



APPROVAL OF RESERVED MATTERS FOLLOWING OUTLINE APPROVAL

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 [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(as amended\)](#)

Information	When required	Policy and further advice
Completed form or application in writing	Required either to complete the application form for approval of reserved matters following outline permission or to submit an application in writing containing sufficient information to enable identification of the outline permission in respect of which it is made.	
A location plan and site plan	Required	See detail of requirements in national guidance on maps and plans Buy a plan – external website
The appropriate fee.	Required	See Westminster website advice on Planning application fees
Sustainable drainage (SuDS) design strategy	Required for all major developments with surface water implications	
Environmental Statement	Environmental Impact Assessment (EIA) required in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (SI 2017/571) Guidance: https://www.gov.uk/guidance/environmental-impact-assessment Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application.

Local Requirements

Information	When required	Policy and further advice
Plans, drawings and information necessary to describe the development appropriately labelled and including linear scale bar.	Required	Plans required will depend on the nature of the proposals but typically would include existing and proposed plans, elevations and sections.
Completed Community Infrastructure Levy (CIL) Liability Assessment and Additional Information Forms	Required	Download forms on planning portal https://www.planningportal.co.uk/info/200136/policy_and_legislation/70/community_infrastructure_levy/5

Affordable Housing Statement	Required if proposal is likely to require 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 Delivering affordable housing, H8 Loss of existing housing and estate redevelopment, H11 Build to Rent, H13 Specialist older persons housing, H15 Purpose-built student accommodation and H16 Large-scale purpose-built shared. Mayor's Affordable Housing and Viability SPG RICS guidance ' Assessing viability in planning under the National Planning Policy Framework 2019 for England '
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 Air Quality Positive Statement. Major developments and developments incorporating Combined Heat and Power (CHP) should include Air Quality Neutral Calculations. 	Required for <ul style="list-style-type: none"> all major development; proposals that include potentially air pollution generating uses or combustion-based technologies¹; proposals incorporating sensitive uses; and all residential developments that create new residential units within Air Quality Focus Areas. 	City Plan Policy 32 <i>Air Quality</i> London Plan Policy SI1 Use the interactive policies map to check if you are in an Air Quality Focus area. See advice on Air Quality Assessments Read draft Environmental SPD
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. 	Required 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. May be required for other development within APAs ² .	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 proposed development is close to or within a Site of Importance for Nature Conservation (SINC), would impact on a priority species or habitat or other ecological feature outside of the SINCs network.	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
BREEAM Pre-assessment,	Required for	City Plan , Policy 38 <i>Design Principles</i> , London Plan Policy SI5

¹ potentially air pollution generating uses may include those that would generate changes in traffic volumes or traffic composition including development of bus or coach stations, development of underground car parks with extract ventilation or uses that involve combustion processes. Refer to the Institute of Air Quality Management guidance for further advice on thresholds

² Where advised by the Greater London Archaeology Advisory Service

<ul style="list-style-type: none"> undertaken by a Licensed BREEAM accredited assessor. 	<ul style="list-style-type: none"> Non-domestic development³ creating 500sqm GIA or greater Conversions or extensions which create 500sqm(GIA) or greater of residential floorspace or five or more residential units. 	draft Environmental SPD Find an accredited assessor - https://www.greenbooklive.com/search/index.jsp
Circular Economy Statement	Required for all applications referable to the Mayor of London ⁴ .	City Plan Policy 37 <i>Waste Management</i> , London Plan Policy S17 https://www.london.gov.uk/publications/circular-economy-statement-guidance
Code of Construction Practice (CoCP), Signed DRAFT Appendix A checklist	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).	See Westminster City Council Code of Construction Practice - https://www.westminster.gov.uk/code-construction-practice
Contaminated Land Assessment	Required if application site is known to be or is suspected of being contaminated.	City Plan Policy 33 <i>Local Environmental Impacts</i> Further guidance in Contaminated Land Guidance for Developers submitting planning applications in Westminster - www.westminster.gov.uk/contaminated%E2%80%90land
Crime Prevention Statement (including Counter Terrorism Measures). ⁵ <ul style="list-style-type: none"> Can be within Design and Access Statement, where provided. 	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.	City Plan Policy 38 <i>Design Principles</i>
Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses ⁶ .	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)
Delivery and servicing plan	May be required for development referable to the Mayor and all non-residential development that generates new or additional servicing, collections and/or deliveries – this should be agreed through pre-application discussions.	City Plan Policy 29 <i>Freight and Servicing</i> and London Plan Policy T7 <i>Deliveries, Servicing and Construction</i>
Electromagnetic field Survey	May be required for certain types of development that would generate am	Read government advice on Electromagnetic fields

