

APPENDIX A – CHECKLISTS

CHECKLIST A: CODE OF CONSTRUCTION PRACTICE - LEVEL 1 AND LEVEL 2 DEVELOPMENTS

The following information is required to confer compliance with the Code of Construction Practice dated July 2016 (“CoCP”).

There are three main documents that must be provided to the council. These are:

- Site Environmental Management Plan (SEMP)
- Application for consent under Section 61 of the Control of Pollution Act 1974
- Completion of Appendix E relating to Employment and Skills (for Level 1 projects only)

The list below provides the specific details of what is required within each document. Please place a tick against every item in each category to confirm that relevant information will be provided to demonstrate compliance with the Code of Construction Practice. If the item is not considered applicable, please explain why.

This form should be returned to the Council’s Environmental Inspectorate team at:
environmentalsciences2@westminster.gov.uk

Relevant Document	Item to be included	Yes	Not applicable, please explain why
Site Environmental Management Plan	General site information		
Site Environmental Management Plan	Programme of works (demolition and construction)		
Site Environmental Management Plan	Working hours		
Site Environmental Management Plan	Demolition and construction (e.g. piling) methodology		
Site Environmental Management Plan	Site Plan		
Site Environmental Management Plan	Plan showing location of any potentially sensitive receptors		
Site Environmental Management Plan	Environmental management structure		
Site Environmental Management Plan	Roles and responsibilities		
Site Environmental Management Plan	Statement to confirm sign up to Considerate Constructors Scheme		
Site Environmental Management Plan	Summary of main works		
Site Environmental Management Plan	Public access and highways (including cycle safety)		
Site Environmental Management Plan	Potential for river transport/removal of spoil		
Site Environmental Management Plan	Routes for construction traffic and traffic management arrangements		
Site Environmental Management Plan	Road closures/abnormal loads		
Site Environmental Management Plan	Plans for site arrangement (including storage area) and monitoring equipment		
Site Environmental Management Plan	Noise and vibration		
Site Environmental Management Plan	Dust and Air Quality		
Site Environmental Management Plan	Waste management (to include SWMP, storage, handling, asbestos, contaminated land)		
Site Environmental Management Plan	Water Resources (to include site drainage, surface water and groundwater pollution control, flood risk)		

Site Environmental Management Plan	Urban ecology		
Site Environmental Management Plan	Archaeology and built heritage		
Site Environmental Management Plan	Lighting		
Site Environmental Management Plan	Pest Control		
Site Environmental Management Plan	Protection of existing installations		
Site Environmental Management Plan	Emergency procedures (including environmental pollution incidents, spillages, health and safety)		
Site Environmental Management Plan	Liaison with the local neighbourhood		
Site Environmental Management Plan	Liaison with other sites to manage cumulative impacts		
Site Environmental Management Plan	Monitoring proposals, to include: Details of receptors; threshold values and analysis methods; procedures for recording and reporting monitoring results; remedial action in the event of any non-compliance		
Application for Section 61 consent	To include all relevant information as required by the application form including noise predictions.		
Local Employment/skills information	Completion of Appendix E of CoCP (only for Level 1 Projects)		

Please read each of these statements and confirm you have read and understood them by ticking in the corresponding box:

I confirm we have read and understood the Code of Construction Practice

I confirm the relevant documents will be provided to Westminster City Council 40 working days prior to the commencement of development (to include site preparation works).

I confirm that development (to include site preparation works) will not commence on site until such time as the relevant documents have been approved by Westminster City Council in writing.

I confirm we will comply with the CoCP and the SEMP, and any condition relating to construction management and understand we could be subject to enforcement action should the CoCP and/or SEMP not be complied with.

I confirm we agree to pay the relevant fees as set out in Appendix F attached.

I confirm I understand this document constitutes an agreement between Westminster City Council and the applicant:

NAME.....

ADDRESS:

Signed:.....

Dated:.....

Position:.....

Signed byFor and on behalf of

Demolition Phase Approved by Environmental Inspectorate

Dated:

Signed by:

Earthwork & Piling Phase Approved by Environmental Inspectorate

Dated:

Signed by

Construction Phase Approved by Environmental Inspectorate

Dated:

Signed by

NOTICE: THIS IS A LEGALLY BINDING DOCUMENT

It creates a legally enforceable relationship between the above Signatory 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.

APPENDIX A - CHECKLISTS

CHECKLIST B: CODE OF CONSTRUCTION PRACTICE – BASEMENTS

The following information is required to confer compliance with the Code of Construction Practice dated July 2016 (“CoCP”).

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 environmentalsciences2@westminster.gov.uk

Item to be included	Yes	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		
Plan showing location of any potentially sensitive receptors		
Environmental management structure		
Roles and responsibilities		
Statement to confirm sign up to Considerate Constructors Scheme		
Summary of main works		
Public access and highways (including cycle safety)		
Potential for river transport/removal of spoil		
Routes for construction traffic and traffic management arrangements		
Road closures/ abnormal loads		
Plans for site arrangement (including storage area) and monitoring equipment		
Noise and vibration		
Protection of existing installations		

Emergency procedures (including environmental pollution incidents, spillages, health and safety)		
Liaison with the local neighbourhood including Party Wall agreements		
Dust and Air Quality		
Liaison with other sites to manage cumulative impacts		

Please read each of these statements and confirm you have read and understood them by ticking in the corresponding box:

I confirm we have read and understood the Code of Construction Practice

I confirm the Construction Management Plan will be provided to Westminster City Council 40 working days prior to the commencement of development (to include site preparation works).

I confirm that development (to include site preparation works) will not commence on site until such time as the Construction Management Plan has been approved by Westminster City Council in writing.

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 F attached.

I confirm I understand this document constitutes an agreement between Westminster City Council and the applicant:

NAME.....

ADDRESS:

Signed:.....

Dated:.....

Position:.....

Demolition Phase Approved by Environmental Inspectorate

Dated:

Signed by:

Earthwork & Piling Phase Approved by Environmental Inspectorate

Dated:

Signed by

Construction Phase Approved by Environmental Inspectorate

Dated:

Signed by

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