Code of Construction Practice

Consultation Draft

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1 INTRODUCTION

OVERVIEW

This Code of Construction Practice (CoCP) Policy Document sets out Westminster City Council's requirements for managing the environmental and community impacts of construction. It applies to all major developments and basement schemes in Westminster and outlines the standards and best practice methods that developers and contractors must follow to minimise disruption. All other schemes that don't meet the formal criteria are still expected to follow the standards set in this document.

The CoCP is secured through planning conditions, based on planning policies derived from Westminster's City Plan: 2019 - 2040: Policy 29 (Freight Servicing and Delivery), Policy 32 (Air quality), Policy 33 (Local Environmental Impacts), and Policy 38 (Design Principles).

OBJECTIVES

In 2019, Westminster City Council declared a climate emergency, committing to become a net zero council by 2030 and a net zero city by 2040. In 2025, the Council adopted its statutory Air Quality Action Plan (2025–2030), developed with residents, businesses, and stakeholders, to work towards WHO guideline levels of air pollution by 2040.

To help meet these targets, the Council requires retrofit and refurbishment to be prioritised over demolition and rebuild wherever possible. Where demolition or major construction work is unavoidable, the Code of Construction Practice (CoCP) sets clear environmental standards, sustainability targets, and community protection measures to minimise impacts on the city's residents, businesses, and the environment.

The CoCP:

- Ensures development addresses the climate emergency and protects local amenity.
- Ensures development delivers on reducing its contribution to local air quality and helps deliver WHO standards to local air quality.
- Promotes the reuse and recycling of construction materials.
- Minimises disruption to the public, transport, and local economy.
- Provides transparency on how the Council monitors and enforces compliance.
- Ensures that all Level 1, Level 2 and Level 3 projects meet, and, wherever possible, exceed the relevant standards.

Each chapter of this document outlines the objective for that environmental topic, the relevant legislation, policy context and the specific site requirements needed for compliance. Table 2 outlines the key requirements connected with the Level or Size of the project and Appendix A identifies those elements that require formal sign-off by the Council before works begin.

PLANNING POLICY AND LEGISLATION

The Code of Construction Practice (CoCP) is secured through planning conditions and is underpinned by the planning policies set out in the Westminster City Plan 2019–2040, including:

- **Policy 29** – Freight, Servicing and Delivery
- **Policy 32** – Air Quality
- **Policy 33** – Local Environmental Impacts
- **Policy 38** – Design Principles

Developers must also have regard to:

- The Environmental Supplementary Planning Document (ESPD).
- Relevant neighbourhood-level construction standards, such as the Knightsbridge Neighbourhood Forum's Best Practice Guidance on Construction Standards and Procedures.
- The London Plan and associated Supplementary Planning Guidance (e.g., Circular Economy Statements).
- Sector-specific guidance, such as the Canal and River Trust Code of Practice.

In addition to these planning policy requirements, a large body of environmental, safety, and construction legislation applies to development in Westminster. This includes primary legislation (Acts of Parliament), secondary legislation (Regulations and Orders), statutory guidance, and approved Codes of Practice. The CoCP draws together the requirements most relevant to construction, stipulating additional standards where Westminster's dense urban context demands higher safeguards.

- **Key Legal Responsibilities**

Legislation places responsibilities on developers and contractors in three principal ways:

- Permits and consents – A duty to obtain, maintain, and renew the necessary permits, licences, consents, and authorisations for certain activities (e.g., discharge consents for wastewater).
- Pollution prevention – A prohibition on causing harm to the environment

or human health, requiring site operators to manage activities in ways that avoid pollution and protect both people and nature.
- Compliance with conditions – A duty to meet all specified requirements and site-specific conditions (e.g., duty of care for waste transfer).
- In addition to statute law, common law imposes a duty of care, meaning developers and contractors may be held liable for personal injury or property damage arising from negligence.

- **Licensing for Construction Activities**

Certain construction activities require separate licences from the Council before work can begin. These include (but are not limited to):

- Erecting scaffolding, hoardings, gantries, temporary crossings, or fencing on the public highway.
- Depositing skips on the highway.
- Operating mobile cranes, aerial platforms, concrete pump lorries, oversailing cranes, or similar equipment.

No activity may take place on the public highway without prior consent from the Council.

MODERN SLAVERY AND LOCAL EMPLOYMENT

Westminster City Council is committed to ensuring that no one working on construction sites in the city is a victim of modern slavery or exploitation. Developers and site managers must be able to recognise the signs of modern slavery and know how to respond appropriately.

The Council is a leading London authority in tackling modern slavery and, in partnership with the Royal Borough of Kensington and Chelsea, community groups, and sector experts, has produced a bi-borough Modern Slavery Strategy. This sets out a Coordinated Community Response (CCR) approach, requiring all developers and contractors to play their part in identifying and protecting vulnerable people.

For advice and support contact Modern Slavery Helpline on 0800 121 700 or find further guidance go on www.angelou.org/human-trafficking.

In addition, the Council supports initiatives that remove barriers to employment for residents, improving life chances and supporting the local economy. Where appropriate, developers will be expected to contribute towards local employment, training, and skills programmes, ensuring that Westminster's communities directly benefit from development.

FAIRER WESTMINSTER

Westminster City Council's Fairer Westminster strategy sets out the ambition to make the city more equitable, inclusive, and fairer for all who live, work, and visit. This includes commitments to:

- Providing good work and fair employment.
- Tackling inequality and improving health and wellbeing.
- Ensuring that all communities share in the benefits of development.

Developers are expected to align their projects with Fairer Westminster priorities by:

- Supporting local skills, training, and employment opportunities.
- Engaging proactively with local communities to understand and address their needs.
- Delivering high-quality, sustainable buildings and public spaces that enhance health, wellbeing, and inclusivity.

Aligning developments with the Fairer Westminster strategy ensures that growth in the city supports a thriving, more resilient, and more inclusive Westminster for current and future generations.

USERS OF THE COCP

The Code of Construction Practice (CoCP) is intended for all parties involved in the planning and delivery of construction projects in Westminster, including developers, consultants (such as architects, engineers, and project managers), and principal or sub-contractors.

Although the developer retains overall responsibility for compliance, the parties involved may nominate a single individual to act as the primary point of contact and take day-to-day responsibility for ensuring adherence to the CoCP. The Council must be formally notified of the representative's name and contact details. Throughout this document, the term *"developer's nominated representative"* refers to this appointed person.

CoCP PROCESS MAP



WHEN THE COCP APPLIES

The CoCP applies to four tiers of development (categorised based on their size and potential impacts) as follows:

- Level 1 Projects: Large/strategic proposals that involve the creation of 100 or more new or additional residential units or the creation / change of use of 10,000 sqm Gross Internal Area (GIA) or more floorspace. These projects that will have impacts on the immediate neighbourhood and on the wider community. The definition of 'large / strategic development' is set out in the council's planning validation checklist.
- Level 2 Projects: Developments involving the creation of 10 or more new build residential units, or buildings where the new build floorspace to be created is 1000 sqm (GIA) or more, or any basement developments.
- Level 3 Projects: All developments that are not a Level 1 or Level 2 development but involve the construction of a new or extending existing basement of any scale. Level 3 projects will include upgraded Level 4 projects. The upgrade policy is set out in this chapter.
- Level 4 Projects All projects in Westminster that fall outside the definitions above. These projects are expected to follow the principals of the CoCP but there is no formal requirement to approve working practices and a communication strategy with the council. These developments are not proactively monitored by the Council nor is there any requirement to pay the relevant inspection fees.
- Major Refurbishments: Westminster encourage the refurbishment of existing buildings over full demolition. Projects which are of such a scale that the impacts are equivalent to those arising from a new build, e.g. where there is extensive demolition and rebuilding, significant new construction behind a retained façade etc. The 'Level' will follow the size thresholds outlined for Level 1, 2 and 3 projects above.

Infrastructure projects will generally be expected to comply with the Code of Construction Practice, although in most cases more stringent project-specific requirements will apply.

UPGRADES TO A HIGHER CATEGORY

Any project can be upgraded and typically this will be to the next category up as set out in table 1.

Table 1: Upgrade process

Project Scale Prior to Upgrading	Project Scale Post Upgrading
Level 1	Level 1
Level 2	Level 1
Level 3	Level 2
Level 4	Level 3

Sites will be '**upgraded'** from a lower to a higher level on a case-by-case basis, particularly where:

- Impacts on neighbouring users are expected to be high, or
- Works are in particularly sensitive areas, e.g. In proximity to noise sensitive receptors or those particularly sensitive to vibration.
- The nature of the work is high risk for example developments that involve significant high impact structural work and/or substantial refurbishments over a period of 12 months (or more).
- There are requirements for prolonged out of hours works.
- Site constraints that result in entry and exit points close to noise sensitive receptors.

Level 4 projects may be 'upgraded' to Level 3 projects due to the sensitivity of the local environment, which can include proximity of noise sensitive receptors or cumulative impacts.

A decision to 'upgrade' a site will be taken during the planning application process prior to the signing of a contract with the Council. Note that sensitive receptors can include but are not restricted to; schools, care homes, hospitals, GP surgeries, community facilities, and residential areas where there are higher than average levels of health indicators that could be exacerbated by construction and development, such as chronic obstructive pulmonary disease (COPD) or asthma prevalence.

IDENTIFICATION OF SITES REQUIRING COCP COMPLIANCE

To ensure no eligible development is missed and the CoCP condition is consistently applied, the council will implement a planning validation and screening process. This process will form part of the Planning Validation Checklist and will be applied to all applications.

- **Trigger Criteria for CoCP Application**

The CoCP condition will be applied to any development meeting one or more of the following criteria:

- Located inside government security zones.
- Development with a gross internal area (GIA) over 100 m². (Level 2 Project)
- Development with a gross internal area (GIA) over 1,000 m² (Level 1 Project)
- Developments that include 10 or more residential units.
- Developments that include 100 or more residential units.
- Any basement excavation including partial or full subterranean development (level 3 project unless coupled with the GIA figures stated above).
- Any façade retention scheme.
- Development requiring footway reinstatement.

- **Validation and Internal Coordination**

- All planning applications will be screened against these criteria during the validation stage by the Planning team.
- Where triggers are met, Planning Officers will apply the relevant CoCP pre-commencement condition and notify the Environment & City Management for monitoring and fee calculation purposes.
- A record of all applications subject to CoCP will be maintained to ensure monitoring is built into project management from the outset.

KEY REQUIREMENTS

Table 2 below summarises the key requirements for the different project tiers.

Please not this list is not exhaustive. Site specific circumstances may need additional requirements.

