City of Westminster

VALIDATION CHECKLIST– NATIONAL LIST OF REQUIREMENTS AND GUIDANCE NOTES			
Information Requirements[1]	**When Required/ Threshold**	**Notes on requirements/ Sources of Further Advice**	**Types of Application Where Requirement May Apply**
N1. Completed Application form and certificates	Required for all applications	Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). Application form must include a correctly completed: • Ownership certificate A, B, C or D stating the ownership of the property; and • Agricultural holdings certificate (required whether or not the site includes an agricultural holding). The application form should include data required by the Greater London Authority Planning London Datahub as set out on the Planning Portal 1APP form.	All applications.
N2. Location and Site Plan	Required for all applications	Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). See national guidance on maps and plans You should include plans identifying the land to which the application relates including: a. a location plan b. a site plan Each plan should • have a unique reference number • Show the direction north The **location plan** should be based on an up-to date Ordnance Survey map at scale of 1:1250 and show: • named roads and/or buildings on land adjoining the site	All applications.

[1] Please follow our naming conventions when submitting an application.

		• the application site outlined in red including all land necessary to carry out the development • a blue line around any other land owned by the applicant close to or adjoining the application site. The **site plan** should be at an identified metric scale and show the development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries and where relevant buildings, roads and footpaths public rights of way crossing or adjoining the site; trees on or next to the site; hard surfacing; and boundary treatment including walls or fencing. We may also require a block plan at a scale of 1:200 accurately showing the above and: • any building, structure, gardens, open spaces, car parking rivers, canals, and culverts on the other side of the site boundaries including the location of any windows • for developments alongside the Thames, the riverbank shown from where the bank top meets ground level and including written dimensions from the riverbank to the existing and proposed development.	
N3. Application fee	Required for all applications where a fee is liable	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) See further information on the application fee payable on our website: Planning application fees | Westminster City Council	All applications apart from listed building consent and demolition of unlisted building in conservation area.
N4. Design and Access Statement	Required for: • major development[2] • development in a designated area[3] which would create one or more dwelling houses or 100m2 or more of new floorspace; and	Article 9 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). Section 10 of the Planning (Listed Buildings and Conservation Areas) Act 1990. London Plan Policy D4 *Delivering Good Design*, Policy D5 *Inclusive Design*, SI5 City Plan Policy 38 *Design Principles*, Environmental Supplementary Planning Document. See National Planning Practice Guidance and our website page Design and Access Statements | Westminster City Council for guidance on content. The Design and Access Statement must contain a proportionate level of information in line with NPPG guidance.	• Householder • Full Planning Permission • Outline Planning Permission • Listed Building Consent

[2] Major development is development greater than or equal to: – 10 residential units; or – 0.5 hectares site area (residential) or 1 hectare (non-residential); or – gross floorspace of 1,000 sq m (GIA)

[3] A conservation area or world heritage site

	• all applications for listed building consent.	In addition, it should set out how it will meet London Plan Policy D4 and the design principles and standards set out in City Plan Policy 38 as well as other relevant policies in the Design and Heritage Chapter. It should be supported by photographs, maps and drawings and cross-reference or incorporate other statements and information where relevant/ appropriate. **Access & Inclusive Design** It should include a separate statement explaining how the principles of inclusive design and any specific issues that might affect access have been addressed, having regard to the requirements of London Plan Policy D5 and Westminster City Plan Policy 38 and, where relevant, should demonstrate compliance with standards set out in City Plan Policy 13 Housing Quality. **Listed Buildings/ Heritage Assets** For listed building consent applications and proposals affecting heritage assets, see advice below on Heritage Statements at L19. **Sustainable Design** The design and access statement should cross-reference the sustainable design statement (see requirement L37 below). If included within the Design and Access statement this should be a clearly identified distinct section which provides a proportionate level of information to demonstrate how the design has addressed the sustainable design principles in Policy 38 and associated policy, as set out at L37. Further guidance on design and access statements is on the Westminster website.	
N5. Statement that the application is made in respect of Crown land	Required for planning applications in respect of Crown land	Article 8 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). A statement that the application is made in respect of Crown land and where the application is made by a person authorised in writing by the appropriate authority, a copy of that authorisation.	• Full planning permission • Outline planning permission • Removal/Variation of Condition(s)
N6. Sustainable Drainage	All major development	December 2014 written ministerial statement (HCWS161 – Sustainable drainage systems) NPPF para 169, City Plan Policy 35 Flood Risk and London Plan Policy SI13.	• Full Planning Permission

(SuDS) Design Strategy		Environmental Supplementary Planning Document. Should fulfil requirements of Para 35.10 of the City Plan and follow the London Plan drainage hierarchy.	• Reserved Matters • Removal/Variation of Condition(s)
N7. Fire Statement - Gateway One	Required for all applications which involve: • provision of one or more relevant buildings[4], or • development of an existing relevant building or • development within the curtilage of a relevant building.	As required by the Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021. Planning Gateway One requires the submission of a Fire Statement for all development containing 'relevant buildings'. Relevant buildings are buildings that contain two or more dwellings or educational accommodation and meet the height condition of 18m or more in height, or 7 or more storeys. Further guidance on the requirements of Planning Gateway One is provided in the relevant section of the NPPG. Planning Gateway One Fire Statements must follow the Government's standard template. See our website Fire Statements | Westminster City Council See also London Plan fire statement requirements at L16 below.	• Full Planning Permission
N8. 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) set out the circumstances in which an Environmental Impact Assessment (EIA) is required. Where an EIA is required, Schedule 4 of the regulations sets out the information that should be included in an Environmental Statement. Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application and/ or a 'scoping opinion' to establish the scope and level of detail of information to be provided in the environmental statement.	• Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)
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[4] Contain two or more dwellings or educational accommodation and meet the height condition (18m or more in height, or 7 or more storeys whichever is reached first).

