

# APPENDIX A: CHECKLISTS

## CHECKLIST A: CODE OF CONSTRUCTION PRACTICE - LEVEL 1 AND LEVEL 2 DEVELOPMENTS

The following information is required to confirm compliance with the Code of Construction Practice dated January 2022 (“CoCP”) for the following project:

**Project name\*:** .....

**Project address\*:** .....

.....

**Planning reference no.\*:** .....

\*: Please provide the information in block letters

### **NOTICE: THIS IS A LEGALLY BINDING DOCUMENT**

which creates a legally enforceable relationship between the Signatory below and Westminster City Council. **It is essential that the person signing this document on behalf of the Developer has the authority to do so on the Developer’s behalf, thus creating legal obligations on behalf of the Developer.**

There are two main documents that must be provided to the council. These are:

- Site Environmental Management Plan (SEMP)
- Application for consent under Section 61 of the Control of Pollution Act 1974

The list below provides the specific details of what is required within each document. Please place a tick against every item in each category to confirm that relevant information will be provided to demonstrate compliance with the Code of Construction Practice. If the item is not considered applicable, please explain why. This form should be returned to the Council’s Environmental Inspectorate team at: [cocp@westminster.gov.uk](mailto:cocp@westminster.gov.uk)

Relevant Document	Item to be included	Yes (please tick)	Not applicable, please explain why
<b>Site Environmental Management Plan Part A</b>	<b>General site information</b>		
	Programme of works (demolition and construction)		
	Working hours		
	Demolition and construction (e.g. piling) methodology		
	Site Plan, including storage areas		
	Environmental management structure		
	Roles and responsibilities		
	Statement to confirm sign up to Considerate Constructors Scheme		
	Summary of main works		
	Liaison with the local neighbourhood		
	Liaison with other sites to manage cumulative impacts		
	Tree Protection Measures		
<b>Site Environmental Management Plan Part B</b>	<b>Traffic, Transport and Highways Management Plan</b>		
	Plan showing location of any potential vulnerable road users on access/egress route and adjacent to site		
	Construction traffic arrangements, access/egress to/from site		
	Measures to ensure cycle safety		
	Use of highway (for skips, scaffolding, gantries, pitlanes, etc.)		
	Hoarding proposal incl. lighting of the hoarding		
	Need for road closures, parking suspension / transport of abnormal loads		
	Potential for river transport/removal of spoil		
<b>Site Environmental Management Plan Part C</b>	<b>Environmental Management Plan</b>		
	Plan showing location of any potentially sensitive receptors		

	Noise and vibration management plan		
	Noise site risk assessment (LANAF methodology)		
	Noise and vibration mitigation measure		
	Dust risk assessment		
	Air quality dust management plan		
	Dust and air pollution mitigation measures		
	Monitoring proposals, to include: Plans showing noise/vibration and dust monitoring location; trigger / action values and analysis methods; procedures for recording and reporting monitoring results; remedial action in the event of any non-compliance		
	Waste management (to include SWMP, storage, handling, asbestos, contaminated land)		
	Construction site lighting proposal		
<b>Application for Section 61 consent</b>	To include all relevant information as required by the application form including noise predictions		

**Please read each of these statements and confirm you have read and understood them by signing below:**

- I confirm we have read and understood the Code of Construction Practice
- I confirm the Site Environmental Management Plan (SEMP) will be provided to Westminster City Council with the submission of this Appendix A at least 40 working days and a section 61 CoPA application at least 28 days prior to the commencement of development (to include site preparation works).
- I confirm that work on the development (to include site preparation works) will not commence on site until such time as the SEMP has been approved by Westminster City Councils Highways and Environmental Sciences Team in writing, the Appendix A has been signed off by the CoCP Officer and the relevant planning condition has been discharged.

- I confirm we will comply with the CoCP and the SEMP, and any condition relating to construction management and understand we could be subject to enforcement action should the CoCP and/or SEMP not be complied with.
- I confirm we agree to pay the relevant fees as set out in Appendix D of the CoCP in full for the duration of the development prior to the countersigning of the Appendix A by Westminster's CoCP Officer.
- I confirm that I will inform the Council in writing when the development has been completed by sending the certificate of completion / or when the phase of the development has been completed by appropriate means.
- I confirm I understand this document constitutes an agreement between Westminster City Council and the applicant:

**Representative of the developer\*:**

NAME: .....  
 POSITION: .....  
 ADDRESS: .....  
 .....

Signature: .....  
 Date: .....

\*: Please provide the information in block letters

***For Westminster use only***

**Planning Reference Number:** .....

**Demolition Phase** Approved by Environmental Inspectorate

Dated:  
 Signed by:

**Earthwork & Piling Phase** Approved by Environmental Inspectorate

Dated:  
 Signed by

**Construction Phase** Approved by Environmental Inspectorate

Dated:  
 Signed by