



Westminster City Council

Planning Application Document Naming Conventions

This document lists the naming conventions adopted by Westminster Development Planning Department.

Please assign the names and conventions below to your documents. This will help our Casework Support Teams with registering your application.

APPLICATION FORM:
Applicant's Covering Letter
Application Form

BACKGROUND PAPERS:	
Acoustic report	Miscellaneous Background Papers
Affordable housing statement	Noise impact assessment
Air quality assessment	Open space assessment
Arboriculture report	Other relevant information
Bat report	Parking provision
Biodiversity survey and report	Parking Stress Survey
Construction Management Plan	Photographs and photomontages
Daylight and Sunlight assessment	Planning obligations
Design and Access statement	Planning Agreement Draft Heads of Terms
Economic statement	Planning statement
Energy statement	Retail impact assessment
Environmental Impact Assessment	Servicing Management Plan
Environmental statement	Servicing Strategy
Flood consequences assessment	Site and other plans
Floodlight Monitoring Report	Site waste management plan
Flood risk assessment	Sound insulation requirements
Foul sewage and utilities assessment	Structural survey
Foul sewage assessment	Supplementary information
Heritage Statement	Sustainability appraisal
Land contamination assessment	Telecoms supplementary info and ICNIRP
Landscaping details	Transport assessment
Certificate of Lawfulness supporting information	Travel plan
Certificate of Lawfulness supporting information <i>(Note: such items as rent books, other commercially sensitive material)</i> <i>(Sensitive information should be redacted)</i>	Utilities statement
Lighting assessment	Vent Extraction statement
Marketing Statement <i>(The majority of these could be made public unless it contains highly sensitive information)</i>	Plant list and specification
Engineers or surveyors report	Site investigation report
Root identification report	Statement of Reasons



DRAWINGS documents:
Drawing Schedule
Location Plan
Tree Plan
Tree Constraints Plan
Tree Protection Plan
Landscaping Plan
Existing Block Plan
Existing Site Plan
Existing ^^ Floor Plan (E.g. first, second etc.)
Existing ^^ Elevation (E.g. North, South etc.)
Existing ^^ Section (E.g. AA, BB, 11 etc.)
Existing drawings
Proposed Block Plan
Proposed Site Plan
Proposed ^^ Floor Plan (E.g. first, second etc.)
Proposed ^^ Elevation (E.g. North, South etc.)
Proposed ^^ Section (E.g. AA, BB, 11 etc.)
Proposed drawings
Existing and proposed ^^ Floor Plan
Existing and proposed ^^ Elevation
Existing and proposed ^^ Section
Existing and proposed drawings
Other (Note: only use as a last resort)
Demolition ^^ Floor Plan (E.g. first, second etc.)
Demolition ^^ Elevation (E.g. North, South etc.)
Demolition ^^ Section (E.g. AA, BB, 11 etc.)
Demolition drawings