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L1. Affordable Housing Statement	Required if proposal is likely to require the provision of affordable housing.	City Plan Policy 9 *Affordable Housing* London Plan Policy H5. Should provide information about both the market housing and the affordable housing provision and should include details of the proposed tenure, unit mix and design of the proposed on-site affordable housing.	• Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)
L2. 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 living*. Where the viability assessment relates to provision of affordable housing, it should be prepared having regard to the detailed guidance in the Mayor's Affordable Housing and Viability SPG. The methodology used should accord with the RICS guidance note 'Assessing viability in planning under the National Planning Policy Framework 2019 for England' (March 2021).	• Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)

L3. Air Quality Assessment (AQA)	Required for • all major development; • proposals that include potentially air pollution generating uses[5] or combustion-based technologies; • proposals incorporating sensitive uses[6]; and • developments that create new residential units within Air Quality Focus Areas.	City Plan Policy 32 *Air Quality* London Plan Policy SI1 *Improving Air Quality*. Should follow the methodology detailed in paragraphs **9.1.5 to 9.1.13** of the London Plan and the detailed guidance provided in the Environmental Protection UK document 'Land-Use Planning & Development Control: Planning for Air Quality' (January 2017). Major developments in Opportunity Areas, Housing Renewal Areas and all developments subject to an Environmental Impact Assessment should include an **Air Quality Positive Statement**. Major developments and developments incorporating Combined Heat and Power (CHP) should include **Air Quality Neutral Calculations**. Use the interactive policies map to check if you are in an Air Quality Focus area. See *WCC Guidance for Kitchen Extract Ventilation Systems* March 2021	• Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)
L4. Archaeological Assessment	Required for major development within an Archaeological Priority Area (APA) and including excavation / ground works, or other applications involving excavation/ ground works within an	City Plan Policy 39 *Westminster's Heritage* London Plan Policy HC1 *Heritage Conservation and Growth*. An archaeological desk-based assessment should be prepared by an IFA registered or other suitably qualified organisation or individual. In some circumstances field evaluation may be required.	• Householder • Full Planning Permission • Outline Planning Permission • Reserved matters • Removal/ variation of condition

[5] 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.

[6] Sensitive uses 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.

	APA Tiers 1-3. May be required for other developments within APAs[7].	See website advice - https://www.westminster.gov.uk/planning-building-and-environmental-regulations/design-and-heritage-planning/archaeology	
L5. Biodiversity Survey & Report	Required if proposed development is on or close to a Site of Importance for Nature Conservation (SINC), would impact on a priority species or habitat or another ecological feature outside of the SINCs network.	City Plan Policy 34 *Green Infrastructure*, London Plan Policy G6 *Biodiversity and access to nature*. draft Environmental SPD Designated sites are shown on the City Plan proposals map, which can be viewed on our website. (See interactive policies map) You can use the Wildlife Assessment check tool - for householders and small to medium-sized developers, to help clarify whether a development project needs expert ecological advice If a proposal is likely to affect either protected or priority species or designated sites and priority habitats, you should submit either a *Species Survey and Assessment* or an *Ecological Survey and Assessment* as part of a biodiversity survey and assessment. Applications that may trigger the requirement for a biodiversity survey and assessment include: • Proposals within 50m of woodland, water, Sites of Importance for Nature Conservation, field hedgerows or lines of trees with obvious connectivity to woodland or water; • Proposals affecting bridges, tunnels, air raid shelters, cellars and underground ducts and structures; • Proposals involving lighting of churches, listed buildings and open spaces; • Proposals affecting trees, woodland and hedgerows; • Proposals affecting derelict land, allotments and railway land; • Proposals affecting buildings, structures, feature or locations where protected species (including bats, hedgehogs and various bird, invertebrate and plant species) are known to be present.	• Householder • Full Planning Permission • Demolition of an unlisted building in a conservation area • Listed Building Consent • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)

[7] Where advised by the Greater London Archaeology Advisory Service

		The biodiversity survey and report should demonstrate that the development would achieve biodiversity net gain wherever feasible and appropriate. http://nepubprod.appspot.com/publication/6049804846366720 Natural England have produced further advice for developers regarding the impact of development on protected species and habitats. Biodiversity Metric 3 is a biodiversity accounting tool that can be used for the purposes of calculating biodiversity net gain https://planningofficers.us11.list-manage.com/track/click?u=cc3771f409553d9f23f19f06a&id=aafbfa73fd&e=e957a57eca The report may be combined with or should cross reference any landscaping strategy or details provided under L21.	
L6. BREEAM Pre-Assessment (undertaken by a licensed BREEAM accredited assessor)	Required for • Non-domestic development creating 500sqm GIA or greater[8] • Conversions or extensions which create 500sqm (GIA) or greater of residential floorspace or five or more residential units.	City Plan, Policy 38 *Design Principles,* London Plan Policy SI5 draft Environmental SPD Can be within or cross referenced within the design and access statement or energy strategy where provided – see also advice on design and access statements, above. Assessment should be undertaken by a licensed BREEAM accredited assessor. See: http://www.greenbooklive.com/search/index.jsp **Where alternative methodology is being used requirements should be agreed in advance through pre-application discussions.**	• Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)
L7. Community Infrastructure Levy (CIL) forms	Required - Completed CIL Liability Assessment Form and CIL additional information form	As required by the Community Infrastructure Levy Regulations (2010) (as amended). Guidance on liable development: https://www.gov.uk/guidance/community-infrastructure-levy See website advice Download forms on Planning portal - https://www.planningportal.co.uk/info/200136/policy_and_legislation/70/community_infrastructure_levy/5	• Householder • Full Planning Permission • Outline Planning Permission • Reserved Matters

