

## HOUSEHOLDER APPLICATION <sup>1</sup> checklist to be followed when using the following forms -

- Householder planning permission
- Householder planning permission and demolition in a conservation area
- Householder planning permission and listed building consent

You need to provide the relevant documents and information below to support your householder application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

Please refer to our [naming conventions](#) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.

### National Requirements - in line with [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(as amended\)](#)

Information	When required	Policy and further advice
Completed Application form	Required	<a href="#">See planning portal</a> advice <sup>2</sup>
Certificates <ul style="list-style-type: none"> <li>Completed ownership certificate (A, B, C or D) as appropriate.</li> </ul> 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. <ul style="list-style-type: none"> <li>Agricultural Holdings Certificate</li> </ul>	Required	See Westminster website guidance on <a href="#">ownership certificates</a>
A location and site plan	Required	See detail of requirements in <a href="#">national guidance on maps and plans</a> <a href="#">Buy a plan</a> – <a href="https://www.requestaplan.co.uk/?referral=PPQ">https://www.requestaplan.co.uk/?referral=PPQ</a>
Fee	Required	See website advice on <a href="#">Planning application fees</a>
Design and Access Statement	Required where you are - <ul style="list-style-type: none"> <li>in a <a href="#">conservation area</a> and your proposal involves a building or buildings with a floor space of 100 square metres or more;</li> <li>in a <a href="#">listed building</a> (when filling in form C above)</li> </ul>	See website for <a href="#">Design and Access Statements   Westminster City Council</a> and <a href="#">Find out if you are in a conservation area</a>

### Local Requirements

Information	When required	Policy and Further advice
Completed CIL Forms	Required	Download forms on planning portal <a href="https://www.planningportal.co.uk/info/2">https://www.planningportal.co.uk/info/2</a>

<sup>1</sup> [https://www.planningportal.co.uk/info/200126/applications/60/consent\\_types/2](https://www.planningportal.co.uk/info/200126/applications/60/consent_types/2)

<sup>2</sup> [https://ecab.planningportal.co.uk/uploads/apppdf/help001\\_england\\_en.pdf](https://ecab.planningportal.co.uk/uploads/apppdf/help001_england_en.pdf)

		<a href="#">00136/policy_and_legislation/70/community_infrastructure_levy/5</a>
Plans, drawings, and information necessary to describe the development, including scale bar on all drawings to allow for electronic measurements to be made.	Required	Plans required will depend on the nature of the proposals but typically would include existing and proposed plans, elevations, and sections. See <a href="https://www.gov.uk/guidance/making-an-application#Plans-and-drawings">https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</a>
Photographs	Required where your proposal affects a conservation area or listed building. Useful and recommended in all cases to help explain your proposals.	
Archaeological Assessment	Required for applications involving excavation within an Archaeological Priority Area (APA) Tiers 1-3.	<a href="#">City Plan</a> Policy 39 <i>Westminster's Heritage</i> See Westminster <a href="#">website advice on archaeology</a> for requirements and to check if you are in a priority area.
Biodiversity Survey and Report	May be required if your proposal is in 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.	<a href="#">City Plan</a> Policy 34 <i>Green Infrastructure</i> Use <a href="#">interactive policies map</a> to check if you are in or next to as Site of Importance to Nature Conservation. Use the <a href="#">Wildlife Assessment check tool</a> . <a href="#">Consult Environmental SPD for further advice</a>
Code of Construction Practice Signed DRAFT Appendix A checklist form ( <a href="#">Checklist B</a> )	Required where your proposals involve basement excavation.	<a href="#">City Plan</a> Policy 45 <i>Basements</i> , <a href="#">Code of Construction Practice - https://www.westminster.gov.uk/code-construction-practice</a>
Contaminated Land Assessment	Required if application site is known to be or is suspected of being contaminated or for applications for basement development (the latter should include a radon assessment).	<a href="#">City Plan</a> Policy 33 <i>Local Environmental Impacts</i> See WCC <a href="#">Contaminated Land Guidance for Developers submitting planning applications in Westminster</a>
Daylight/Sunlight Assessment	Required if your proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses <sup>3</sup>	<a href="#">City Plan</a> Policy 7 <i>Managing development for Westminster's people</i> Policy 38(C) <i>Design principles</i>
Flood Risk Assessment (FRA)	Required if your application site is: <ul style="list-style-type: none"> <li>• 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</li> <li>• for basement excavation/extension if the site</li> </ul>	<a href="#">City Plan</a> Policy 35 <i>Flood Risk</i> and Policy 45 <i>Basements</i> Use <a href="#">interactive policies map</a> to check if you are in a flood risk area. See Environment Agency Advice for details of which types of minor development requires FRA in Flood zone 2/3- <a href="https://www.gov.uk/guidance/flood-risk-assessment-standing-">https://www.gov.uk/guidance/flood-risk-assessment-standing-</a>

