



1. VALIDATION CHECKLIST FOR HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING

Householder applications for planning 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	Required
2. Plan identifying the land to which the application relates: a. A location plan b. A site plan	Required
3. Certificates <ul style="list-style-type: none"> • 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. • Agricultural Holdings Certificate 	Required
4. The appropriate fee	Required
5. Design and Access Statement	May be required in accordance with requirements of the Town and Country Planning (Development Management Procedure) Order 2015 as amended and where the proposal involves a building or buildings with a floor space of 100 square metres or more where the site is located within a designated area.
6. Application Summary providing an overview of the proposal and a description of its key impacts.	Required where the number of detailed reports necessary to support your application exceeds 100 pages

Local List of Requirements

Requirements	Status
A. Air quality neutral assessment	Required if proposal includes CHP or solid fuel biomass
B. Biodiversity survey and report	Required if proposal is likely to have an impact on wildlife and biodiversity.
C. Community Infrastructure Levy (CIL)- Mayor of London's CIL and WCC CIL	Completed CIL Additional Information Form Required



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D. Signed DRAFT Appendix A checklist from WCC Code of Construction Practice (checklist B)	Required for all proposals involving basement excavation.
E. Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.
F. 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. <i>(for the latter, this assessment may be incorporated within the Structural Methodology Statement, where this is also required)</i>
G. Land Contamination assessment	Required if application site is known to be or is suspected of being contaminated.
H. Noise impact assessment	Details of all plant <i>with external manifestation</i> required. Acoustic report required for developments that could affect noise sensitive properties.
I. Parking Provision	Details of existing and proposed parking required if proposal affects existing parking spaces (including on-street parking bays) and/or is likely to create changes in the demand for parking on site or on surrounding streets.
J. Photographs and photomontages	May be required where the proposal affects a conservation area or listed building
K. Plans and Drawings necessary to describe the development, including scale bar on all drawings to allow for electronic measurements to be made	Required
L. Structural Survey /Structural Methodology Statement including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)	Required where subterranean development such as the excavation of a basement is proposed.
M. 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.
N. Archaeological Assessment (including a desk based assessment, an assessment of the impact of the proposal and where appropriate, on-site evaluation.)	May be required where the site is located within a 'Tier 1' Archaeological Priority Area or involves basement excavation
O. Electromagnetic field Survey	May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)



2. VALIDATION CHECKLIST FOR HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING AND FOR RELEVANT DEMOLITION OF AN UNLISTED BUILDING IN A CONSERVATION AREA

Householder applications for planning permission and relevant demolition of an unlisted building in a conservation area 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	Required
2. Plan identifying the land to which the application relates: a. A location plan b. A site plan	Required
3. Certificates <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
4. The appropriate fee.	Required
5. Design and Access Statement	Required where the proposal involves a building or buildings with a floor space of 100 square metres or more.
6. Application Summary providing an overview of the proposal and a description of its key impacts.	Required where the number of detailed reports necessary to support your application exceeds 100 pages,

Local List of Requirements

Requirements	Status
A. Air quality neutral assessment	Required if proposal includes CHP or solid fuel biomass
B. Biodiversity survey and report	Required if proposal is likely to have an impact on wildlife and biodiversity.
C. Community Infrastructure Levy (CIL)- Mayor of London's CIL and WCC CIL	Completed CIL Additional Information Form Required
D. Signed DRAFT Appendix A checklist from WCC Code of Construction Practice (checklist B)	Required for all proposals involving basement excavation.



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E. Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.
F. 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.
G. Heritage Statement and Structural Survey.	Required
H. Land Contamination assessment	Required if application site is known to be or is suspected of being contaminated.
I. Landscaping details	May be required and should follow from the design concept in the Design and Access Statement.
J. Noise impact assessment	Details of all plant <i>with external manifestation</i> required. Acoustic report required for developments that could affect noise sensitive properties.
K. Parking Provision	Details of existing and proposed parking required if proposal affects existing parking spaces (including on-street parking bays) and/or is likely to create changes in the demand for parking on site or on surrounding streets.
L. Photographs/photomontages	Required
M. Plans and Drawings necessary to describe the development, including scale bar on all drawings to allow for electronic measurements to be made	Required
N. Structural Survey/Structural Methodology Statement including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)	Required where subterranean development such as the excavation of a basement is proposed.
O. 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.
P. Archaeological Assessment	May be required where the site is located within a 'Tier 1' Archaeological Priority Area or involves basement excavation
Q. Electromagnetic field Survey	May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)



3. VALIDATION CHECKLIST FOR HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING AND LISTED BUILDING CONSENT

Householder applications for planning permission and listed building consent 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	Required
2. Plan identifying the land to which the application relates: a. A location plan b. A site plan	Required
3. Certificates <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
4. The appropriate fee.	Required
5. Design and Access Statement	Required
6. Application Summary providing an overview of the proposal and a description of its key impacts.	Required where the number of detailed reports necessary to support your application exceeds 100 pages.

Local List of Requirements

Requirements	Status
A. Air quality neutral assessment	Required if proposal includes CHP or solid fuel biomass
B. Biodiversity survey and report	Required if proposal is likely to have an impact on wildlife and biodiversity.
C. Community Infrastructure Levy (CIL)- Mayor of London's CIL and WCC CIL	Completed CIL Additional Information Form Required
D. Signed DRAFT Appendix A checklist from WCC Code of Construction Practice (checklist B)	Required for all proposals involving basement excavation.
E. Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.
F. Flood risk assessment	May be required if application site lies within Flood Risk Zones 2 and 3 as defined by the Environment Agency



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	(mainly Pimlico and Victoria areas and sites close to the River Thames) or if the site is within a surface water flooding hotspot.
G. Heritage Statement	Required.
H. Plans and Drawings necessary to describe the development, <i>including scale bar on all drawings to allow for electronic measurements to be made</i>	Required.
I. Land Contamination assessment	Required if application site is known to be or is suspected of being contaminated.
J. Landscaping details	May be required and should follow from the design concept in the Design and Access Statement.
K. Noise impact assessment	Details of all plant <i>with external manifestation</i> required. Acoustic report required for developments that could affect noise sensitive properties.
L. Parking Provision	Details of existing and proposed parking required if proposal affects existing parking spaces (including on-street parking bays) and/or is likely to create changes in the demand for parking on site or on surrounding streets.
M. Photographs/Photomontages	Required
N. Structural Survey/Structural Methodology Statement including soil investigation, geo-hydrology assessment and SuDS statement (with appropriate self-certification by suitably qualified engineer)	Required where partial demolition or significant structural alterations are proposed.
O. 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.
P. Archaeological Assessment	May be required where the site is located within a 'Tier 1' Archaeological Priority Area or involves basement excavation
Q. Electromagnetic field Survey	May be required for certain types of development in proximity to sensitive occupiers (e.g. residential, educational etc)