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

			• Removal/Variation of Condition(s)
L8. Circular Economy Statement	Required for all applications referrable[9] to the Mayor of London.	City Plan Policy 37 *Waste Management*, London Plan Policy SI7 *Reducing Waste and Supporting the Circular Economy* draft Environmental SPD Circular Economy Statements should demonstrate how construction, demolition and excavation recycling and beneficial use targets will be met in compliance with Part (B) of Policy SI7 in the London Plan. https://www.london.gov.uk/publications/circular-economy-statement-guidance (draft)	• Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)
L9. Code of Construction Practice (CoCP), Signed Appendix A Checklist	Required for all development where excavation works to carry out basement development are proposed (Checklist B) and all other Level 1 and Level 2 development as defined in the CoCP (Checklist A).	City Plan Policy 33 *Local Environmental Impacts*, Policy 45 *Basements,* Policy 37 *Waste Management* A signed Appendix A checklist from the Code of Construction Practice should be submitted as part of all proposals for development falling within the definition of Level 1 and Level 2 development in the Code of Construction Practice to demonstrate that the applicant is willing to accept the imposition of planning conditions in the event that permission is granted that require the construction phase of the development to be carried out in accordance with the requirements of the CoCP. Note that following the grant of planning permission for Level 1 or 2 development an updated Appendix A checklist, which has been countersigned by the Council's Environmental Inspectorate may need to be submitted in support of an Approval of Details Reserved by Condition application. A template Appendix A checklist can be obtained from our website at the following link: Code_of_Construction_Practice_2016_v1.1_4.pdf (westminster.gov.uk)	• Householder • Full Planning Permission • Demolition of an unlisted building in a conservation area • Outline Planning Permission • Removal/Variation of Condition(s) • Approval of Details Reserved by Condition
L10. Contaminated Land Assessment	Required if application site is known to be or is	City Plan Policy 33 *Local Environmental Impacts*	• Householder • Full Planning Permission

[9] As set out in the **Mayor of London Order (2008)**

	suspected of being contaminated	Required to establish whether there is dangerous material that could affect human health or the environment. Further guidance on the information that should be provided in a Contaminated Land Assessment is available in our 'Contaminated Land Guidance for Developers submitting planning applications in Westminster' Further guidance is provided in the NPPG: https://www.gov.uk/guidance/land-affected-by-contamination	• Demolition of an unlisted building in a conservation area • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)
L11. Crime Prevention Statement (including Counter Terrorism Measures)[10]	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 *Design Principles*, Policy 44 *Security in the public realm* London Plan Policy D11 *Safety, security and resilience to emergency*. NPPF paras 91, 95 and 127. Further guidance is provided in the National Planning Practice Guidance, in Crowed Places Guidance, '*Protecting Crowded Places: Design and Technical Issues*'. and the Public Realm Design Guidance for Hostile Vehicle Security Mitigation. The statement should include details of measures to ensure security and design out crime, setting out any advice obtained from Designing out Crime advisors, including evidence of process and outcome of Security Considerations Assessment, where relevant. See NPPG Healthy and Safe Communities for further advice.	• Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)
L12. Daylight and Sunlight Assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.[11]	City Plan Policy 7 *Managing development for Westminster's people* Policy 38(C) *Design principles*, Policy 40(D) *Townscape and Architecture*. The assessment methodology for achieving good daylighting and sunlighting within buildings and in the open spaces between them set out in the BRE document *Site layout planning for daylight and sunlight: a guide to good practice (P. Littlefair September 2011)* should be followed when carrying out a Daylight and Sunlight Assessment.	• Householder • Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)

[10] **Can form a section within Design and Access statement, where provided**.

[11] 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

L13. Delivery and Servicing Plan	Required for development referable[12] to the Mayor and may be required for non-residential development that generates new or additional servicing, collections and/or deliveries.	City Plan Policy 29 *Freight and Servicing* London Plan Policy T7 D*eliveries, Servicing and Construction* The need or otherwise for a Delivery and Servicing Plan will normally be determined during discussions with officers at pre-application stage. Where a Delivery and Servicing Plan is required it should be developed in line with the pre-application discussions and where referable TfL guidance and adopt the latest standards around safety and environmental performance of vehicles to ensure freight is safe, clean and efficient. To make the plans effective they should be monitored and managed throughout the operational phase of the development. Regard should also be had to the Mayor of London's Freight and Servicing Action Plan.	• Full Planning Permission • Reserved Matters • Removal/Variation of Condition(s)
L14. Electromagnetic Field Survey	May be required for certain types of development that would generate an electromagnetic field in proximity to sensitive occupiers (e.g. residential, educational etc). May also be required where accommodation for sensitive occupiers is proposed in close proximity to existing electromagnetic field sources (e.g. electricity sub-stations).	City Plan Policies 33(A) *Local Environmental Impacts* and 38(C) *Design Principles*. An Electromagnetic field survey should measure and map levels of electromagnetic field radiation to determine the risk of exposure to low frequency EMF radiation for sensitive occupiers of new or existing accommodation. The survey should recommend any necessary remedial measures. Government provides further advice on Electromagnetic fields.	• Full Planning Permission • Outline Planning Permission • Reserved matters • Removal/ variation of condition
L15. Energy Strategy (Including Cooling Strategy)	Required for major developments.	City Plan Policy 36 London Plan Policies SI2 and SI4. draft Environmental SPD	• Full Planning Permission • Outline Planning Permission

