PRE-APP CHECKLIST

Circular Economy and Whole Life Carbon Considerations

City of Westminster

ZERO CARBON 2040
Westminster Climate Action

In the context of Westminster's commitment to reach net zero carbon by 2040, applicants should give early consideration to how to minimise both operational and embodied carbon emissions.

RIBA, LETI, and UKGBC have published a number of guidance documents helping designers to reduce their embodied carbon footprint, incorporating circular economy design principles through early considerations, retaining building layers at their highest value.

Relevant policy:

City Plan 2019-2040, Policy 38 (D) Sustainable Design and (F) Promoting Excellence in Contemporary Design.

London Plan 2021, Policy SI 2 Minimising greenhouse gas emissions, and Policy SI 7 Reducing waste and supporting the circular economy.

Purpose of this checklist

This checklist has been prepared in line with the above policy, guidance and commitments, in order to help guide pre-application discussions and assist applicants and officers to ensure relevant policies and guidance are considered and addressed prior to submitting an application.

It is for guidance only and does not set out new requirements but aims to help applicants and officers to ensure these issues are considered at an early stage and to promote best practice. All applications will be determined in accordance with the adopted policy framework.

How to use this document

Applicants are encouraged to use this checklist very early in the design process at pre-application stage to ensure all relevant considerations are addressed and discussed with the design team. It is intended to show level of ambition for the proposal. Planning officers will also use this to guide pre-application discussions. It is primarily aimed at major applications but many of the principles are applicable for smaller schemes, therefore all applicants are encouraged to use it.

This checklist is prepared in conjunction with GLA's Circular Economy and Whole Life Carbon reporting templates, but does not substitute GLA's requirements. The checklist is only relevant at pre-application stages where the biggest embodied carbon savings could be achieved through retention, retrofit and re-use. Refer to Circular Economy and WLC Full Planning checklist for detail planning stage submission requirements.

Criteria	Description	Yes	No
1. Circular Economy	1. Is there an existing structure on site?	☐	☐
	2. If existing structures are present – both **pre-demolition and pre-reclamation audits** have been done before any demolition/redevelopment (including façade retention schemes) is considered? (See Figure 1)	☐	☐
	3. Have you considered retaining any of the existing structures in parts or as a whole?	☐	☐
	4. Have you considered design alternatives for retrofit* of the existing building(s)? Including light touch, deep retrofit, fit out, partial retention, basement retention and extensions?	☐	☐
	5. Have you considered embedding materials identified as high-reuse potential within the new proposal (by building layer) through direct re-use, re-manufacture or upcycling?	☐	☐
	6. Have you set any targets for % of re-use or reclaimed materials for the proposal (by building layer and calculated by material intensity)?	☐	☐
2. Whole Life Carbon	7. Have you considered upfront carbon competitive benchmarks such as **LETI B and B**?	☐	☐
	8. Have you considered Whole Life Carbon competitive benchmarks, such as RIBA 2030 **Band B**?	☐	☐

*Façade retention only is excluded

Below guidance is planner only (do not issue as part of the pack)

Is there an existing building or structure on site?

YES

Is this a Retrofit-First approach (including deep retrofit, fit out, and roof/facade* refurbishments only)

YES

Major schemes:

Circular Economy Statement and WLC assessment is encouraged for retrofit and refurbishment schemes

Small schemes:

Encourage sustainable material sourcing and maximise re-used and recycled materials in the brief

NO

All schemes:

Encourage pre-demolition audit presenting inventory information on the dimensions, quantities, conditions, environmental impact, technical characteristics, disassembly recommendations, of all materials identified as having high-reuse potential.

Major schemes:

Structural report confirming that it is technically not feasible for the existing structure to be retained (as a part or as a whole)

Whole life carbon assesment of the following options:

- basement and foundation retention only
- part retention only
- deep refurbishment (frame retained)
- light touch refurbishment (fitout)

Against 'new built' option and example MEP assumptions against a typical floor for each option

NO

All schemes:

- Design for deconstruction
- % re-used / reclaimed or re-manufactured materials from other sites

Major schemes:

Above + Circular Economy Statement & WLCA[1]

Figure 1 Decision tree based on GLA Circular Economy Guidance (2022)

[1] These are encouraged for all major applications. See our adopated Validation List for requirements.