³ This includes all non- residential developments (including conversions, extensions, and changes of use) of 500 sqm or more.

⁴ As set out in the [Mayor of London Order \(2008\)](#)

⁵ May form section in the design and access statement, where provided.

⁶ 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.

	electromagnetic field in proximity to sensitive occupiers (e.g. residential, educational etc) or where accommodation for sensitive occupiers is proposed in close proximity to existing electromagnetic field sources (e.g. electricity sub-stations).	https://www.gov.uk/government/collections/electromagnetic-fields
Energy Strategy <ul style="list-style-type: none"> Including Cooling Strategy 	Required for major developments	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
Fire Statement – London Plan	Required for all major development	London Plan D12 <i>Fire Safety</i> See Fire Statements Westminster City Council
Flood Risk Assessment (FRA)	Required if site <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. 	City Plan Policy 35 <i>Flood Risk</i> and Policy 45 <i>Basements</i> London Plan Policy S112 <i>Flood Risk Management</i> . Use our interactive policies map to check if you are in flood zone 2 or 3 or a hotspot. For more detail on categories of development which require an assessment see Environment Agency's Advice on Flood Risk Assessments .
Foul Sewage and Utilities Assessment	Required for major development if proposal involves connection to or changes to the existing utility infrastructure systems.	London Plan Policies S13 <i>Energy Infrastructure</i> , S15 <i>Water Infrastructure</i> and S16 <i>Digital Connectivity Infrastructure</i> .
Heritage Statement/ Heritage Impact Assessment (HIA) <ul style="list-style-type: none"> May form part of Design and Access Statement, where provided. 	Required if proposal affects heritage assets ⁷ , including their settings. HIA following ICOMOS methodology required for development with potential to impact on the Outstanding Universal Value of the Westminster World Heritage Site.	City Plan Policy 39 <i>Westminster's Heritage</i> See Westminster website advice on heritage statements for further information on requirements and our heritage statement template. See Westminster Guidance for Applicants on Heritage Impact assessment for proposals affecting the Westminster World Heritage Site

⁷ This includes all designated heritage assets – the world heritage site, scheduled monuments, listed buildings, conservation area and registered parks and gardens and may be required for non-designated heritage assets, including unlisted buildings of merit or buildings, statues and open spaces outside conservation areas but identified as being of heritage significance.

<p>Landscaping/ Replacement Planting Strategy/Landscaping details</p> <ul style="list-style-type: none"> For Major Development this should set out how the Urban Greening Factor has been applied. 	<p>Required for major development, basement development extending below garden land, development creating new public realm and private space or resulting in the loss of existing landscaping. Details of planting and a management plan should be provided where new green roofs and walls are proposed</p>	<p>London Plan G5 <i>Urban greening</i> and G7 <i>Trees and woodlands</i></p> <p>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 proposal includes the installation of external lighting⁸.</p>	<p>City Plan Policy 33. Institution of Lighting Professionals in their Guidance Note 01/21 <i>'The Reduction of Obtrusive Light'</i></p>
<p>Marketing and Viability Assessment</p>	<p>Required where applications propose the loss of uses protected by policies within the development plan</p>	<p>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>.</p> <p>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>.</p>
<p>3D model</p> <ul style="list-style-type: none"> Models should be in fbx format and should be geo-located. 	<p>May be required for major applications/ tall building proposals or development affecting the Westminster World Heritage site, LVMF or significant views⁹ - normally agreed through pre-application discussions.</p>	<p>City Plan Policy 40 <i>Townscape and Architecture</i></p> <p>London Plan Policy D4 <i>Delivering Good Design</i>, HC2 <i>World Heritage Sites</i> and HC3 <i>Strategic and Local Views</i></p>

⁸ For example, applications for new floodlights in parks and sports pitches or façade lighting schemes for buildings.