[12] As set out in the **Mayor of London Order (2008**

		An Energy Strategy is required to demonstrate how development will be net zero carbon, following the principles of the Mayor of London's energy hierarchy, and set out how any residual emissions are to be offset. The Energy Strategy must include a Cooling Strategy demonstrating how the development will reduce the potential for internal overheating and reliance on air conditioning systems in accordance with the London Plan cooling hierarchy. Energy Strategies should be prepared following the guidance provided in the Mayor of London's draft Energy Assessment Guidance: https://www.london.gov.uk/sites/default/files/gla_energy_assessment_guidance_april_2020.pdf	• Reserved Matters • Removal/Variation of Condition(s)
L16. London Plan Fire Statement	Required for all major applications.	London Plan D12 *Fire Safety* requires a fire statement to be submitted for all major development irrespective of whether it is development to a relevant building (see separate national requirement for a separate Gateway One Fire Statement). Fire Statements addressing the requirements of Policy D12 in the London Plan must be an independent fire strategy, produced by a third party, suitably qualified assessor. See London Plan Guidance on Fire Statements (https://www.london.gov.uk/sites/default/files/draft_guidance_sheet_fire_statements_d12_b_070720_web.pdf). All development should have regard to the requirements of Policy D12 and fire safety considerations should be addressed where relevant in the design and access or other appropriate document.	• Full Planning Permission • Reserved Matters
L17. Flood Risk Assessment (FRA)	Required in the following circumstances: 1. all development of 1 hectare or greater; 2. all development in Flood Zones 2 and 3; and	City Plan Policy 35 *Flood Risk* and Policy 45 *Basements* London Plan Policy SI12 *Flood Risk Management*. Central government policy on flood risk is available in the National Planning Policy framework (notably paras. 155 to 165). More detailed guidance on preparing a Flood Risk Assessment can be found in the National Planning Practice Guidance. Use interactive policies map to check if you are in flood risk area. For both residential extensions and non-residential extensions of less than 250 square metres in Flood Risk Zones 2 and 3, a simple flood risk assessment is required using the link below:	• Householder • Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)

	3. all development within a Surface Water Flood Risk Hotspot.	https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#advice-for-minor-extensions Note that a Flood Warning and Evacuation Plan will generally be required in addition to an FRA for More Vulnerable Uses within the areas at risk of tidal breach flooding, especially if the land use is within the Rapid Inundation Zone (see Part F of Policy 35 in the City Plan).	
L18. 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 SI3 *Energy Infrastructure*, SI5 *Water Infrastructure* and SI6 *Digital Connectivity Infrastructure*. Your Foul Sewage and Utilities Assessment should demonstrate that: • following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; • proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; • service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; • where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider. Thames Water asks applicants to submit a letter from the utility company as part of the assessment that either states that capacity exists within its network for the proposed development or confirms that agreements have been signed for the provision of the necessary infrastructure.	• Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)
L19. Heritage Statement/ Heritage Impact Assessment (can be within the Design and Access	Required if proposal affects heritage assets[13] or their settings HIA required where proposals may affect the	Paragraph 189 of the National Planning Policy Framework, City Plan Policy 39 *Westminster's Heritage* London Plan Policies HC1 *Heritage Conservation and Growth* and HC2 *World Heritage Sites* Statutory duties including those set out in sections 66 and 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990. This should: • explain the significance of the heritage asset(s) affected including any contribution made by their setting(s);	• Householder • Full Planning Permission • Demolition of an unlisted building in a conservation area • Listed Building Consent

[13] 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.

Statement, where provided)	Westminster World Heritage Site	• explain the impact of proposed works on significance of that asset; • where any harm is caused provide full justification, setting out the degree of harm caused (whether substantial or less than substantial), alternatives which have been considered to avoid harm and any public benefits (including heritage benefits). This should be proportionate to the nature of the proposal. This **can be within the Design and Access Statement** where one is required but should form a clearly identified separate section on heritage which addresses the above. Proposals for retrofit should cross reference the assessment in the sustainable design statement and set out how they have had regard to the advice in the Environmental Supplementary planning guidance. For listed building consent applications, a schedule of works should also be provided. See our website page Heritage Statements | Westminster City Council and heritage statement template for guidance. For development which has the potential to impact on the Outstanding Universal Value of the Westminster World Heritage Site, a separate Heritage Impact Assessment should be undertaken. See Guidance for Applicants on Heritage Impact assessment for proposals affecting the Westminster World Heritage site.	• Removal/Variation of Condition(s) • Outline Planning Permission and Reserved Matters[14].
L20. Information to support the Lawful Development Certificate application	Information to be provided where possible to support the application.	Evidence may comprise statutory declarations and/or sworn affidavits signed by individuals with personal knowledge of the premises to confirm the longevity of the use or when the operational development was completed. Further advice on evidence for lawful development certificates can be found in the NPPG: https://www.gov.uk/guidance/lawful-development-certificates	• Lawful Development Certificate for an Existing Use or Activity
L21. Landscaping /Replacement	Landscaping Strategy and details	London Plan G5 *Urban greening* and G7 *Trees and woodlands* City Plan Policy 34 *Green Infrastructure* and Policy 44 *Public Realm*.	• Householder