* A Site Waste Management Plan (SWMP) is required where the construction project is valued at over £300,000

Table 2: Key requirements for Level 1, 2, 3, and refurbishment projects

TOPIC	L1	L2	L3
Site Environmental Management Plan (SEMP)	✓	✓	
Construction Management Plans (CMP)			✓
Site Waste Management Plan (SWMP)	✓	✓	✓
CHAPTER 2: LIASON WITH THE PUBLIC			
Engagement with, and information to, neighbours prior and during the works	✓	✓	✓
Information about site contractor and contact details on the notice board	✓	✓	✓
Regular Community Liaison meetings	✓	o	
QR Code with link to project website which contains project contacts (on hoarding or notice board)	✓	o	
CHAPTER 1 & 3: GENERAL REQUIREMENTS			
Inquiry about site environment and sensitive receptors	✓	✓	✓

Planning of the site layout and work program	✓	✓	✓
Site safety, health & safety, emergency procedures	✓	✓	✓
Check which permits will be needed	✓	✓	✓
Considerate Constructors scheme	✓	✓	o
CHAPTER 5: TRAFFIC, TRANSPORT AND THE USE OF THE HIGHWAY			
Construction traffic arrangements, access/egress to/from site; measures to ensure cycling safety	✓	✓	✓
Hoarding proposal incl. lighting of the hoarding	✓	✓	✓
Use of highway (for skips, scaffolding, gantries, pitlanes, etc.)	✓	✓	✓
Need for road closures, parking suspension / transport of abnormal loads	✓	✓	✓
Pre-condition survey - Sub categories: Lamp columns, Gullies, Carriageway	✓	✓	✓
Deliveries and traffic routes, traffic management plan	✓	✓	
Lorry holding areas and lorry management	✓	o	
CHAPTER 6: NOISE AND VIBRATION			
Baseline noise monitoring	✓	✓	
Noise risk assessment for the site	✓	✓	o
Noise and vibration mitigation management plan (BPM)	✓	✓	✓
Section 61 prior approval for all works or Section 60 for small schemes	✓	✓	✓
Section 61 prior approval for all noisy works outside of core working hours	✓	✓	✓
Noise and vibration monitoring and trigger action levels	✓	✓	
CHAPTER 7: DUST AND AIR QUALITY			
No burning on site	✓	✓	✓
Air quality dust management plan	✓	✓	✓
Baseline PM10 PM2.5 monitoring	✓		
Dust risk assessment for the site	✓	✓	o
Dust mitigation (BPM)	✓	✓	✓
Dust monitoring procedure including trigger action levels and reporting	✓	✓	✓
Dust complaints procedure and reporting	✓	✓	✓
Wheel washing facility; road sweepers	✓	✓	o
NRMM requirements	✓	✓	✓
CHAPTER 8: WASTE MANAGEMENT			
Arrangement for storage and disposal	✓	✓	✓
Reuse of construction material	✓	✓	✓
Site Waste Management Plan (SWMP)	✓	✓	✓
OTHER AREAS TO CONSIDER, IF APPLICABLE			
Water pollution and flood control (Chp 9)	✓	✓	✓
Urban ecology incl. tree protection (Chp 10)	✓	✓	✓

o (discuss with officer)

APPLICATION OF THE CoCP TO LEVEL 1, LEVEL 2 AND LEVEL 3 PROJECTS

Submission of Appendix A creates a requirement for the developer/applicant and their contractors to comply with the contents of the Code.

The impacts of demolition and construction work must be considered as early as possible in a project. The CoCP will be signposted to developers during the planning application process, allowing them to consider and discuss its application to their specific development with the Council. Developers should ensure that their contractors are fully aware of the CoCP and its implications so that they can carefully plan how to minimise impacts and feed this into their tendering process

A pre-commencement condition will require applicants to formally agree to be bound by the Code of Construction Practice (CoCP).

Compliance with this condition must be demonstrated by submitting:

- A completed and countersigned Appendix A; and
- A Site Environmental Management Plan (SEMP) or Construction Management Plan (CMP), as agreed with the council's Environment & City Management department.

Important notes:

- You should ensure that you leave sufficient time prior to the planned date for the commencement of development on site to enable the Council as the Local Planning Authority to assess and approve the submitted Appendix A.
- In some circumstances this can take up to 8 weeks (particularly in circumstances where Appendix A has not been countersigned by the council prior to submission of the application). In most cases the approval of details application will be determined quickly.
- If you fail to discharge the pre-commencement condition prior to commencing the development, you will be in breach of condition, and the development will be unlawful.
- Additional conditions may be used to control specific aspects of demolition and construction, such as working hours.
- Developers of Level 1, Level 2 and Level 3 Projects within Westminster must comply with the CoCP and must ensure that their contractors and sub-contractors comply with it.
- The developer is responsible for payment of charges arising under the

Code and has ultimate responsibility in the event of non-compliance by any contractor The council will use the full range of powers available to it under different legislation to ensure development is managed appropriately.

- The condition wording is:

"Prior to the commencement of any:

(a) Demolition, and/or
(b) Earthworks/piling and/or
(c) Construction

on site you must apply to us for our written approval of evidence to demonstrate that any implementation of the scheme hereby approved, by the applicant or any other party, will be bound by the Council's Code of Construction Practice. Such evidence must take the form of the relevant completed 15 Appendix A checklist from the Code of Construction Practice, signed by the applicant, and approved by the Council, which constitutes an agreement to comply with the Code of Construction Practice and requirements contained therein. Commencement of the relevant stage of demolition, earthworks/piling or construction cannot take place until the City Council as local planning authority has issued its written approval through submission of details prior to each stage of commencement."

- **Submitting a Site Environmental Management Plan/Construction Management Plan**

For Level 1 and Level 2 projects, developers must prepare a Site Environmental Management Plan (SEMP) demonstrating:

- Management, monitoring, and auditing procedures.
- Training arrangements for staff and contractors.
- Community engagement and neighbour liaison measures.

For Level 3 projects, developers must prepare a Construction Management Plan (CMP) meeting the same environmental management, training, and community engagement requirements as above.

The SEMP or CMP must:

- Set out the specific roles and responsibilities of contractors' personnel in managing, monitoring, and controlling all sub-contractors.
- Include all information specified in Appendix A.
- Be produced and submitted to the Environment and City Management department for approval at least 40 working days before the planned start on site, alongside Appendix A.

Developers should allow sufficient time for the Local Planning Authority to assess and approve the submitted Appendix A and SEMP/CMP before works commence.

Further guidance is available on The Council's website to assist in preparing SEMPs and CMPs that meet Appendix A requirements.

Important notes:

- Any revisions to the SEMP/CMP must be agreed with the council by the developer's nominated representative.
- Draft SEMPs or CMPs are not required with the planning application.
- A draft submitted with the planning application is not a substitute for a full and final version submitted with Appendix A for approval.
- Submission of the SEMP/CMP does not replace the Section 61 (Control of Pollution Act) process.

- **Advisory Service and Fees**

The Council offers an advisory service to help developers understand SEMP/CMP requirements before planning approval or before formal submission.

Fees for this service depend on the project's size and complexity, as detailed in Appendix #.

The council will liaise regularly with the developer's nominated representative for the duration of the project, providing:

- Advice on environmental responsibilities.
- Agreement of routine site activity arrangements.
- Monitoring of compliance with the CoCP.

The fee will be calculated based on an estimate of the time input required to liaise with the developer's nominated representative and monitor the demolition and construction activities and their impacts. The exact charge will depend on the number of monitoring visits required on the individual site and the duration of the project. Further details are set out in Appendix D.

- **Pre-Start Requirements**

Before commencing work on site:

- The developer's nominated representative must arrange a kick-off meeting with the council to introduce the project and agree roles and responsibilities.

- Statutory undertakers must be consulted about the exact location of their assets and infrastructure before final design and before any demolition or construction work begins.

- **Documentation Storage**

The developer's nominated representative should ensure that all appropriate documentation relevant to the requirements of this CoCP are kept in designated files held on site. They must always be available for inspection and review by the Council or other authorities and should include as a minimum:

- a site information sheet,
- mechanism to view noise, vibration and dust monitoring results,
- waste management documentation,
- a complaints/incidents log with actions taken, liaison/meeting minutes, letters, photos, and
- copy of the newsletters.

- **Review and Coordination Meetings**

The developer's nominated representative shall attend monthly review meetings, at reasonable times, and with sufficient notice, with the City Council's Environmental and Highways officers, or as requested, to discuss their own responsibilities under the CoCP and those of other parties involved in work on the site.

Where construction activities are undertaken on two or more sites in close proximity, regular meetings shall be arranged and attended by representatives from each site and the Council to ensure that works are appropriately coordinated in order to prevent any culminative impacts.
The developer and contractor shall permit the Council's Environmental and Highways officers to undertake regular planned inspections of the site to check compliance with the CoCP and associated records.

- **Project Completion**

Developers are required to inform the Council when their project or relevant phase of works is complete. The developer is required to confirm in writing by sending the certificate of completion/practical completion or when the phase of the development has been completed by appropriate means.

APPLICATION OF THE COCP TO LEVEL 4 PROJECTS

For Level 4 projects, developers/ contractors are generally not required to prepare a SEMP or CMP, or pay monitoring fees. However, this does not alter the need for all projects to comply with the relevant legislation covering demolition and construction impacts or to be considerate of the impacts their activities may have on neighbours. The legislation that developers and contractors of Level 4 projects need to comply with is summarised in the CoCP. Where necessary the council will not hesitate to enforce the statutory powers, they possess.

In circumstances where sites are deemed to be particularly sensitive, the Council reserves the right to upgrade the site and require the submission of information as per the corresponding checklist in Appendix A.

Not all parts of the CoCP will apply to every construction project. However, the Council will expect all developers and contractors to comply with the spirit of the CoCP, with appropriate provisions being applied to the site at all times (e.g. working hours, minimising impact, informing neighbours, incident reporting).

APPLICATION OF THE COCP TO MAJOR REFURBISHMENTS

Major refurbishments involve large-scale fit-out, renewal, or structural upgrade works which do not involve full demolition but may generate significant noise, vibration, dust, waste, and highway impacts. Where the size of the refurbishment corresponds with the project thresholds set out in chapter 1 the relevant SEMP or Refurbishment Management Plan (RMP) and Appendix A will need to be approved.

For such projects, the council may require:

- Completion and countersigning of the relevant Appendix A checklist.
- Preparation of a proportionate SEMP or RMP, setting out environmental controls, neighbour liaison procedures, waste handling, and working hours.
- Evidence that retention and retrofitting principles have been considered in line with City Plan Policy 38 and the Environmental SPD – Sustainable Design & Retrofit.

2

LIAISING WITH THE PUBLIC

OVERVIEW

This chapter sets out the procedures and responsibilities for liaising with the public on development projects. It requires developers and contractors to provide clear, timely, and accessible communication from planning through to completion, ensuring communities are informed of works, potential impacts, and how concerns will be addressed. Effective liaison helps minimise disruption, build trust, and ensure compliance with the CoCP and relevant ESPD policies.