⁹ Can be determined through pre-application discussions and would depend on the scale and likely prominence of the proposed development.

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 (eg residential) in areas with high noise levels.	City Plan Policy 33 <i>Local Environmental Impacts</i> ,
Odour Assessment	Required for proposals that involve significant sources of odour ¹⁰ .	City Plan Policy 33 <i>Local Environmental Impacts</i> , London Plan Policies D13 <i>Agent of Change</i> , Draft Environmental SPD . Air Quality Management (IAQM) 'Guidance on the assessment of odour for planning' (July 2018) .
Parking Design and Management plan	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	Required in support of large redevelopment schemes or if proposal involves the demolition of an existing building or the development 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.	
Purpose built shared living management plan	Required for all proposals for purpose built shared living accommodation.	City Plan Policy 11 <i>Innovative Housing Delivery</i> London Plan Policy H16 <i>Large-Scale Purpose-Built Shared Living</i> .
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 <i>Town Centres, High Streets and the CAZ</i> Town Centres and Retail' section of the NPPG .
Statement of Community Involvement	Required where community involvement has been undertaken prior to making an application.	City Plan Policy 38(C) Statement of Community Involvement (2014) (see Section 8) – NB due to be updated. Informal guidance 'Early Community Engagement

¹⁰ For example, where there is a low level kitchen extract. See Environmental SPD

		Guidance Note for Applicants and Developers
<p>Structural Methodology Statement</p> <ul style="list-style-type: none"> including appropriate self-certification by suitably qualified engineer¹¹. For basements include soil investigation, geo-hydrology assessment and SuDS statement 	Required where substantial demolition or excavation works are proposed.	City Plan Policies 39 Westminster's Heritage and 45 Basement Development.
<p>Sustainable Design Statement</p> <ul style="list-style-type: none"> may form part of Design and Access Statement where provided. 	Required for all applications which create additional floorspace and 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> , Policy 36 <i>Energy</i> See Westminster website for guidance.
<p>Townscape Visual Impact Assessment</p>	Required for development that would have significant impact on townscape or affect strategic views. Need for TVIA will normally be determined at pre-application stage.	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</i> and HC4 <i>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>Transport Statement (TS)/ Transport assessment (TA)</p>	Required if proposal is likely to have significant transport implications. The need for a TA or TS will normally be determined during discussions with officers at pre-application stage.	City Plan Policy 24 <i>Sustainable Transport</i> in the City Plan; London Plan Policy T3 <i>Transport Capacity, Connectivity and Safeguarding</i> .
<p>Travel Plan/ Local level travel plan</p>	Required if proposal is likely to have significant transport implications - normally agreed at pre-application stage.	City Plan Policy 24 <i>Sustainable Transport</i> London Plan Policy T4 4 <i>Assessing and mitigating transport impacts</i> .
<p>Tree survey/ Arboricultural assessment</p>	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees).	City Plan Policy 34 <i>Green Infrastructure</i> Draft Environmental SPD See advice on requirements . WCC website advice on trees

¹¹ 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/

<p>Whole Life Cycle Carbon Assessment</p>	<p>Required for all applications referable to the Mayor of London and for major applications for redevelopment involving substantial demolition¹²</p> <p>All major non-referable development is encouraged to calculate unregulated emissions and undertake a whole life-cycle carbon assessment.</p>	<p>London Plan Policy SI2 <i>Minimising Greenhouse Gas Emissions</i>, City Plan Policy 38 <i>Design Principles</i>. Draft Environmental SPD</p> <p>Use Mayor of London Draft 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>
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¹² Substantial demolition will include total demolition of a building, façade retention redevelopment schemes and other redevelopment schemes where only the superstructure is retained.

