**Control of Pollution Act 1974**

**Application for Section 61 Prior Consent**

To: Westminster City Council

Environmental Sciences

Regulatory Support Team 1

City Management & Communities

15th Floor, City Hall

64 Victoria Street

London

SW1E 6QP

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WE HEREBY MAKE APPLICATION to Westminster City Council for prior consent in respect of works to be carried out on the site(s) specified below, under Section 61 of the Control of Pollution Act 1974.

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| --- | --- |
| **Signed\*:** |  |
| **Print name\*:**  (IN BLOCK CAPITALS) |  |
| **Date:** |  |
| **Registered Office, Company Name and Address of principal contractor:**  (this application must be made by the principal contractor) |  |
| **Planning reference number (if applicable):** |  |
| **Is this a Code of Construction Practice Site (CoCP)?** |  |

*\*Where an application is made by a Company the signature should be of a Director or the Company Secretary and the address should be the Company’s registered office.*

NOTE: The following application Sections should all be completed. Additional sheets can be attached if required. Supporting documentation should be appropriately referenced within the relevant application sections. It is recommended that supporting documents are added as Appendices to this application form and titled Appendix A, B, C etc…

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| **Section Heading** | **Supporting Information**  Please refer to supporting documents if necessary (e.g. please see appendix A or refer to an attached document by name) |
| 1. **Address / location of proposed works and site plan**   A site location plan should be included to a scale of not less than 1:125. Please include noise sensitive locations on the site plan and label the type of use. |  |
| 1. **Name and address of Principal Contractor**   Company name and address (Registered Office) of Applicant. The name and telephone number (and e-mail address) of an appropriate contact within organisation should be provided (e.g. from site manager). |  |
| 1. **Particulars of Work to be carried out**   Details should be provided of the type of work to be carried out at each stage. |  |
| 1. **Working hours**   (including any ‘quieter’ period working and OOH work). Hours of work proposed for each method or stage of work should be provided, and can include a programme detailing work operations to be carried out on daily (or other) cycles. |  |
| 1. **Methods to be used in each stage of the development**   Method statement of the works involved at each stage of the project should be provided, including the nature of work and duration of each phase. The application should set out how the work will be carried out and provide an outline justification on why the methods selected constitute Best Practicable Means. |  |
| 1. **Equipment and Machinery List plant including Sound Power / Pressure Levels**   A full list of plant and equipment proposed to be used. Sound power levels should be included for each piece of equipment. Sound power levels may be extracted from guidance offered by British Standard 5228 or from other appropriate sources, e.g. manufacturers’ specifications. |  |
| 1. **Proposed steps to minimise noise and Vibration – Best Practicable Means (BPM)**   The use of best practicable means (BPM) at all times, details of the specific BPM measures to be employed should be indicated (see British Standard 5228 for guidance). |  |
| 1. **Predicted noise and vibration levels**   Noise levels should be predicted at locations identified on the Site Plan and, in particular, at “sensitive receptors” identified beyond the site boundary. “Sensitive Receptors” will include residents, schools, hospitals, places of worship and businesses having particular sensitivity to noise. |  |
| 1. **Noise and vibration monitoring / noise sensitive receptors. Not required for all sites.** (Include noise sensitive locations on the site plan and label the type of use)   A strategy for noise monitoring throughout the project, which should also relate to any noise surveys undertaken prior to the commencement of noisy work i.e. background noise levels, should be provided. |  |
| 1. **Duration of works**   The application should set out the project duration including the anticipated start date and completion date. Also an indicative Construction Programme, showing the duration of each phase of work should be provided, where possible, acknowledging that the programme may be subject to change. |  |
| 1. **Community Liaison**   Engagement and notification measures, such as newsletter and letter drops to all those affected, and the setting up of a telephone “hotline” for complaints (where appropriate), should be included in the application as good public relations can substantially reduce potential conflicts between residents and contractors. |  |
| 1. **Other relevant information**   Details of third party agreements, party wall agreements, cumulative impact from neighbouring sites, existing noise / vibration issues in the area. |  |
| 1. **Contact details (including emergency contacts)**   May include contact names, telephone numbers and e-mail addresses. This section may also make reference (for information only) to other off-site control measures that the project in question may have committed to and which is material to understanding the likely effects on persons in the locality. |  |
| 1. **List of appendices supporting plans / documents / programme attached.**   All attached plans and documents should be listed. The use of numbered appendices is recommended. |  |