



22 H. NOTIFICATION FOR PRIOR APPROVAL FOR THE ERECTION OR CONSTRUCTION OF A COLLECTION FACILITY WITHIN THE CURTILAGE OF A SHOP.	
<p>Applications for prior notification in connection with the erection or construction of a collection facility within the curtilage of a shop should be submitted in accordance with the requirements in this checklist. You should submit your application electronically via our website https://www.westminster.gov.uk/application-forms. If you submit the application in paper form, we will require 1 copy of the application form, each of the drawings, plans and documentation. Please refer to our naming conventions (https://www.westminster.gov.uk/submitting-your-planning-application) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.</p>	
National List of Requirements	
Requirements	Status
1. A written description of the proposed development which must include details of any building operations proposed.	Required
2. A plan indicating the site and showing the proposed development	Required
3. The developer's contact address	Required
3. The appropriate fee.	Required
4. the developer's email address if the developer is content to receive communications electronically	Required
Local List of Requirements	
Requirements	Status
A. Plans and drawings necessary to describe the siting, design and external appearance of the structure, including scale bar to allow measurements to be made.	Required
Additional Information	
<p>You are requested to provide as much additional information as possible to help us identify the premises affected by the proposed collection facility. The following information would be particularly useful:</p> <ul style="list-style-type: none"> • A map showing the location of the premises affected in relation to adjacent sites, buildings, roads and other identifiable features • Photographs showing the location of the premises and the location of the collection facility. 	