OBJECTIVES

The developer, or their nominated representative, must establish and maintain positive relations with the local community by providing clear, timely updates on project progress and responding to complaints quickly, fairly, and effectively. Early and ongoing engagement is essential to prevent disputes, minimise disruption, and build trust between developers, contractors, and those living or working nearby.

Engagement should:

- Begin after planning permission is granted and before works commence.
- Continue for the full duration of the project.
- Be inclusive, addressing the needs of all affected groups (e.g. elderly residents, people with disabilities, religious groups with specific holy days, and noise-sensitive receptors).
- Provide clear points of contact for queries and complaints.

Proactive liaison enables site-specific concerns to be identified early, working methods to be adapted where practicable, and the risk of formal Council intervention to be reduced. It supports Westminster's ambition for collaborative, considerate construction and ensures compliance with the Code of Construction Practice (CoCP).

The Council requires early discussions between developers, neighbours, and other potentially affected parties to cover:

- Project duration and key stages
- The nature of the works and potential impacts
- Contact details and routes for further information

Where possible, developers are encouraged to go beyond the minimum

CoCP requirements for example, by engaging with local schools, hosting site tours, or coordinating with neighbouring construction sites to minimise cumulative impacts.
The CoCP provides a framework for managing construction impacts and can be enforced where necessary. However, the best outcomes are achieved when issues are resolved quickly at site level, without the need for formal intervention.

POLICY OVERVIEW

- City Plan Policy 33 – Local Environmental Impacts
- Westminster Code of Construction Practice (CoCP)
- Relevant ESPD sections:
  - *5.7 Construction Impacts* - requirements for mitigation of dust, noise, vibration.
  - *5.4 Noise & Vibration* – thresholds and management.
  - *4.3 Air Quality* - measures to prevent and reduce pollution.
  - *6.3 Greening & Biodiversity* - opportunities for positive environmental engagement.

DEVELOPMENT REQUIREMENTS

- **Level 1, Level 2 and Level 3 Projects**

The contractor will ensure that all:

- occupiers of nearby properties
- local amenity associations and neighbourhood forums
- business improvement districts or similar groups where these exist,

will be informed in advance of works taking place, including: the start date, estimated duration and nature of the project, the principal stages of the project, details of contact names and numbers of appropriate site personnel. The extent of the engagement will be dependent on the nature and scale of the project and shall be agreed with the Environmental Sciences and Highways teams.

Level 1 Projects are required to provide a project website that is regularly updated to disseminate information about the project to the wider community with the URL publicised and is accessible via QR code. Social media should be used to publicise site updates. Level 2 projects are not required to have a website although they should use social media channels to provide updates to the wider public.

Community relations personnel will be provided, who will be focused on engaging with occupiers of nearby properties (residential and business), local amenity associations and neighbourhood forums where these exist, at all

stages of the project starting, where practicable, at least 3 weeks before any works begin on site.

This may be of particular importance, where the site is in close proximity to neighbours who are sensitive to noise, dust, or those sensitive to vibration where early engagement will be invaluable. They will provide appropriate information and be the first line of response to resolve any concerns. In particular, reasonable steps should be taken to engage with the elderly, residents with disabilities and other groups in the neighbouring area who have the potential to be impacted in different ways (religious groups with different holy days, or noise sensitive receptors for example). In the case of work required in response to an emergency, the Council and local residents shall be advised as soon as reasonably practicable that emergency work is taking place.

The developer's nominated representative will ensure that:

- Contractor and subcontractor compliance with undertakings and performance against commitments, local agreements and specific community requirements throughout the project is monitored and recorded.
- For level 1 projects a website/social media channels are maintained and regularly updated.
- A newsletter is produced and distributed at least monthly and at appropriate stages (unless otherwise agreed with the Council) to provide:
  - details of site progress, including photographs,
  - A look ahead to the coming weeks advising people in advance of all works and highlighting the ones that are likely to be noisy, dusty, create vibration or traffic disruption.
  - Contact details for the site including out of hours emergency
  - Contact details for people impacted by noise, dust or vibration from the site.
- Regular community meetings should take place to allow the community to raise issues of concern and enable modification of activities to reduce impact. The frequency of this meeting should be agreed with the Council and the community;
- Emergencies, complaints or other contacts made via the 'Hotline' or any other recognised means are responded to quickly and effectively, with feedback given about the action taken;
- There is close liaison with the emergency services, local authority officers and other agencies (based on established contacts) who may be involved in incidents or emergency situations;
- There is effective liaison and engagement with appropriate local community projects and initiatives (required for Level 1 projects only, but good practice for all other projects);
- A comprehensive community emergency plan is put in place for each

phase of the work. This will ensure that in the case of a major emergency, the community can be kept fully informed and will ensure that adequate arrangements are in place for the evacuation of an affected area if necessary; and

- A 'contact board' is displayed outside the site (e.g. on hoardings), identifying key personnel (with contact addresses, telephone numbers and email address) and emergency contact details so that members of the public know who to contact in the event of a report or query. Additional information should include display up-to-date information on the site programme and include start and finish dates. Level 1 sites are required to display a QR codes with link to project website which contains project website which contains project information and contact details.

Where temporary structure is located on the Public Highway, the Council will require the developer/contractor to affix its own signboard/contact details as a condition of licence.

For level 1 and 2 projects where practicable and suitable the developer's nominated representative may also arrange for a viewing platform and / or observation window at the site.

The developer's nominated representative will ensure that a telephone 'Hotline' and email address is maintained and advertised, which must be staffed during working hours to handle enquiries regarding construction activities from the general public. It will also act as a first point of contact and information in the case of any emergency. Contact details to deal with any out of hours issues will also need to be provided.

All calls will be logged and responded to in accordance with the agreed protocols.

- **Level 3 Projects**

The specific requirements regarding liaison with the public apply to Level 1 Level 2 and Level 3 projects only. However, liaison with the public is no less important on Level 3 projects. The developer's nominated representative must ensure that occupiers of nearby properties are informed in advance of works taking place, including: the start date, estimated duration and nature of the project, details of contact names and numbers of appropriate site personnel on the site hoarding. This may be of particular importance in proximity to noise sensitive receptors, or those sensitive to vibration where early engagement will be invaluable in planning logistics. In the case of work required in response to an emergency, the Council and local residents shall be advised as soon as reasonably practicable that emergency work is taking place.

Where complaints are made to the site, the contractor is expected to respond sympathetically, promptly and effectively. If no resolution can be found the

site should seek permission from the affected parties and refer the complaint to the Council, who will investigate it. The nominated representative must ensure that a dedicated complaints logbook is maintained covering: the nature of the complaint; the cause; and where appropriate, the remedial action taken. The logbook should be made available at the request of the Council at any time.

- **Summary of community relation requirements**

A summary of the requirements based on Project Level are presented within Table 2 below.

Table 2: Summary of engagement requirements by Project Level

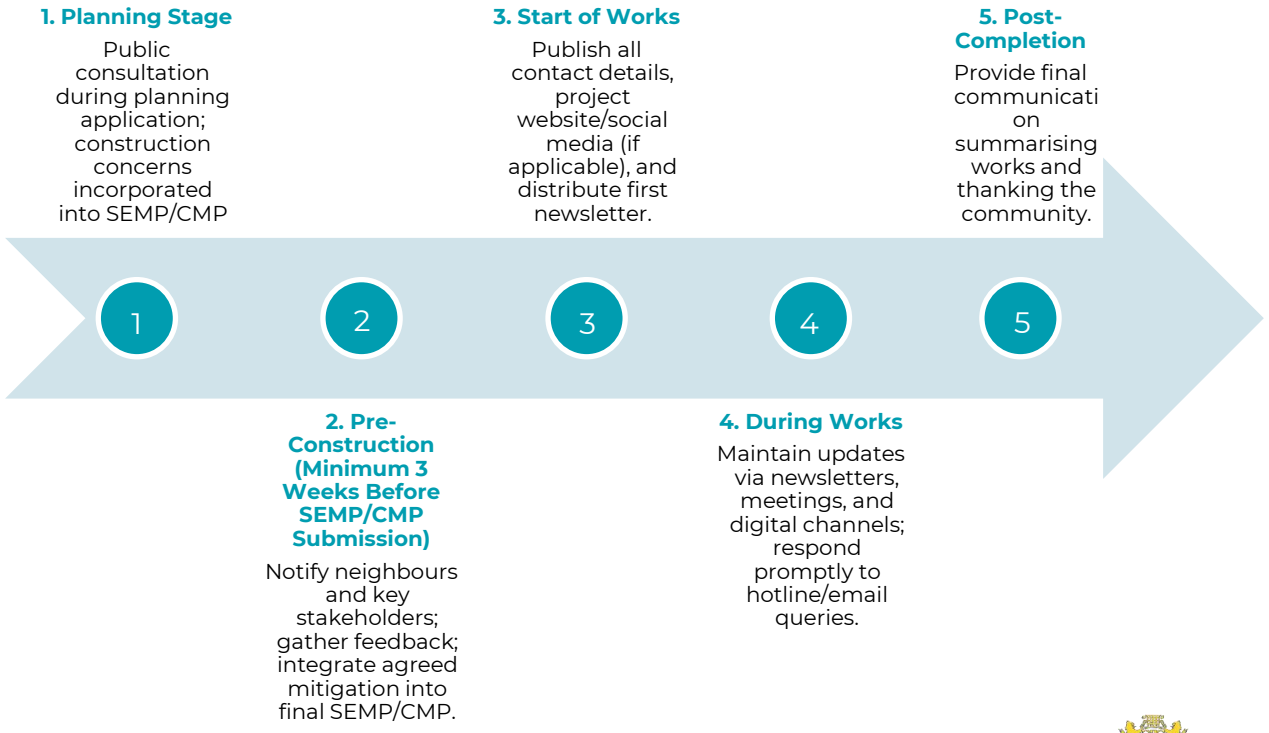
Requirement	Level 1	Level 2	Level 3	Level 4
Advance Notification (start date, duration, nature of works, key contacts)	✓	✓	✓	✓
Community Relations Officer appointed	✓	✓	Optional	✓
Project Website (with QR code link)	✓			✓
Social Media Updates	✓	✓	Optional	✓
Monthly Newsletter (progress, look-ahead, key impacts, contacts)	✓	✓	Optional	✓
Regular Community Meetings (Frequency agreed with council)	✓	✓	Optional	✓
Hotline & Dedicated Email (Staffed during working hours; out-of-hours emergency contact provided)	✓	✓	✓	✓
Contact Board on Hoarding (with names, roles, phone, email, emergency details, QR code if applicable)	✓	✓	✓	✓
Viewing Platform / Observation Window (where practicable)	✓	✓	Optional	Optional
Coordination with neighbouring sites to reduce cumulative impacts	✓	✓	Encouraged	✓

Community Emergency Plan	✓	✓	Encouraged	✓
Inclusive Engagement Measures (translations, large print, alternative formats)	✓	✓	Encouraged	✓
Pre-CMP Public Notification (min. 3 weeks before CMP submission)				✓

SEMP & CMP NOTIFICATION (LEVEL 1, LEVEL 2 & Level 3 PROJECTS)

On Level 1 and Level 2 projects a Site Environmental Management Plan (SEMP), or, for Level 3 projects, a Construction Management Plan (CMP) must be produced to demonstrate how the project will comply with this CoCP. A condition will require applicants to submit Appendix A, demonstrating that the applicant agrees to be bound by the CoCP, its charges and monitoring and that it will submit a SEMP/CMP to the Council for approval, which deals with the relevant issues.