<sup>3</sup> In addition to residential properties, sensitive land uses may include many types of social and community uses, including schools, hospitals, and nursery facilities, as well as types of specialist housing such as elderly housing and care homes

	is within a Surface Water Flood Risk Hotspot	<a href="#">advice#minor-extensions-standing-advice.</a>
Heritage statement <ul style="list-style-type: none"> <li>may form part of Design and Access Statement where provided.</li> </ul>	Required if proposal affects a heritage asset i.e. is in a conservation area or involves a listed building	<a href="#">City Plan</a> Policy 39 <i>Westminster's Heritage</i> See Westminster website advice on <a href="#">heritage statements</a> and <a href="#">heritage statement template</a> .
Landscaping details	Required for basement development which extends below existing garden land. Planting details and management should be provided where new green roofs or walls are proposed. Replacement planting details should be provided where it is proposed to fell a tree (may form part of tree survey, see below)	<a href="#">City Plan</a> Policy 34 <i>Green Infrastructure</i>
Noise impact assessment (Acoustic Report)	Details of all external plant required. Acoustic report required for developments that could affect noise sensitive properties <sup>4</sup>	<a href="#">City Plan</a> Policy 33 <i>Local Environmental Impacts</i> , London Plan Policies D13 <i>Agent of Change</i> and D14 <i>Noise</i> .
Sustainable Design Statement <ul style="list-style-type: none"> <li>may form part of Design and Access Statement where provided.</li> </ul>	Required where you are building something which creates new floorspace (such as an extension) and/or where you are proposing extensive retrofit works to improve the environmental performance of the building	<a href="#">City Plan</a> Policy 38 <i>Design Principles</i> , Policy 39 <i>Westminster's Heritage</i> . See <a href="#">Westminster website</a> for guidance and use the householder sustainable design statement template. <a href="https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/advice-planning-application-supporting-documents/sustainable-design-statement">https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/advice-planning-application-supporting-documents/sustainable-design-statement</a>
Structural Methodology Statement (with appropriate self-certification by suitably qualified engineer <sup>5</sup> ) <ul style="list-style-type: none"> <li>must include soil investigation, geo-hydrology assessment and SuDS statement.</li> </ul>	Where excavation of a basement is proposed or where partial demolition or significant structural alterations are proposed to a listed building	<a href="#">City Plan</a> Policies 39 Westminster's Heritage and 45 Basement Development
Tree Survey/ Arboricultural Assessment. <ul style="list-style-type: none"> <li>tree protection details may also be required</li> </ul>	Required if your proposal is likely to affect trees within or next to the application site (including street trees)	<a href="#">City Plan</a> Policy 34 <i>Green Infrastructure</i> Details must follow the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. See our <a href="#">advice</a> on tree survey requirements.

<sup>4</sup> Such as hospitals, educational uses, concert halls and theatres.

<sup>5</sup> A Chartered Civil Engineer (MICE) or Structural Engineer (MI Struct.E). See Institution of Structural Engineers [www.findanengineer.com/index.asp](http://www.findanengineer.com/index.asp) or Institution of Civil Engineers [www.ice.org.uk/](http://www.ice.org.uk/)