[14] Outline applications can't be accepted for development in conservation areas and are unlikely to be appropriate for telecommunications proposals or for schemes that could have an impact on the setting of listed buildings or other heritage assets. In exceptional circumstances an outline application may be appropriate if the proposal is to erect a new building outside a conservation area

Planting Strategy (Urban Greening Factor assessment required for major development)	required for major development and basement development extending below garden land. Landscaping details and plans required for development creating new public realm and private space or resulting in the loss of existing landscaping or where new green roofs and walls are proposed.	Draft Environmental SPD This should follow from the design concept in the Design and Access Statement, where provided, and include plans and details which describe - • any hard landscaping and boundary treatment; • tree and shrub sizes, species, numbers and planting densities; • any green features and/or spaces included within the landscaping scheme, such as green walls, green roofs, rain gardens etc; • management and maintenance arrangements. For major applications, you should use the Urban Greening Factor (UGF) methodology set out in Policy G5 of the London Plan to identify the appropriate amount of urban greening required for your development. Landscape masterplan drawings should be accompanied by a specific UGF masterplan. See LP Guidance on Urban Greening Factor - https://www.london.gov.uk/sites/default/files/urban_greening_factor_lpg_pre-consultation_draft.pdf Where green roof/ walls are proposed, a management plan should be provided and include details of the depth and specification of the substrate, the number, size, species and density of the proposed planting, and details of maintenance regime (frequency of operations, timing of operations and who is responsible), and irrigation. The report should cross reference any biodiversity survey provided under L5.	• Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s) •
L22. Lighting Assessment	May be required if proposal includes the installation of external lighting.	City Plan Policy 33. London Plan Policies D8 *Public Realm*, D9 *Tall Buildings*, S5 *Sports and Recreation Facilities* and G6 *Biodiversity and Access to Nature* are also relevant to specific forms of development including proposals for external lighting. Guidance for designing unobtrusive external lighting is provided by the Institution of Lighting Professionals in their Guidance Note 01/21 *'The Reduction of Obtrusive Light'*.	• Full Planning Permission • Advertisement Consent • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)
L23. London Sustainable	Required for all major development.	City Plan Policy 35 *Flood Risk* London Plan Policy SI13 *Sustainable Drainage*.	• Full Planning Permission • Reserved Matters

	Drainage Proforma		Draft Environmental SPD See https://www.london.gov.uk/what-we-do/environment/climate-change/surface-water/london-sustainable-drainage-proforma#acc-i-56822 (NB template and Westminster website info on flooding to be updated)	• Removal/Variation of Condition(s)
L24.	**Marketing and Viability Assessment**	Required where applications propose the loss of uses protected by policies within the development plan.	City Plan Policies 10 *Housing for Specific Groups*, 13 *Support Economic Growth*, Policy 16 *Food, Drink and Entertainment*, Policy 17 C*ommunity Infrastructure and Facilities,* Policy 22 *Harley Street Special Policy Area* and Policy 30(B) *Technological Innovation in Transport*. London Plan Policies SD5 *Offices, other strategic functions and residential development in the CAZ*, E1 *Offices*, E7 *Industrial intensification, co-location, and substitution* and HC7 *Protecting Public Houses*. Assessment setting out evidence to demonstrate that the current use is surplus to demand for that type of use and has been marketed as the current use for a period not less than that set out in the above-mentioned policies. The report should include strategic and local assessments of demand and supply, and evidence of vacancy and marketing (at market rates suitable for the type, use and size of premises). Note that the minimum marketing period, precise requirements of the marketing evidence and need for other supporting evidence varies from policy to policy and you should consult the relevant policy/ policies before preparing your marketing and viability assessment.	• Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)
L25.	**3D Model**	May be required for major applications/ tall building proposals or development affecting the Westminster World Heritage Site, LVMF or other significant views.	City Plan Policy 40 *Townscape and Architecture*, London Plan Policy D4 *Delivering Good Design*, HC2 *World Heritage Sites* and HC3 *Strategic and Local Views* Models should be in fbx format and should be geo-located. We currently use VU:CITY software. You can view instructions on how to import a model into VU:CITY here. This will not be required for all major applications and requirements will be discussed and agreed through the pre-application or application process.	• Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)
L26.	**Noise Impact Assessment (Acoustic report)**	Required for all development that could affect noise sensitive receptors, could cause	City Plan Policy 33 *Local Environmental Impacts*, London Plan Policies D13 *Agent of Change* and D14 *Noise*. Draft Environmental SPD	• Householder • Full Planning Permission