The diagram below sets out indicatively, how it is envisaged that public notification and comments will inform the SEMP/CMP. Where the 'notification' of the public runs parallel to public consultation undertaken as part of the planning application, it is still necessary for the developer to demonstrate in the SEMP/CMP how issues arising either from the planning process or from the developer notification process are being addressed.



3

GENERAL SITE OPERATIONS

OVERVIEW

This chapter sets out the legal requirements and best practice standards for the general operation of construction sites within Westminster. It covers key areas including health and safety, emergency planning, site security, environmental protection, and community impact.

These guidelines apply to all construction projects across the borough, with additional obligations and enhanced standards for Level 1 and Level 2 developments.

OBJECTIVES

Westminster City Council requires all construction activities, including demolition works, to be carried out in line with current best industry practices to minimise any adverse impacts on the local community and environment.

The construction site must be managed in full compliance with the Council's standards and requirements. The developer's nominated representative will be responsible for obtaining, maintaining, and renewing all necessary licences and consents related to site operations.

All personnel working on the site must comply with relevant statutory provisions, particularly those concerning health and safety. It is essential that work is carried out in a manner that ensures the safety and wellbeing of both the workforce visitors and the public at all times.

HEALTH AND SAFETY

All site activities must comply with the *Health and Safety at Work etc. Act 1974*, to the satisfaction of the Health and Safety Executive (HSE) or its appointed local officer.

The developer's nominated representative must ensure that industry-recognised health and safety standards are applied at all times. There must be a commitment to continuous improvement in safety performance, following the latest guidance issued by the HSE and other relevant regulatory bodies.

This Code does not replicate or amend duties imposed by the *Construction (Design and Management) Regulations 2015 (CDM 2015)*. The developer is responsible for ensuring that all named duty-holders under CDM 2015

discharge their obligations appropriately. This includes, but is not limited to:

- Appointment of competent duty holders (e.g., Principal Designer, Principal Contractor)
- Preparation and maintenance of a Construction Phase Plan
- Ensuring appropriate welfare facilities
- Ongoing risk management and worker engagement

For Level 1 and Level 2 projects, a comprehensive Health and Safety Management System must be developed and implemented in accordance with all applicable legislation and guidance.

Additional health and safety requirements are set out in other relevant sections of this Code of Construction Practice.

EMERGENCY PLANNING AND RESPONSE

- **Emergency procedures**

For Level 1 and Level 2 developments, the developer's nominated representative must ensure that robust emergency procedures are developed, regularly reviewed, and updated as necessary. These procedures must:

- Include emergency pollution control measures in accordance with current guidance from the Environment Agency and other relevant government bodies.
- Be produced in consultation with emergency services, including the London Fire Brigade (LFB), Metropolitan Police, Ambulance Service, and other statutory authorities.
- Clearly outline the process for notifying Westminster City Council and other stakeholders.
- Include a comprehensive list of emergency contacts, including key personnel from the developer/contractor's team.

- **Emergency access**

The nominated undertaker must ensure compliance with access requirements set by the London Fire and Emergency Planning Authority (LFEPA). Where required:

- Site access routes must comply with the London Fire Brigade's guidance, including Access for Fire Appliances, to ensure sufficient road width and turning capacity for emergency vehicles.
- Access arrangements must be suitable for both fire appliances and ambulances and must be adaptable as site conditions evolve.

- **Fire prevention and control**

All construction sites, including associated welfare and accommodation facilities, must have a fire prevention and control plan in place. Fire safety plans must:

- Follow best practices outlined in Fire Safety in Construction (HSG168) and Fire Prevention on Construction Sites (CFPA Europe)
- Be integrated into the early design and planning phases of the project.
- Seek to minimise fire risk and fire load, not only during construction, but also during future maintenance and repair phases.

Wherever reasonably practicable:

- Non-combustible materials, products, and packaging should be specified.
- Fire safety requirements of any third-party authorities (e.g. estate managers, major landlords) must also be followed.

SITE SECURITY

The developer's nominated representative must ensure that the site is fully secured at all times to prevent unauthorised entry or exit.

- Site gates must be locked outside of operating hours, and appropriate site security measures must be implemented.
- Intruder alarms must be connected to a 24-hour monitoring service, in line with HSE requirements, and include:
  - Contact information for the monitoring company
  - A suitable cut-out delay to avoid nuisance activations

- **Hoardings and temporary structures**

All hoardings and temporary structures should be positioned and designed to:

- Deter antisocial behaviour
- Prevent rough sleeping and related issues
- Maintain the safety and visibility of public spaces surrounding the site

If individuals are found rough sleeping on or around the site, the developer should refer them to StreetLink at www.streetlink.org.uk, enabling local outreach teams to respond appropriately.

LIGHTING AND SECURITY CAMERAS

- **Site lighting**

To ensure the safety and security of the public, including disabled people, all site boundaries and structures must be adequately illuminated during hours of darkness.

Lighting design must:

- Ensure structures are visible to pedestrians and road users at night.
- Minimise shadows cast by hoardings onto surrounding footpaths, roads, and amenity areas to deter crime and antisocial behaviour.
- Avoid light spill or glare onto adjacent buildings and prevent distraction to passing traffic, especially on public highways.
- Comply with the Environmental Protection Act 1990, ensuring artificial lighting is not prejudicial to health or a statutory nuisance.
- Use energy-efficient and low-impact lighting solutions, such as LED fittings with directional control and smart sensors.
- Be designed with consideration for ecological impact, minimising disruption to terrestrial and aquatic environments.

Where structures are installed within 2 metres of street lighting columns, wall-mounted lights, or illuminated signage:

- The developer must consult Westminster's Lighting Compliance and Highways Officers.
- Any required removal or relocation of lighting assets must be agreed upon in advance, and associated costs must be covered by the developer.

- **Security cameras**

Where site security cameras are installed, they must:

- Be discreetly and responsibly positioned to avoid causing nuisance or offence to local residents.
- Comply with data protection regulations and good practice standards on surveillance (e.g. ICO CCTV Code of Practice).
- Be used solely for the purpose of site safety and security monitoring, with any data collected stored securely and lawfully.

SITE LAYOUT AND FACILITIES

The site layout must be considered early in the pre-planning and design stages to minimise the impact of construction activities on the surrounding community.

Where practicable, the layout should be designed to:

- Reduce and mitigate potential impacts from noise, vibration, dust, and construction-related traffic.
- Protect neighbouring properties and public amenity spaces from avoidable disruption during works.

Further detailed requirements on traffic and transport are outlined in **Chapter 4** and noise and vibration are addressed in **Chapter 6**.

Developers are strongly encouraged to consult these chapters to ensure integrated planning and compliance.

DISPLAY OF PUBLIC INFORMATION

At a minimum, all site hoardings must display up-to-date public information, including:

- The project timeline (anticipated start and completion dates)
- Contact details for the developer's nominated representative
- Contact information for any other relevant personnel available for general enquiries or to report concerns

As a condition of any licence for a temporary structure on the public highway, the developer or contractor must install a clearly visible signboard displaying these contact details.

Where suitable and practicable, the developer is also encouraged to provide:

- A viewing platform or
- An observation window within the hoarding, to enhance transparency and allow the public to observe the progress of the works.

FENCING AND HOARDINGS

- **General requirements**

All construction sites must be fully enclosed with fencing or hoarding to prevent unauthorised public access. When designing hoardings, developers must consider:

- Public safety and visibility are maintained at all times.
- The site perimeter does not obstruct pedestrian movement, including for people with disabilities.
- All installations are secure, durable, and visually appropriate to the local streetscape.

Where hoardings or fencing are proposed on the public highway, they must:

- Be licensed by the Council
- Comply with the Health and Safety at Work etc. Act 1974
- Meet all relevant statutory safety standards and accessibility requirements

Developers are encouraged to consult Westminster City Council and the Metropolitan Police Crime Prevention Officer early in the planning stage to ensure hoarding designs are appropriate and secure.

Hoardings must be removed as soon as practicable after the associated works are completed.

- **Green hoardings**

To enhance public realm quality, promote environmental sustainability, and deter vandalism, green hoardings are now a mandatory requirement for Level 1 and Level 2 projects, wherever practicable. Green hoardings are not mandatory for Level 3 projects although their installation is strongly encouraged.

Table 3: Summary of green hoarding requirements by development level.

Development Level	Green Hoarding Requirement
Level 1	Mandatory for all sites with hoardings adjacent to public highways, unless robust evidence-based justification is provided. No minimum length threshold applies.
Level 2	Mandatory where practicable, with the extent of greening proportionate to site scale, location, and project duration. Justifications for non-implementation must be agreed with the Council.
Level 3	Greening should be installed where practicable especially where there is a large extent fronting a major road.

Green hoardings may include:

- Climbing plants
- Green wall systems
- Pre-grown wildflower matting or panels

These systems contribute to:

- Enhanced visual amenity
- Air quality improvements by reducing dust and pollution
- Noise attenuation
- Reduced graffiti and vandalism
- Improved BREEAM and Considerate Constructors Scheme (CCS) scores

All green hoardings must include:

- A detailed maintenance and irrigation plan to ensure vegetation remains healthy and effective.
- Plans for sustainable disposal or reuse of materials at the end of the project.
- A near-continuous vegetative cover, with trimming only for essential safety signage, lighting, or emergency access.

This policy supports Westminster's ambition for cleaner air, greener infrastructure, and a more liveable and inclusive urban environment for residents, workers, and visitors alike.

- **Design in special circumstances**

In conservation areas or where the hoarding may significantly impact public realm character, the City Council may impose additional visual or acoustic requirements. These may include:

- Artwork or visualisations of the proposed development, or historic imagery of the local area
- Viewing windows integrated into the hoarding to preserve key sightlines or allow public observation of works
- Enhanced acoustic hoardings to manage noise in sensitive settings
- Use of climbing plants or green systems even in more visually constrained settings, where practicable

The design must be appropriate to the townscape character and may be subject to:

- Approval under the Control of Advertisements Regulations
- Requirements set by Estate Management Schemes or lease conditions (particularly within Westminster estates)

All hoardings must:

- Be painted in a plain, uniform finish
- Include contrasting markings at projecting angles to assist visually

impaired pedestrians
- Undergo regular inspection, repair, and repainting
- Have graffiti and flyposting removed within 24 hours of notice from the City Council

LOCATION OF SITE HUTS, EQUIPMENT, SKIPS AND OTHER FACILITIES

All site facilities - including huts, skips, plant, and equipment—should be located within the site boundary wherever practicable to minimise impact on the public realm.

