecture</i>
Planning statement	Required for all major applications and where planning obligations are required. Recommended for minor development including changes of use, certificates of lawfulness.	
Other 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.	
Purpose built shared living management plan	Required for proposals for purpose built shared living accommodation.	City Plan Policy 11 Innovative Housing Delivery London Plan Policy H16 Large-Scale Purpose-Built Shared Living.
Sequential Test and Impact Assessment	Required where main town centre uses are proposed outside of the CAZ and the town centre hierarchy Impact Assessment required for proposals for new, or extensions to existing, edge or out-of-centre development for retail, leisure and office uses that are not in accordance with the Development Plan	City Plan Policy 14 Town Centres, High Streets and the CAZ Town Centres and Retail' section of the NPPG .
Shisha Smoking Management Plan	Required for all applications for shisha smoking premises.	City Plan Policy 33 <i>Local Environmental Impacts</i> , London Plan Policies D13 <i>Agent of Change</i> , Environmental SPD .
Statement of Community Involvement	Required where community involvement has been arranged prior to making an application to remove/vary a condition.	City Plan Policy 38(C) Statement of Community Involvement (2014) (see Section 8) Informal guidance 'Early Community Engagement Guidance Note for Applicants and Developers

<p>Structural Methodology Statement</p> <ul style="list-style-type: none"> including appropriate self-certification by suitably qualified engineer⁷. For basements include soil investigation, geo-hydrology assessment and SuDS statement 	<p>Required if proposed removal/variation of condition affects demolition and/or excavation works or involves structural alterations.</p>	<p>City Plan Policies 39 Westminster's Heritage and 45 Basement Development.</p>
<p>Sustainable Design Statement</p>	<p>Required for all applications which create additional floorspace and where extensive works to retrofit/improve the environmental performance of the building are proposed.</p>	<p>City Plan Policy 38 <i>Design Principles</i>, Policy 39 <i>Westminster's Heritage</i>, Policy 36 <i>Energy</i> See Westminster website for guidance.</p>
<p>Telecommunications Development – supplementary information including ICNIRP declaration</p>	<p>Required for proposals for mast and antenna development by mobile phone network operators in England.</p>	<p>Code of Practice on Mobile Network Development in England (2016) City Plan Policy 19</p>
<p>Townscape Visual Impact Assessment</p>	<p>Required if proposed removal/variation of condition would have significant impact on townscape or affect strategic views.</p>	<p>City Plan Policies 40 <i>Townscape and Architecture</i> and 41 <i>Building Height</i> London Plan Policies HC2 <i>World Heritage Sites</i>, HC3 <i>Strategic and HC4 London View Management Framework</i> and D9 <i>Tall Buildings</i>. London View Management Framework SPG (2012). The draft Metropolitan Views SPD, World Heritage Site Management Plan and conservation area audits identify important local views.</p>
<p>Transport Statement (TS)/ Transport Assessment (TA)</p>	<p>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.</p>	<p>City Plan Policy 24 <i>Sustainable Transport</i> in the City Plan; London Plan Policy T3 <i>Transport Capacity, Connectivity and Safeguarding</i>.</p>
<p>Travel Plan/Local Level Travel Plan</p>	<p>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.</p>	<p>City Plan Policy 24 <i>Sustainable Transport</i> London Plan Policy T4 4 <i>Assessing and mitigating transport impacts</i>.</p>
<p>Tree survey/ Arboricultural Assessment</p>	<p>Required if proposal is likely to affect trees within the application site or on land</p>	<p>City Plan Policy 34 <i>Green Infrastructure</i> Draft Environmental SPD See advice on requirements.</p>

⁷ A Chartered Civil Engineer (MICE) or Structural Engineer (MI Struct.E). See Institution of Structural Engineers www.findanengineer.com/index.asp or Institution of Civil Engineers www.ice.org.uk/

<ul style="list-style-type: none"> Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. 	adjacent to the site (including street trees).	WCC website advice on trees
Whole Life Cycle Carbon Assessment	Required for all applications referable to the Mayor of London and for major applications for redevelopment involving substantial demolition ⁸ depending on the proposed changes that will result from the variation/removal of the condition	<p> London Plan Policy S12 <i>Minimising Greenhouse Gas Emissions</i>, City Plan Policy 38 <i>Design Principles</i>. Draft Environmental SPD </p> <p> Use Mayor of London Whole Life-Cycle Carbon Assessment guidance </p> <p> See website guidance - https://www.westminster.gov.uk/westminster-environment-guidance-section-b/section-b-embodied-and-whole-life-carbon </p>

⁸ Substantial demolition will include total demolition of a building, façade retention redevelopment schemes and other redevelopment schemes where only the superstructure is retained.