	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.	You are also recommended to refer to *BS 8233:2014: Guidance on Sound Insulation and noise reduction for buildings*, which provides guidance for the control of noise in and around buildings. Section 15 (Conserving and Enhancing the Natural Environment) of the National Planning Policy Framework, guidance on Noise in the NPPG and the Noise Policy Statement for England (DEFRA 2010) are also relevant. A noise impact assessment is required for: • proposals for external plant equipment; • the proposed creation of new noise sensitive development (e.g. residential) in areas that suffer from high levels of noise; • developments that could affect noise sensitive receptors such as residential, hospital, hotel, hostel and educational uses as well as concert halls and theatres; • proposals that could cause existing nearby uses to have to curtail their activities (agent of change principle); • proposals where the scale and type of development could cause an increase in noise levels. The noise impact assessment should provide the following information: • the size, design and location of any plant and the proposed operational hours, supplemented by the manufacturers' specifications of the equipment; • a Baseline survey should be undertaken to establish existing ambient and background noise levels logged and reported in 15 minute time intervals, the capture of LAFmax and octave data will also be undertaken where necessary. The survey should cover a representative time period to ensure reliable results (for instance; during a weekend if operation is proposed during the weekend periods). The background level should be expressed in terms of the lowest LA90, 15 mins during the proposed hours of operation for all applications involving plant; • the noise that will be generated from the development i.e. the measured and/or calculated Sound Pressure Level, ambient noise level (LAeq) for the 16 day time hours and the 8 night time hours if plant/activity is to operate at night, as well as LAFmax where necessary; • how the noise generated relates to existing external background levels i.e. the representative lowest background noise level assessment (LA90 15 minutes) over the proposed hours of operation including the time, date and weather conditions, instrumentation and calibration, noise sampling locations and a copy of the noise survey data; • the location of the most relevant noise sensitive receptors;	• Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)

		• the level of noise from the development that will occur outside the most relevant noise sensitive properties and the measures that will be taken to contain and minimise the noise i.e. calculations of the predicted noise level 1 metre from the window of the nearest sensitive receptor including distance, directionality, screening effects and any other mitigation methods (attenuation performance specifications should be included at the application stage). These details should include how vibration and the structural transmission of noise has been controlled. The report should also demonstrate that the predicted noise level outside the most affected window will comply with the limits stated in our standard conditions. These limits are normally 10dB below the lowest background LA90 (15mins) but may require correction penalties for tonality or intermittency. See WCC Guidance for Kitchen Extract Ventilation Systems March 2021	
L27. Odour Assessment	Required for proposals that involve significant sources of odour.[15]	City Plan Policy 33 *Local Environmental Impacts*, London Plan Policies D13 *Agent of Change,* An Odour Assessment should assess the proposal against the FIDOL factors set out in the Institute of Air Quality Management (IAQM) 'Guidance on the assessment of odour for planning' (July 2018). Further details of the requirements for an Odour Assessment are set out in the Odour Section of the Draft Environmental SPD.	• Full Planning Permission • Reserved Matters • Removal/variation of Condition(s)
L28. Parking Design and Management Plan	Required where development includes associated on-site car parking spaces.	City Plan Policy 27 *Parking* London Plan Policies T6 *Parking*, T6.1 *Residential Parking*, T6.2 and T6.5 *Non-Residential Disabled Persons Parking*. Plans should provide details of how parking will be reduced where there is existing parking on the site and how proposed parking will be managed and enforced, including how initial and future provision of disabled persons parking spaces will be handled. They should include the following: • where spaces (including electric vehicle charging infrastructure) will be located and demonstrate how their availability will be made clear to residents prior to occupation to inform their housing decision; • details of the mechanism that will be used to ensure spaces are let to residents of the development on a short-term basis rather than being sold; • details of the means of access to the parking and the operational management of the parking;	• Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/variation of Condition(s)

[15] For example, where there is a low level kitchen extract

		• details of how initial and future provision of disabled persons parking spaces will be made, managed and enforced; • how existing or future residents would request a bay; • how quickly it would be created; and • what, if any, provision of visitor parking for disabled residents is available.	
L29. Photographs and Accurate Visual Representations	Required for large redevelopment schemes and/or if proposal involves the demolition of an existing building or affect a conservation area or a listed building. Where possible, photographs should be provided to support applications for a Lawful Development Certificate for An Existing Use or Activity. Marked up photographs to show the extent of proposed tree surgery in applications for works affecting trees subject to a tree preservation order or notifications of works to trees in conservation areas.	Paragraph 189 of the National Planning Policy Framework, City Plan Policy 39 *Heritage* and 40 *Townscape and Architecture* Photographs should be provided in support of applications is for proposals involving the demolition of an existing building or the development affects a conservation area or a listed building. In such cases, a photographic record of the existing building or structures within the site, showing all spaces and features affected by the proposal are likely to be required. Photographs should be dated and numbered, and cross referenced to plans/drawings. Context photographs and accurate visual representations should be provided to show the impact of the development on the building and the street scene. May form part of the design and access/ heritage statement where provided. Verified views should be provided where LVMF/ significant views are affected, and a full Townscape Visual Impact Assessment and/or 3D modelling may also be required for larger scale proposals (see separately listed requirements). The format/level of detail can be determined through pre-application discussions and would depend on the scale and likely prominence of the proposed development as well the sensitivity of its setting.	• Householder • Full Planning Permission • Demolition of an unlisted building in a conservation area • Listed Building Consent • Advertisement Consent • Lawful Development Certificate -Existing Use or Activity • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s) • Approval of Details • Works to trees subject to a tree preservation order • Notification of proposed works to trees in conservation areas