- **General placement principles**

- Early consultation must be undertaken with Westminster City Council regarding the proposed location of site infrastructure.
- Careful consideration must be given to subsurface structures, such as vaults, before placing skips or heavy equipment above them.

- **Use of the public highway**

Use of the public highway for site-related structures or storage will only be permitted in exceptional circumstances, and must comply with the following conditions:

- Site huts for office use will not be permitted on or above the highway under any circumstances.
- Welfare facilities located on gantries over the highway may be considered on a case-by-case basis.
- The developer's nominated representative must obtain the appropriate licence or consent from the Highway Authority before installing or placing any of the following on or over the highway:

  - Skips
  - Temporary structures
  - Scaffolding
  - Hoardings
  - Hoists, gantries, or fencing
  - Plant or equipment
  - Excavation works

- **Parking impacts**

Where the use of the public highway results in a temporary loss of resident parking bays, the developer must:

- Arrange for an equal number of visitor parking bays in the local vicinity to be converted into temporary resident bays, and
- Ensure these changes are agreed in advance with the relevant Council teams.

TEMPORARY USE OF PUBLIC HIGHWAY

Temporary structures on the public highway will only be permitted in exceptional circumstances, due to the risks posed to traffic and pedestrian safety. Where permitted:

- Contractors must ensure safe, clearly marked pedestrian and traffic routes.
- All alterations to public access routes must be supported by signage, lighting, and trained banksmen if required.
- The developer must minimise obstruction and keep footways clear of unnecessary clutter, barriers, and stored materials.

- **Licensing**

All temporary structures (e.g. skips, gantries, hoardings, scaffolds, loading bays) must be:

- Licensed by Westminster City Council or TfL
- Maintained in line with licence conditions

- **Basement works**

Contractors working on basements must be familiar with temporary works standards (e.g. BS 5975:2008) to ensure structural stability.

CRANES AND OVERSAILING EQUIPMENT

Crane operations must be carefully planned and controlled to minimise risk to the public, nearby properties, and highway users.

- **General requirements**

- Crane arcs must remain within the site boundary unless prior agreement is obtained from:
  - The Highway Authority, and
  - Any property owners or occupiers whose airspace may be oversailed
- Cranes must be operated in accordance with all relevant legislation, regulations, and industry best practice guidance.

- **Permissions and notices**

- Where a Temporary Traffic Order (TTO) is required to facilitate crane operations (e.g. for road closures or access restrictions), the developer or contractor must:
  - Apply no less than 10 weeks in advance
  - Pay the associated fee prior to commencement
- The developer's nominated representative is responsible for securing all necessary permissions for crane use near:
  - Public highways
  - Railways
  - Waterways

- **Indemnity and licensing**

- If any part of a crane (such as a jib) oversails the public highway, the City Council will require:
  - An appropriate licence, or
  - A formal indemnity agreement covering all potential claims related to the oversailing activity

SITE ENVIRONMENT AND SAFETY MEASURES

The following measures must be implemented to protect public safety, ensure site welfare, and minimise environmental risks throughout the duration of construction activities.

- **Façade retention**

For any façade retention schemes:

- Temporary structural steelwork must be safely installed, regularly inspected, and appropriately maintained.
- Works must be planned to ensure no obstruction to pedestrian or vehicular access on adjacent pavements or roads.

- **Living accommodation and welfare facilities**

- Living accommodation on site is not permitted, except where explicitly approved by the Council.
- The following welfare facilities are permitted and must be provided:
- Mess rooms
  - Toilets and showers
  - Locker rooms
  - Canteens
- All welfare areas must be well maintained, clean, and accessible to all

staff.

- **Waste management and pest control**

  - Suitable arrangements must be in place for the removal of general waste and food waste, either through contracted services or approved in-house systems.
  - Workplaces with 10 or more full-time equivalent employees.
  - must separate waste into certain streams before collection. The waste streams that must be separated are:
    - Dry recyclables, including plastic, metal, glass, paper and card.
    - Food waste, even if small amounts.
    - Residual waste ("non-recyclable waste" / general / black bin waste) – i.e. what remains that can't go into the other bins.
    - Paper and card must be collected separately from plastic, metal and glass by default. If a waste collector demonstrates that collecting these together (co-collecting) is not technically or economically practicable, or offers no significant environmental benefit, then there may be an exemption via a "written co-collection assessment".

  - To prevent pest infestation, the developer must:
    - Ensure secure storage and disposal of waste and recyclable materials that attract pests.
    - Respond swiftly to any signs of vermin, with action taken in consultation with the Council's Environmental Health Officer.
    - Implement preventative pest control measures from the outset of site operations.

- **Unexploded ordnance**

  - Certain construction sites, especially those undisturbed since World War II, may pose a risk of unexploded bombs, shells, or incendiary devices.
  - The developer's nominated representative must:
  - Ensure that all operatives are briefed on potential UXO risks.
    - Where applicable, complete a UXO risk assessment and implement an emergency response plan prior to excavation or intrusive works.

- **Electromagnetic interference**

  - Developers must assess the potential for electromagnetic interference (EMI) with nearby wireless telecommunications systems.
  - Where risks are identified:
    - Appropriate technology should be used to minimise or eliminate radio frequency interference (RFI).
    - Any adverse health concerns related to RFI must be investigated.
    - If site activities are found to be the source, they must be mitigated or

resolved wherever practicable.

SITE MONITORING AND GOOD PRACTICE

Developers and contractors are required to uphold high standards of site presentation, behaviour, and environmental control throughout the construction period. This includes regular site inspections, commitment to recognised industry schemes, and adherence to good housekeeping principles.

- **Site inspections and compliance monitoring**

  - Regular site inspections must be carried out by nominated representatives from both the developer/contractor and Westminster City Council, in accordance with an agreed schedule.
  - Inspections will assess:
    - Site equipment and layout
    - On-site working methods
    - Compliance with the approved Construction Management Plan (CMP) or Site Environmental Management Plan (SEMP)

  - Where issues are identified, a schedule of defects will be documented and agreed.
    - Developers will be given a defined period (typically 24 hours) to rectify any non-compliances.
    - If action is not taken within the agreed time, the client must invoke contractual provisions to ensure the situation is resolved.

- **Considerate constructors scheme (Level 1 and 2 projects only)**

All Level 1 and Level 2 developments must be formally registered with the Considerate Constructors Scheme (CCS)**,** or an equivalent approved initiative.

The Code of Considerate Practice requires registered sites to:

- Enhance site appearance
- Respect and minimise disruption to the local community
- Protect the environment
- Secure workforce health and safety
- Demonstrate accountability and professionalism

Contractors must also:

- Actively measure, manage, and reduce air, light, and noise pollution
- Include CCS registration within the SEMP
- Provide CCS certification to the Council upon request

- **Good housekeeping standards**

The developer's nominated representative must ensure that all workers on site follow a consistent good housekeeping policy to maintain a safe, respectful and tidy site environment. This includes, but is not limited to:

- Respectful, considerate behaviour from all site operatives
- Strict prohibition of open fires
- Implementation of regular road and site cleanliness measures
- Frequent removal of general and food waste
- Maintenance of clean, accessible toilet and welfare facilities
- Use of wheel washing facilities to prevent mud and debris leaving the site
- Regular inspection, repair and repainting of hoardings
- Immediate removal of flyposting and graffiti (within 24 hours of Council notice)
- Continuous measures to prevent vermin or pest infestations, with prompt response if they arise

These standards contribute to maintaining community trust, preventing environmental harm, and complying with local authority expectations.

COMPLIANCE AND ENFORCEMENT

Projects that commence works before agreeing upon their working methods, environmental mitigation measures, and public liaison strategy, before obtaining a countersigned Appendix A and discharging the relevant planning condition, will be in breach of their planning permission.

Where non-compliance is identified, enforcement action will be taken under the **Town and Country Planning Act 1990**.

Once a Construction Management Plan (CMP) or Site Environmental Management Plan (SEMP) has been approved and the construction site becomes operational, Westminster City Council expects full and ongoing compliance with the agreed terms. Where non-compliance is identified, all projects are expected to act as proactively to address these areas of non-compliance. Where non-compliance continues Westminster reserves the right to take proportionate enforcement action to ensure that the principles of this code are secured.

Where non-compliance has been identified against the conditions of a notice or consent issued under environmental or highways legislation, this *will be enforced through Magistrates Court.*

Once Appendix A is signed and the relevant fee is paid, the contents of the **Site Environmental Management Plan (SEMP)** or **Construction Plan**

(CEMP) become a legally binding agreement between the project and the Council.

Where non-compliance with the pre-agreed terms of the SEMP or CEMP is identified, the Council will pursue legal action against the breaching party to seek appropriate remedies.

Any enforcement action will be carried out in accordance with Westminster's Enforcement Policy. The Council will always seek to resolve non-compliance informally in the first instance, with formal action pursued only as a last resort.

The following enforcement actions may be taken, either individually or in combination:

- Verbal Warning – to highlight the issue with a clear deadline for correction
- Written Warning – formal notice outlining the breach and required remedial action
- Fixed Penalty Notices (FPNs) – may be issued under highways legislation for specific infringements (e.g. illegal structures, obstruction, or failure to comply with licence conditions).
  - **Note:** The FPN process is currently under review and subject to approval by the Council Management Board (CMB).

4

TRAFFIC AND TRANSPORT

OVERVIEW

Westminster City Council is committed to maximising road safety, protecting vulnerable users, and minimising disruption caused by construction traffic. All activity must be planned to avoid congestion, prevent lorries from stacking or idling on surrounding roads, and ensure barriers are retracted when not in use. Developers must demonstrate how their Construction Management Plans (CMPs) and Traffic Management Plans (TMPs) meet these objectives in line with national legislation, London-wide standards, and Westminster's City Plan.

OBJECTIVES

The Council's objectives are to ensure that construction traffic is managed responsibly, with full compliance with safety and environmental standards. All vehicles and drivers must meet the CLOCS or FORS Silver Standard as a minimum, as well as London's Low Emission Zone (LEZ) and Ultra Low Emission Zone (ULEZ) requirements.

Developers are responsible for ensuring compliance by principal contractors, and principal contractors must in turn ensure that all subcontractors meet the same standards. Public highway assets such as footways, kerbs, lamp columns, gullies and parking bays must be protected, with any damage repaired at the developer's expense.

REGULATORY OVERVIEW AND POLICY

Construction activity affecting the public highway must comply with national legislation, industry standards, and local requirements. These include:

- Highways Act 1980 (works on the public highway).
- New Roads and Street Works Act 1991 (utility connections and reinstatement).
- Traffic Signs Regulations and General Directions 2016
- Safety at Street Works and Road Works Code of Practice 2013.
- Construction Logistics and Community Safety (CLOCS) Standard.
- Fleet Operator Recognition Scheme (FORS) Silver Standard.
- London-wide requirements, including LEZ and ULEZ.
- Westminster City Plan 2019–2040 (notably Policies 25 and 29, which safeguard pedestrians, cyclists and communities during construction).
- Westminster requirements for CMPs and TMPs, and Section 61 consents where applicable.

