



22 I. NOTIFICATION FOR PRIOR APPROVAL FOR THE INSTALLATION, ALTERATION OR REPLACEMENT OF OTHER SOLAR EQUIPMENT (PV) ON ROOFS OF NON DOMESTIC BUILDINGS, UP TO 1 MEGAWATT CAPACITY.

Applications for prior notification in connection with the installation, alteration or replacement of solar equipment (PV) on roofs of non-domestic buildings 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.

National List of Requirements

| Requirements | Status |
|---|---------------|
| 1. A written description of the proposed development; | 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 design and external appearance of the equipment, including scale bar to allow measurements to be made | Required. |
| B. Assessment of the impact of glare from the equipment on any neighbouring land. | May be required if the site is nearby to sensitive properties (eg residential, educational use). |

Additional Information

You are requested to provide as much additional information as possible to help us identify the premises affected by the proposal. The following information would be particularly useful:

- A map showing the location of the premises affected.
- Photographs showing the existing/proposed location of the equipment on the premises.