	Useful for all applications		
L30. Planning Statement	Required for all major applications and where planning obligations are required. Recommended for minor development including changes of use, certificates of lawfulness.	To identify the context and need for the proposed development and include an assessment of how the proposed development would accord with the relevant national and regional planning policies as well as with policies in Westminster's City Plan and guidance in our Supplementary Planning Documents. It should also include details of pre-application consultations with the local planning authority, the wider community, and statutory consultees. If the proposal will result in a requirement for a legal agreement to secure planning obligations a statement of the proposed Heads of Terms should be included. Where land use swaps are proposed a full site by site schedule of the existing and proposed floorspace must be included.	• Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)
L31. Other Plans, drawings, and information necessary to describe the development which is the subject of the application	Required where physical alterations and/ or a change of use are proposed.	See https://www.gov.uk/guidance/making-an-application#Plans-and-drawings Any plans or drawings must be drawn to an identified scale, and in the case of plans, must show the direction of north. Plans required will depend on the nature of the proposals but typically would include existing and proposed plans, elevations and sections. They should be labelled appropriately, and a linear scale bar should be included on each drawing.	• All applications where physical alterations and/ or a change of use are proposed.
L32. Purpose Built Shared Living Management Plan	Required for all proposals for purpose built shared living accommodation.	City Plan Policy 11 Innovative Housing Delivery London Plan Policy H16 Large-Scale Purpose-Built Shared Living. The management plan must demonstrate how the development will be managed and maintained to ensure the continued quality of the accommodation, communal facilities and services, and how it will positively integrate into surrounding communities.	• Full Planning Permission • Reserved Matters • Removal/Variation of Condition(s)
L33. Sequential Test and Impact Assessment	Required where main town centre uses are proposed outside of the CAZ and the town centre hierarchy	Section 7 'ensuring the vitality of town centres' in the NPPF (2019) City Plan Policy 14 Town Centres, High Streets and the CAZ and London Plan Policy SD7 Town Centres: Development Principles and Development Plan Documents. Further guidance on preparing a sequential Test and Impact Assessment is provided in the 'Town Centres and Retail' section of the NPPG.	• Full Planning Permission • Outline Planning Permission • Reserved matters • Removal/Variation of Condition(s)

	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.		
L34. Shisha Smoking Management Plan	Required for all applications for shisha smoking premises.	City Plan Policy 33 *Local Environmental Impacts*, London Plan Policies D13 *Agent of Change,* Draft Environmental SPD. Details that should be included in a Shisha Smoking Management Plan are set out in the 'Odour' Section of the Draft Environmental SPD.	• Full Planning Permission • Removal/Variation of Condition(s)
L35. 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. Further advice on undertaking pre-application engagement with local communities and other stakeholders is provided in our informal guidance document 'Early Community Engagement Guidance Note for Applicants and Developers'.	• Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)
L36. Structural Methodology Statement – include self-certification by suitably	Required for all basement development or where significant excavation or structural alterations are	City Plan Policies 39 Westminster's Heritage and 45 Basement Development. Structural survey or methodology statements should be prepared to demonstrate the impacts of the proposed development have been understood and include self-certification by a suitably qualified engineer[16]. This should include the author's professional qualifications and contact details. For basement development proposals the statement should include a soil investigation, a geo-hydrology assessment and a SuDS statement.	• Householder • Full Planning Permission • Demolition of an unlisted building in a conservation area

[16] A Chartered Civil Engineer (MICE) or Structural Engineer (MI Struct.E).

qualified engineer	proposed (e.g. demolition behind a retained façade).		• Listed Building Consent • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)
L37. Sustainable Design Statement	Required for all applications which create new floorspace and/or where extensive works to retrofit/improve the environmental performance of a building are proposed.	City Plan Policy 38 *Design Principles*, Policy 39 *Westminster's Heritage* Draft Environmental Supplementary Planning Document. This should provide a proportionate level of information or commentary to demonstrate how the design has positively addressed the sustainable design principles set out in Policy 38D. This should include design implications arising from related policy in particular Policy 32B (urban greening), Policy 36 (Energy) and Policy 39 (Heritage) It should set out how consideration has been given to the energy hierarchy and cross reference other relevant documents including the BREEAM assessment, SuDs strategy, energy strategy, heritage statement and water calculations where provided and relevant. Any proposal involving demolition of a building should include a statement setting out why it is not possible to retain and improve the existing building in line with Policy 38, cross referencing the whole life cycle carbon analysis where required (see thresholds for requirement below at L44). See website advice and template. Where heritage assets are affected this should cross reference the Heritage Statement L19 where provided. If incorporated within the Design and Access Statement, it should be a distinct and clearly identified separate section.	• Householder • Full Planning Permission • Outline Planning Permission • Listed Building Consent
L38. Tables and Chairs Development – Supplementary Information	All applications for tables and chairs on the public highway.	City Plan Policy 43 *Public Realm* Westminster Way - Public realm strategy Design principles and practice SPD (2011). The supplementary information should include the following details: • existing and proposed plans with footway dimensions clearly annotated; • all street furniture, streetlights, street trees, service hatches, loading pads etc. indicated on plans; and • drawings or example images demonstrating the design and appearance of all furniture and associated equipment to be placed on the public highway. See also website advice.	• Full Planning Permission
L39. Telecomm unications	Required for mast and antenna	The Code of Practice on Mobile Network Development in England (2016) which can be viewed on the website of the Mobile Operators Association (Mobile UK) and can be accessed via the	• Full Planning Permission