Where temporary occupation, alteration or closure of the highway is required, developers must apply for a Temporary Traffic Order (TTO) with at least eight weeks' notice, obtain relevant licences for hoarding, scaffolding and parking suspensions, and coordinate with Transport for London if the works affect the TLRN, bus routes or cycle infrastructure.

TRAFFIC MANAGEMENT PLAN (TMP)

Every SEMP and CMP must include a Traffic Management Plan (TMP). The TMP should include:

- A site plan showing loading points and/or temporary crossovers used by vehicles accessing the site (including carriageway and footway dimensions).
- Swept path designs for the largest delivery vehicles.
- A pedestrian management plan showing proposed pedestrian routes during construction, special attention must be given to the presence of schools and other sensitive community facilities.
- Avoid roads immediately adjacent to schools wherever practicable. Where this is not possible, select routes that minimise exposure to school entrances, playgrounds, and pedestrian crossings.
- Install clear signage warning of construction traffic near schools and ensure safe pedestrian routes are maintained at all times.
- Timing Restrictions - where necessary schedule deliveries and heavy vehicle movements outside school start and finish times (typically 08:00–09:00 and 15:00–16:00) to reduce risks to children and parents.
- Community Liaison - engage with school management early in the planning process to agree on mitigation measures and provide advance notice of any exceptional movements.
- A cycle management plan if works affect an existing cycle lane.
- Details of different sizes of delivery vehicles planned throughout the project.
- Information on exceptional loads (e.g. plant delivery).
- A histogram of proposed deliveries by type and size.
- Proposed tower crane positions.
- Proposed vehicle routes to and from the site.
- Maximum concrete pour size and vehicle numbers (if applicable).

SAFETY

Pedestrian safety is paramount. Vulnerable road users including wheelchair users, children, the elderly, and people with mobility or sensory impairments must be considered at all times. Pedestrian diversions should be minimised, and any that are required must be agreed with the council. Cables, hoses and other obstructions across footways must be safely ramped.

Vehicles entering or leaving the site must be managed using clearly marked gates, with trained traffic marshals in place. Marshals must be qualified to direct large vehicles, use "STOP – WORKS" signs when traffic control is required and maintain radio contact where necessary. The TMP must set out how many marshals will be used, where they will be positioned, and how they will manage safe access and egress.

PARKING, WHEEL WASHING AND NETWORK MANAGEMENT

TMPs must include details of parking and loading arrangements for site vehicles. Wheel washing facilities must be provided where required to prevent debris from reaching the public highway, and a road sweeper must be available if necessary.

Developers must justify any proposed use of highway space for construction activity, with evidence that alternatives have been considered. Temporary Traffic Orders are subject to consultation and require a minimum eight-week lead-in. Utility works must be coordinated to minimise disruption, and opportunities for shared excavations or combined traffic management should be explored.

SITE SET-UP AND WELFARE

CMPs must include scaled plans showing the local highway layout, parking bays, cycle lanes, footways, street furniture and proposed site access points. Where works occur above ground level, covered walkways may be required, and hoardings or gantries must be licensed, secure and well-lit.

Use of the public highway for storage, site accommodation or welfare facilities is generally not permitted and will only be allowed in exceptional cases with full justification.

COMPLETION

On completion of works, the developer's nominated representative must clear the highway of all plant, surplus materials, rubbish, and temporary works. The highway must be left clean, safe, and free of hazardous defects to the satisfaction of Westminster City Council.

Damage caused by construction activities will be agreed at a joint site visit and repaired via a rechargeable job order at the developer's expense.

5

ENVIRONMENTAL MONITORING

OVERVIEW

For all Level 1 and Level 2 sites that include Air Quality, Noise and Vibration monitoring, there is a formal requirement to provide the Council with near real-time access to this data via an Application Programming Interface (API). This chapter sets out the technical and operational framework through which this data should be provided.

OBJECTIVES

Westminster City Council considers data to be an asset that is able provide value way beyond its primary use or purpose. Through the direct sharing of monitoring data, we will not only be able to work more effectively with Developers or their nominated partners to manage the impact of a project to our residents, business and visitors, but we will also seek innovative ways of re-using the data in support of other beneficial outcomes across the City.

The Developer will be required to satisfy the requirements set out in the following section.

REGULATORY AND POLICY OVERVIEW

Environmental monitoring requirements are supported by the following policies and regulations:

- City Plan 2019–2040 (Policies 32–33: Noise and Air Quality) – requiring monitoring and management of environmental impacts on residents and sensitive uses.
- *Environmental Protection Act 1990* – duties to prevent statutory nuisances arising from noise, dust and emissions.
- *Control of Pollution Act 1974* – requirements for noise and vibration monitoring and control.
- *UK GDPR and Data Protection Act 2018* – obligations for data security and privacy.
- Westminster Environmental SPD (2025) – emphasis on transparency and data sharing to support wider sustainability goals.
- British Standards (e.g. BS 5228) – guidance on noise and vibration measurement and assessment.

API DATA AND ACCESS

Developers, or their nominated partners must be able to provide the Council with access to all data collected through its continuous monitoring stations or sensors via an Application programming Interface (API).

As a minimum data must be made available as follows:

- **Noise (LAeq):** 1-hour averages, 10-hour averages, and 1-second interval data.
- **Vibration (PPV X/Y/Z):** 15-minute averages, 1-hour averages, and 1-minute interval data.
- **Dust (PM2.5 and PM10):** 15-minute averages, 1-hour averages, and 1-minute interval data.

The API must:

- Support standard data formats such as JSON, XML, or CSV to ensure compatibility with various data processing tools and systems.
- Provide near real-time data within 15 minutes of the measurement.
- Be retrievable based on entering parameters such as site name, site references, sensor ID, from/to date and timestamps, measurement type, time averaging period.
- Allow for individual data sources (i.e. noise, dust and vibration) to be available through a common set of API methods and not through independent APIs for each data source
- Allow for the council to be able to call each relevant API at a frequency of 15 minutes or greater.
- Have comprehensive documentation, including details on authentication methods, use of UTC and/or local times, rate limits, data schemas, endpoints and sample requests and payloads.

DATA TRANSMISSION

The Developer *or its* nominated *partners* will be responsible for providing all necessary end to end network connectivity between the sensor and their hosted service to ensure data is transferred securely and in a timely manner.

In the event of connectivity failures, any data recorded should be stored on the local device and transmitted back to the hosted service once connectivity is re-established.

DATA QUALITY AND RETENTION

- All measurement data should be validated for outliers, missing values or anomalous readings (real-time / periodic).
- Appropriate corrections/deletions should be applied to the base data and made available via the API with an indicator highlighting the change.
- Timestamp data should be synchronised with a reliable source (Network Time Protocol) for each sensor/monitoring system.
- All historic data recorded should be retained and made available through an API or another agreed mechanism throughout the duration of the service provided.
- All hosted data should be backed up and made available for swift recovery in the event of any disruption to the service.

INTEROPERABILITY AND STANDARDS COMPLIANCE

The Developer or its nominated partners must adhere to relevant data standards and protocols to ensure interoperability with other systems used by the Council.

Compliance with industry standards such as RESTful API design, OAuth2 for authentication, and HTTPS for secure data transmission is required.

SECURITY AND PRIVACY

All data access mechanisms must include robust security measures to protect sensitive data, in compliance with GDPR and other relevant data protection regulations.

Access controls must be in place to ensure that only authorized users and systems can access or modify data.

DATA TRANSMISSION SECURITY

All data must be transmitted over encrypted channels using industry-standard protocols:

- TLS 1.2 or higher for REST APIs, HTTPS endpoints and WebSocket Secure (wss://).
- VPN or IPsec tunnelling for remote sensor gateways (optional, depending on network).

AUTHENTICATION AND ACCESS CONTROL

API access must require secure authentication tokens - OAuth2, API keys, or

JWTs.

DEVICE AND ENDPOINT SECURITY

Devices must support:

- Secure boot
- Firmware signing and validation
- Regular security updates (patching over-the-air or manual)

All endpoints must be hardened and protected against known exploits (e.g. OWASP IoT Top 10).

DATA STORAGE AND RETENTION

All stored data (raw or processed) must be:

- Encrypted at rest using AES-256 or equivalent
- Hosted on secure UK based servers/datacentres

Retention policy:

- It must be defined how long data is stored (both raw and processed data)
- Secure deletion or archiving policies at end-of-life

MONITORING AND INCIDENT RESPONSE

The Developer or its nominated partners must:

- Monitor systems for suspicious activity
- Provide a defined incident response plan
- Notify the Council of any security breaches within a specified time (e.g. 24 hours)

The Developer or its nominated partners must notify the council within 48 hours in the event a sensor goes offline, they must:

- Provide the reason for the sensor being offline
- Have the sensor live within 5 working days.

INFORMATION SECURITY ASSURANCE

The Developer or its nominated partners will be required to undergo onboarding to the Council's Third-Party Security Assurance Platform. This includes, but is not limited to:

- Completing the Council's standard information security and data protection questionnaires
- Providing evidence of current security policies, certifications, and controls
- Participating in further risk assessments or due diligence activities as required

SUPPORT AND MAINTENANCE

The Developer or its nominated partners must offer ongoing support for any hosted software and API maintenance, including timely updates and patches.

They must be able to provide a clear set of support services, incident management processes, service availability levels, SLAs and contact points (including for escalation purposes).

DATA OWNERSHIP AND PUBLISHING

It must be possible for the Council have unrestricted rights to use, publish and share any data provided by the *contractor* to the public (i.e. residents, areas forums, amenity societies, researchers, commercial organisations, etc.) free of charge through its own capabilities.

This may be through for example maps, dashboards, data downloads and data publishing APIs.

6

NOISE AND VIBRATION MANAGEMENT

OVERVIEW

Construction and demolition works can generate significant levels of noise and vibration. If not properly managed this can cause significant disruption to residents, businesses, schools, healthcare facilities, and other noise-sensitive receptors. Westminster has one of the highest densities of development activity in the country, and complaints relating to noise and vibration, particularly outside of permitted hours, remain a concern.

Effective control of noise and vibration is essential not only to protect health, wellbeing, and quality of life, but also to safeguard the City's reputation as a place where people want to live, work, and visit. Developers therefore have a duty to minimise impacts through careful planning, proactive management, and transparent communication.

This chapter sets out the requirements for site-specific noise and vibration management, monitoring, and compliance, alongside the regulatory framework and expectations of the City Council.

