



19. APPLICATIONS FOR NON-MATERIAL AMENDMENTS FOLLOWING A GRANT OF PERMISSION (application under Section 96a of the Act)

Applications for non-material amendments following a grant of permission 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

Requirements	Status
1. Completed application form including description of proposal and non-material amendments sought	Required
2.Details of eligibility (interest in the land) and notice(s) served on those with an interest in the land	Required
3. The appropriate fee	Required

Local List of Requirements

Requirements	Status
A. Affordable Housing Statement	Required if the proposed non-material amendment is likely to require or change the requirement for the provision of affordable housing.
B. Air quality assessment	Required if the proposed non-material amendment 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 (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 the proposed non-material amendment will have an adverse impact on wildlife and biodiversity or will change the impact on wildlife and biodiversity.
D. Signed DRAFT Appendix A checklist from Code of Construction Practice	Required if the proposed amendment affects basement excavation (Checklist B) or necessitates changes to Checklist A (level 1 and 2) as outlined in the Code of Construction Practice 2016.
E. Daylight/Sunlight assessment	Required if the proposed non-material amendment will have an adverse effect upon levels of light to adjoining sensitive land uses or will change the impact on levels of light to them.
F. Economic statement	May be required if the proposed non-material amendment will change the impact on regeneration.
G. Environmental Statement	Environmental Impact Assessment (EIA) or an Environmental Performance Statement may be required



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	depending on the proposed changes that will result from the non-material amendment.
H. 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
I. Foul sewage and utilities assessment	Required if non-material amendment requires connection to or changes to the existing utility infrastructure systems.
J. Heritage Statement	Required if non-material amendment affects heritage assets.
K. Land Contamination assessment	May be required if application site is known to be or is suspected of being contaminated.
L. Landfill statement	May be required if proposal includes landfill proposals.
M. Landscaping details	May be required depending on the changes resulting from the proposed non-material amendment.
N. Lighting assessment	May be required if proposed non-material amendment affects illuminated signage, external lighting, or will make external lighting necessary.
O. Noise impact assessment	Details of all plant with external manifestation required. Acoustic report required for developments that could affect noise sensitive properties.
P. Open Space assessment	Required if proposed non-material amendment affects or changes the effect of the development on open spaces.
Q. Parking Provision	Required if proposed non-material amendment affects or changes the effect of the development on existing parking spaces (including on-street parking bays) and/or is likely change the demand for parking on site or on surrounding streets.
R. Photographs/Photomontages	May be required if proposed non-material amendment affects large redevelopment schemes, schemes to demolish an existing building or development proposals affects a conservation area or a listed building.
S. Planning obligations – Draft Head(s) of Terms	Required if proposed non-material amendment will result in or affect a requirement for a legal agreement to secure planning obligations.
T. 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 non-material amendment results in or requires physical alterations or land uses changes.
U. Statement of Community Involvement	Required where community involvement has been arranged prior to making an application for non-material amendment.
V. Structural Survey/Structural Methodology Statement including soil investigation, geo-hydrology assessment and SuDS statement (with	Required if proposed non-material amendment affects demolition and/or excavation works or involves structural alterations.



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appropriate self-certification by suitably qualified engineer)	
W. Town Centre Uses – Evidence to accompany applications	May be required if non-material amendment affects proposals for town centre uses.
X. Transport assessment	May be required if proposed non-material amendment is likely to have significant transport implications or will result in changes to the transport implications of the development.
Y. Travel Plan	May be required if proposed non-material amendment is likely to have significant transport implications or will result in changes to the transport implications of the development.
Z. 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.
AA. Ventilation/Extraction statement	<p>May be required if proposed non-material amendment relates to applications for the use of premises for purposes within Use Classes:</p> <ul style="list-style-type: none"> ○ A3 (Restaurants and cafes) ○ A4 (Drinking establishments) ○ A5 (Hot food takeaways) ○ B1 (business) and ○ B2 (general industrial). <p>May also be required if proposed non-material amendment relates to applications for significant retail, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</p>
AB. Viability Report	Required if proposed non-material amendment 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: https://www.westminster.gov.uk/financial-viability-planning-advice-applicants).
AC. Archaeological Assessment	May be required where the site is located within an Archaeological Priority Area and if proposed amendment is likely to have significant archaeological implications or will result in changes to the archaeological implications of the development.
AD. Electromagnetic field Survey	May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)