Development – Supplementary Information and signed ICPRN declaration	development by mobile phone network operators in England	Department of Communities and Local Government's website. See paragraph 7.5 and Appendices D and E. See also City Plan Policy 19 Planning applications should be accompanied by the following details: • the area of search • any consultation undertaken • the proposed structure • technical justification • information about the proposed development • a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection.	• Outline Planning Permission • Reserved Matters
L40. Townscape Visual Impact Assessment	Required for development that would have a significant impact on townscape or affect strategic views.	City Plan Policies 40 *Townscape and Architecture* and 41 *Building Height* London Plan Policies HC2 *World Heritage Sites*, HC3 *Strategic and* HC4 *London View Management Framework* and D9 *Tall Buildings*. The views required and the format/level of detail can be determined through pre-application discussions and would depend on the scale and likely prominence of the proposed development as well the sensitivity of its setting. Further guidance on the management of strategic views is provided in the London View Management Framework SPG (2012). The draft Metropolitan Views SPD, World Heritage Site Management Plan and conservation area audits identify important local views.	• Full Planning Permission • Reserved Matters • Removal/Variation of Condition(s)
L41. Transport Statement/ Assessment	Required if proposal is likely to have significant transport implications.	Policy 24 Sustainable Transport in the City Plan and Policy T3 Transport Capacity, Connectivity and Safeguarding in the London Plan. Transport Assessments and Statements should assess the potential transport impacts of developments and they may propose mitigation measures to promote sustainable development. Where that mitigation relates to matters that can be addressed by management measures, the mitigation may inform the preparation of an associated Travel Plan.	• Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s) Following Grant of Planning Permission

		Guidance on when a Transport Assessment or Transport Statement may be required and what they should contain is provided in the 'Travel Plans, Transport Assessments and Statements' section of the NPPG. Advice on preparing a Transport Assessment and how to use the Healthy Streets Approach is provided by Transport for London.	•
L42. Travel Plan / Local Level Travel Plan	Required for applications referrable to the Mayor and for proposals likely to have significant transport implications.	City Plan Policy 24 *Sustainable Transport* London Plan Policy T4 4 *Assessing and mitigating transport impacts*. A long-term management strategy that encourages active, efficient and sustainable travel for new and existing developments. It sets out transport impacts, establishes targets and identifies the package of measures needed for improvement. The need or otherwise for a Travel Plan will normally be determined during discussions with officers at pre-application stage. Examples of development proposals where a travel plan is likely to be required include schemes for new and expanded education facilities. Further guidance on Travel Plans is provided by Transport for London.	• Full Planning Permission • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s) Following Grant of Planning Permission
L43. Tree Survey/ Arboricultural Assessment	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees).	London Plan G7 *Trees and woodlands* City Plan Policy 34 *Green Infrastructure*, Policy 45 *Basement Development*. See website advice on trees https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/trees-and-high-hedges If proposals will affect trees within the application site or on land adjacent to the site (including street trees), you will be required to submit a tree survey and provide details of tree protection measures. This information should be prepared by a suitably qualified arboriculturist in accordance with the recommendations of BS5837: 2012: *Trees in Relation to Design, Demolition and Construction*, and should include - • schedule of tree details and their categorisation. • details of the root protection areas (RPAs) and any proposed alterations to the existing ground levels or any other works to be undertaken within the RPA of any tree within the tree survey plan and schedule. • tree constraints (the RPA and any other relevant constraints plotted around each of the trees on relevant drawings, including proposed site layout plans).	• Householder • Full Planning Permission • Demolition of an unlisted building in a conservation area • Outline Planning Permission • Reserved Matters • Removal/Variation of Condition(s)

		• arboricultural impact assessment that evaluates the direct and indirect effects of the proposed design and where necessary recommends mitigation. • tree protection plan superimposed on a layout plan, based on the topographical survey, and details of all tree protection measures for every tree proposed to be retained for the duration of the course of the development, and showing all hard surfacing and other existing structures within the RPA. • Details of the size, species and location of replacement trees proposed for any trees shown to be removed. • Strategic hard and soft landscape design, including species and location of new tree planting See para 45.10 of city plan in relation to basements requirements.	
L44. Whole Life Cycle Carbon Assessment	Required for all applications referrable to the Mayor of London and for major applications involving substantial demolition[17]	London Plan Policy SI2 *Minimising Greenhouse Gas Emissions*, City Plan Policy 38 D*esign Principles*. Draft Environmental SPD The Mayor of London has published Draft Whole Life-Cycle Carbon Assessment guidance and a draft assessment template, which should be used prior to the publication of the finalised document. A whole life cycle carbon assessment should also be provided for all major redevelopment schemes, where there is substantial demolition. All major non-referable development is encouraged to calculate unregulated emissions and undertake a whole life-cycle carbon assessment. See website guidance - https://www.westminster.gov.uk/westminster-environment-guidance-section-b/section-b-embodied-and-whole-life-carbon. Other applications involving demolition should include a proportionate level of justification for demolition within the sustainable design statement.	• Full Planning Permission • Reserved Matters • Removal/Variation of Condition(s)

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