OBJECTIVES

Due to the high number of major development and infrastructure projects across the City, noise and vibration from construction activities are often cited by residents as a significant problem. In recent years, while overall complaint numbers have fallen, there has been an increase in complaints about works outside normal hours and on weekends. Protecting residents, business and other noise sensitive premises from the impact of noise and vibration resulting from development is essential to the Westminster's continuing reputation as a "City for All".

To achieve this, the developer must apply BPM to all activities, to ensure that noise and vibration levels are controlled and minimised as far as reasonably practicable.

REGULATORY AND POLICY OVERVIEW

The following legislation and guidance applies:

- *Control of Pollution Act 1974* (Part III) – principal control for construction noise and vibration.
- *Environmental Protection Act 1990* (s.79–82) – statutory nuisance provisions.
- *The Party Wall etc. Act 1996* – obligations for works affecting adjoining properties.
- BS 5228 (2014) – Noise and Vibration Control on Construction and Open Sites (statutory reference standard).
- BS 6472 (2008) – Evaluation of Human Exposure to Vibration in Buildings.
- BS 7385-2 (1993) – Vibration-induced building damage thresholds.
- LANAF London Good Practice Guide – risk-based measures for noise and vibration control.
- City Plan 2019–2040:
  - *Policy 33 (Local Environmental Impacts)* – requires that development minimises adverse noise and vibration effects on residents, businesses, and sensitive uses, with mitigation proportionate to the scale of impact.
  - *Policy 32 (Air Quality)* – supports monitoring and reduction of cumulative environmental effects, including noise as part of broader construction impacts.
- *Westminster Environmental Supplementary Planning Document (ESPD, 2025):*
  - Section 5.4 *Noise & Vibration* – establishes thresholds and management requirements, including the need for monitoring and restrictions on high-impact noisy works.
  - Section 5.7 *Construction Impacts* – sets out requirements for mitigation of noise and vibration in combination with dust and other site impacts.
  - Emphasises transparency, proactive community engagement, and consistency across sites through BPM.

Developers must also comply with any site-specific planning conditions, Section 61 prior consents, and relevant Westminster guidance.

NOISE AND VIBRATION CONTROL

The developer's nominated representative will be required to produce a site-specific noise and vibration management plan, which forms part of the SEMP or CMP. The contractor must apply Best Practicable Means, as defined *under Section 72 of the Control of Pollution Act (CoPA) 1974*, to all activities that create noise and vibration and provide suitable mitigation to reduce their impact to local community, as far as is reasonably practicable. The council

must be satisfied that all means of managing and reducing noise and vibration, which can be applied at reasonable cost, have been implemented.

The plan must set out the following points:

- Identify all noise- and vibration-sensitive receptors
- Map the site layout, welfare, access points, storage areas, and fixed plant locations, such as chutes, waste storage, conveyors, generators and concrete pumps.
- Detail proposed working hours, including any out-of-hours requirements
- Provide demolition, piling, and construction methodologies, including BPM measures.
- Include baseline noise and vibration surveys (Level 1 & 2 projects).
- Predict noise levels for key phases and identify mitigation.
- Establish trigger and action levels for continuous monitoring.
- Detail monitoring, reporting, and complaint procedures.
- Set out remedial measures for exceedances and non-compliance.

The developer or contractor for Level 1 & 2 projects will complete a risk assessment as set out in the LANAF Good Practice Guide. Noise & vibration mitigation measures and any working practices identified by the LANAF assessment should be included within the noise and vibration management plan. All control measures appropriate to the level of risk should be implemented unless site specific constraints exist. Once work commences, officers will visit without prior notice to verify that control measures are being implemented as agreed. The council may also ask for further evidence or verification if noise or vibration limits are exceeded.

The list of mitigation measures in LANAF is not exhaustive and additional control measures should be considered for specific types of work or situations, these include:

- **Noise Control for Piling** - avoid reversing Kelly/auger bars during piling to reduce noise and vibration. Consider specifying a Kelly Auger Cleaner accessory: some manufacturers offer specific accessories designed to help clean the auger while it is still attached to the rig. This significantly reduces noise associated with cleaning of the auger.
- **Use plasma cutters** where on-site cutting is unavoidable, as a quieter alternative to traditional methods.
- **Hydro-demolition** is a concrete removal technique that uses high-pressure water jets instead of mechanical impact tools. It should be considered in situations where vibration or dust control is critical.
- **Concrete pour protocols** - establish written agreements with concrete suppliers to ensure timing aligns with permitted hours. Plan pour size and workability to avoid overruns.

- **Concrete Pump Positioning** - Agree static and mobile pump locations and acoustic shielding with the council and neighbours before works commence.
- **Enhanced Acoustic Enclosures** for pile breaking-out and concrete removal, use portable enclosures that are three-sided with a roof or equivalent design for maximum noise mitigation.
- **Off-Site Breaking** - remove large sections for breaking down off-site instead of using high-impact methods in situ.
- **Silent Piling or press in piling** techniques should be considered where piling takes place outside normal hours or where works are in close proximity to very sensitive uses.

Noise and vibration impacts will vary from site to site depending on scale, therefore there is no formal requirement for level 3 and basement projects to complete the risk assessment.

In assessing the impact of any operations, the developer's nominated representative will comply with the recommendations set out in *BS 5228 (Noise and Vibration Control on Construction and Open Sites)* as well as the outputs of the LANAF risk assessment.

A site plan should be provided that provides the site location, setup of key facilities, including the location of welfare, storage areas, access points, static equipment/plant, chutes, waste storage, conveyors, generators and concrete pumps. The location of noise and vibration sensitive receptors must also be included. The developer or contractor for Level 1 & 2 projects will complete a risk assessment as set out in the LANAF Good Practice Guide. Noise & vibration mitigation measures and any working practices identified by the LANAF assessment should be included within the noise and vibration management plan.

We recognise that noise and vibration impacts will vary from site to site depending on scale, there is no formal requirement for level 3 projects to complete the LANAF risk assessment although it can be very useful in quickly identifying risks and appropriate mitigation measures.

The principles of the LANAF guide should apply to all developments in Westminster as their associated construction and demolition activity will contribute to noise and vibration unless properly managed and mitigated. It is therefore recommended that the appropriate mitigation measures set out in the LANAF guide should be incorporated into all working practices.

In assessing the impact of any operations, the developer's nominated representative will comply with the recommendations set out in *BS 5228 (Noise and Vibration Control on Construction and Open Sites)* as well as the outputs of the LANAF risk assessment.

WORKING HOURS

Building work that can be heard at the boundary of the site is only permitted:

- 08:00–18:00, Monday to Friday
- 08:00–13:00 on Saturdays
- Not permitted on Sundays, bank holidays, or public holidays

Piling, excavation, and demolition activities are more restricted and may only take place:

- 08:00–18:00, Monday to Friday
- Not permitted on Saturdays, Sundays, bank holidays, or public holidays

On Saturdays, lower noise thresholds apply to all permitted activities.

No noisy works may take place outside of these prescribed hours unless prior consent has been obtained from the Council under Section 61 of the *Control of Pollution Act 1974*. Such consent will only be granted in exceptional circumstances, for example:

- To comply with police traffic restrictions
- In an emergency
- Where works are required in the interests of public safety

Although there is no single statutory definition of "high impact noisy works," the Council considers the following to fall into this category:

Phases:

- Demolition
- Earthworks
- Piling (with the exception that auger/rotary methods may not be considered high impact; advice should be sought from the council)

Work packages include:

- Cutting using power tools
- Breaking out using power tools
- The use of impact fasteners
- The loading of heavy materials

Activities may also be defined as "high impact noisy" where:

- Noise data in Table C of BS 5228 indicates that continuous use of the equipment for two hours would likely generate noise levels above 70 dB (LAeq,10hr) at the nearest occupied premises.
- The work produces significant structure-borne noise and vibration in adjoining properties that is difficult to suppress.

Restrictions on high impact noisy activities will apply to reduce impacts on sensitive receptors. Developers are expected to agree restricted periods with the Council, and to coordinate timings with nearby sites to avoid cumulative disruption. The developer's nominated representative must ensure strict adherence to these restrictions.

Where additional or alternative working hours are sought for operational or health and safety reasons, prior agreement with the Council must be obtained. These will be considered on a site-by-site basis. In the case of emergency or urgent health and safety works, the Council and local residents must be notified as soon as practicable, with details of the works and their expected duration.

All construction-related traffic must comply with the agreed site working hours unless otherwise agreed with the Council.

DEMOLITION CONSTRUCTION AND PILING METHOD STATEMENTS

For Level 1, Level 2 and Level 3 projects, a site method statement (in accordance with BS 5228) must be prepared as part of the Noise and Vibration Management Plan. Method statements should be produced for all activities on site and must, as a minimum, cover demolition, piling and major construction activities. Each method statement is required to:

- Include the proposed noise control methods
- Incorporate a programme of works showing when the activities are likely to occur
- (For Level 1 and Level 2 projects) set out the type of plant to be used on site and its location within the site boundary

BASELINE NOISE SURVEY, NOISE PREDICTIONS AND NOISE MONITORING

- **Baseline noise survey**

  - Required for Level 1 and 2 projects prior to any construction commencing
  - Establishes ambient noise levels around the site and at sensitive receptors
  - May also be carried out by the City Council as a cross-check
  - If not practicable in advance, the survey must be completed before works begin and included in the Section 61 application

- **Noise predictions**

- Level 1 and 2 projects must predict noise from proposed activities
- Predictions compared against baseline data to identify impacts
- Used to set appropriate trigger levels and action levels to prevent significant noise impacts

NOISE MONITORING

- Level 1 and 2 projects must install a continuous noise monitoring system with a real-time alarm system
- Monitoring locations to be agreed with the Council
- Trigger and action thresholds set relative to the baseline (per BS 5228)
- All measurements must be made with a sound level meter that complies with the requirements set out in BS EN 61672:2023.
- Data must be made available to the Council, as set out in **Chapter 5**.
- Personnel undertaking monitoring must be suitably competent (minimum: demonstrated training in environmental noise measurement)
- Basement projects are usually exempt from continuous monitoring, but must confirm requirements with the council
- In all cases, regular informal subjective noise assessments are expected, with frequency increasing for work packages likely to cause significant impacts or when complaints are received

VIBRATION MONITORING

The contractor must take appropriate measures to protect residents, businesses and passers-by from nuisance or harm. Sensitive receptors (e.g. commercial, educational, or community premises) will be considered on a site-by-site basis, in line with **BS 5228-2: Vibration**.

Contractors must also comply with:

- **BS 6472:2008** (Evaluation of Human Exposure to Vibration in Buildings)
- **BS 7385-2:1993** (Guide to damage levels from groundborne vibration).

All Level 1 and 2 sites must install continuous vibration monitoring with a real-time alarm system, unless otherwise agreed with the Council. Monitors must:

- Be placed in sensitive locations (e.g. party boundaries)
- Be managed by competent personnel (minimum: full or associate member of the Institute of Acoustics unless otherwise agreed with the Council)

Basement projects are usually exempt but must confirm requirements with

the Council. As with noise, regular informal subjective assessments are expected, especially during high-risk work packages or where complaints are received.

