



PLANNING PERMISSION FOR DEMOLITION IN A CONSERVATION AREA¹

You will need to provide the documents and information below to support your 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	
Certificates <ul style="list-style-type: none"> ▪ The completed ownership certificate (A, B, C or D) as appropriate. <ul style="list-style-type: none"> 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. ▪ Agricultural Holdings Certificate 	Required	See website guidance - ownership certificates
A location plan and site plan	Required	See detail of requirements in national guidance on maps and plans Buy a plan – external website

Local Requirements

Information	When required	Policy and Further advice
Other Plans and Drawings necessary to describe the proposal, including and including scale bar on all drawings to allow for electronic measurements to be made.	Required	This must include drawings to make clear the extent of demolition proposed.
Photographs	Required	City Plan Policy 39 <i>Heritage</i> and 40 <i>Townscape and Architecture</i>
Heritage Statement	Required	City Plan Policy 39 <i>Westminster's Heritage</i> See Westminster website advice on heritage statements
Biodiversity survey and report	Required if proposed development is close to or within a Site of Importance for Nature Conservation (SINC), would impact on a priority species	City Plan Policy 34 <i>Green Infrastructure</i> , London Plan Policy G6 <i>Biodiversity and access to nature</i> . draft Environmental SPD

¹ https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance_note-conservation_area_consent.pdf

	or habitat or other ecological feature outside of the SINCs network.	
Code of Construction Practice (CoCP), Signed Appendix A Checklist	Required for Level 1 and Level 2 proposals as defined in the CoCP (Checklist A).	City Plan Policy 33 <i>Local Environmental Impacts</i> , Policy 37 <i>Waste Management</i> Code of Construction Practice
Contaminated land assessment	Required if application site is known to be or is suspected of being contaminated.	City Plan Policy 33 <i>Local Environmental Impacts</i> Further guidance in ' Contaminated Land Guidance for Developers submitting planning applications in Westminster '
Structural Survey/Structural Methodology Statement <ul style="list-style-type: none"> including appropriate self-certification by suitably qualified engineer². 	May be required	City Plan Policies 39 Westminster's Heritage
Tree survey/ Arboricultural assessment	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees). Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. Tree protection details may also be required.	City Plan Policy 34 <i>Green Infrastructure</i> . Details must accord with the recommendations in the current British Standard 5837 Trees in relation to design, demolition and construction. See website advice on trees .

² See Institution of Structural Engineers www.findanengineer.com/index.asp or Institution of Civil Engineers www.ice.org.uk/