- **Reporting**

All projects that are required to install continuous noise and vibration monitoring system, will be required to provide open access to the data as agreed with the Council or set out within any *Control of Pollution Act 1974*, Section 61 or 60.

The Council understands that occasionally sites will receive noise and vibration complaints from parties impacted by site activities and there may be periods where noise levels will be in excess of pre-agreed levels.

The developer's nominated representative will ensure that there is a system/procedure in place to record any incidents onsite, complaints, periods noncompliance and any ameliorative action taken. Incidents, complaints, non-compliance and any action taken will need to be reported to the Council and the specific requirements need to be agreed prior to starting works onsite.

APPLICATION FOR PRIOR APPROVAL (SECTION 61, *CoPA 1974*)

Level 1 and Level 2 projects must apply for, and obtain, prior consent from the Council under Section 61. Level 3 projects generally do not require prior consent unless they propose noisy works outside of standard hours.

Applications must include:

- Details of work to be undertaken, including proposed hours
- Baseline noise survey results
- List of proposed equipment
- Predicted activity noise levels at sensitive receptors
- Outline of mitigation steps
- Noise monitoring strategy, including trigger/action levels
- Procedure if trigger or action levels are exceeded
- Complaints procedure

Guidance for Section 61 applications is available on Westminster's website.

Even if works are carried out in accordance with a Section 61 consent, members of the public can still bring an action for statutory nuisance.

Contractors for level 3 projects who do not have a Section 61 in place will be issued a Section 60 notice before starting work. This sets working hours and ensures best practice methods are followed.

7

DUST AND AIR POLLUTION

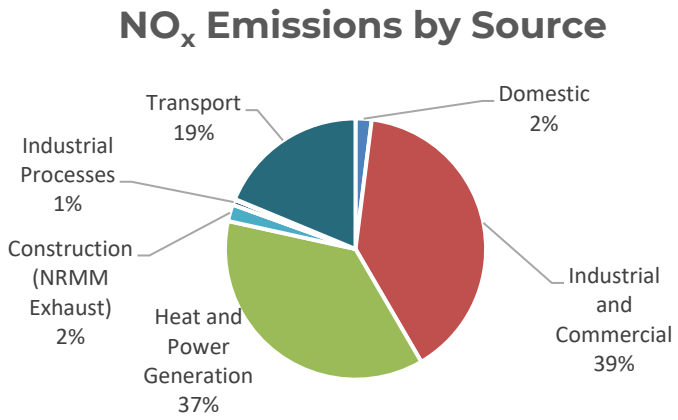
OVERVIEW

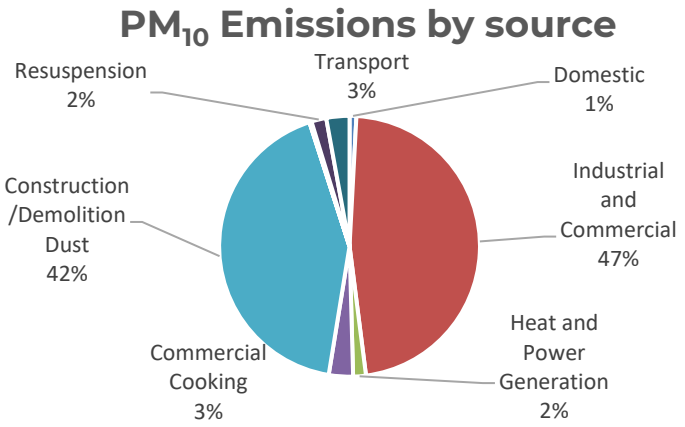
Construction and demolition activities in Westminster can generate significant levels of dust and air pollution, including particulate matter (PM_{10} and $PM_{2.5}$) and nitrogen oxides (NO_x) from both on-site and off-site machinery and transport. Although great strives have been made in reducing the concentrations of air pollution, the council is committed to working towards achieving the more stringent WHO 2021 guideline levels of air pollution by 2040 and our recent baseline study shows that achieving this will be extremely challenging and will require significant changes to council, regional and national Government policy to reach this goal.

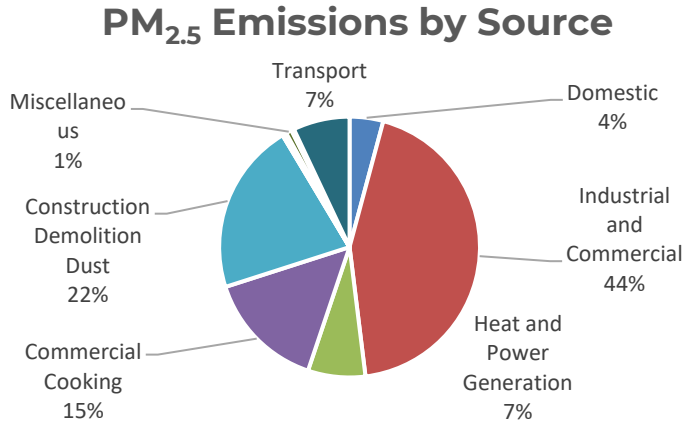
OBJECTIVES

There are many development sites and infrastructure projects operating across the City, that can result in the generation of dust and particles (PM10 and PM2.5) from site activities and Nitrogen Oxides (NOx) from exhaust emissions from onsite and offsite construction machinery. Although great strives have been made in reducing the concentrations of air pollution, the council is committed to working towards achieving the more stringent WHO 2021 guideline levels of air pollution by 2040 and our recent baseline study shows that achieving this will be extremely challenging and will require significant changes to council, regional and national Government policy to reach this goal. The CoCP aims to reduce construction emissions therefore an important mechanism in achieved this goal.

The graphs below show the source apportionment for Nitrogen Dioxide and PM_{10} and $PM_{2.5}$ in Westminster. Demolition, construction and new development contribute to a number of these sources.







In the future, the proportion of emission related to private and commercial transport usage and Heat and Power Generation is expected to decline with the uptake of ultralow emission vehicles (including electric vehicles) and government policy encouraging the uptake of green energy as a result the proportion of emissions related to the built environment and to construction and development may increase.

This chapter provides requirements for developers to help them ensure that the impacts of construction are managed, so that any emissions of dust particles and NOx are minimised, to reduce any impacts on local air quality and amenity.

REGULATORY OVERVIEW AND POLICY

The main regulatory controls over dust are the 'statutory nuisance' provisions contained in the *Environmental Protection Act 1990*. Dust can give rise to a statutory nuisance if it is considered to be 'prejudicial to health or a nuisance'. Smoke can also result in a statutory nuisance. Dark smoke for example from burning waste or materials on site is not permissible and is controlled by the *Clean Air Act 1993*.

The Environment Act 1995 required that, under the Local Air Quality Management (LAQM) regime, every local authority review the air quality within its area. Where air quality objectives are not achieved, an Air Quality Management Area (AQMA) had to be designated, and an Air Quality Action Plan (AQAP) implemented. Westminster has designated a borough wide AQMA for fine particulate matter and nitrogen dioxide.



The Council's Air Quality Action Plan is available on Westminster's website.

The Pollution Prevention and Control Act 1999 and *The Environmental Permitting (England and Wales) Regulations 2016* require site operators to hold environmental permits for specific site operations and equipment. Conditions in the permit set best practice methods to control emissions to air.

Vehicle emissions are regulated through the Road Vehicles (Construction and Use) (Amendment) Regulations 2012, the Motor Vehicles (Type Approval) (Great Britain) Regulations 2009 made under the Road Traffic Act 1988, and The Non-Road Mobile Machinery (Emission of Gaseous and Particulate Matter) Regulations 1999 as amended. Further amendments implement the European Directives on vehicle emissions known as the EURO standards. The EURO standards set emission limits for several pollutants from different types of vehicles. Construction vehicles will be required to comply with relevant EURO standards and Transport for London's Low Emission Zone and the Ultra-Low Emissions Zone controls.

Vehicle emissions are also controlled through the MOT. All vehicles used by contractors must comply with MOT emission standards at all times. Vehicle owners can be prosecuted if their vehicle is proven to have emissions in excess of the standards. The Vehicle Excise Duty (Reduced Pollution) (Amendment) Regulations 2003 enable HGVs meeting certain particulate emission standards to qualify for a Reduced Pollution Certificate.

Non-road vehicles emissions are regulated through the Non-Road Mobile Machinery (Emission of Gaseous and Particulate Pollutants) Regulations 1999 (SI 1999/1053) and its amendments. The Regulations apply to new engines to be installed in non-road mobile machinery, intended and suited to move, or to be moved on the ground, either on or off the road.

The Mayors of London Special Policy Guidance (SPG) The Control of Dust and Emissions from Construction and Demolition Activities, sets out measures that sites can implement to reduce and monitor their impacts to Local Air Quality. Good practice measures to control dust, PM10 and NOx are based on a risk assessment approach.

Guidance issued by the Institute of Air Quality Management (IAQM) Guidance on the assessment of dust from demolition and construction and Guidance on Monitoring in the Vicinity of Demolition and Construction Sites also sets out measures that site can adopt to reduce emissions from site activities.

DUST AND AIR POLLUTION CONTROL

The developer's nominated representative will be required to produce a site-specific Air Quality Dust Management Plan (AQDMP), which will form part of the SEMP or CMP. The plan must set out how the site is to control, limit and monitor dust and air pollution from demolition and construction activities, as far as is reasonably practicable, so that any impacts to public health, residents and other dust sensitive receptors are minimised.



Specific guidance relating to the content of an Air Quality Dust Management Plan is available on Westminster's website.

Training: All staff should provide training on onsite pollution policy, perhaps as part of induction training. For Level 1 & 2 projects at least one named individual or post should be given the responsibility for implementing dust and emission monitoring and control measures across the site and implementing any required remediation measures. All personnel undertaking dust PM10 monitoring shall be sufficiently competent as a minimum such personnel shall be a full or associate member of the Institute of Air quality Management unless otherwise agreed with the Council in writing.

AIR QUALITY DUST MANAGEMENT PLAN

All sites must ensure that all best practice mitigation measures are taken to avoid creating dust and air pollution and comply with the latest version of the Mayor of London's Supplementary Planning Guidance on 'The Control of Dust and Emissions during Construction and Demolition' as well as Guidance issued by the Institute of Air Quality Management (IAQM) Guidance on the assessment of dust from demolition and construction Consideration as to how this will be achieved should be given at the earliest possible stage of project planning.

All projects must provide a site plan that locates the site, the site setup, including location of welfare facilities, storage areas and access points. The location of dust sensitive receptors should be included.
All projects should provide an overview of the proposed demolition and construction methodology and best practice mitigation measures, which will be implemented onsite to mitigate and reduce any impacts to neighbours.

The Air Quality Dust Management Plan should include an Air Quality (Dust) Risk Assessment (as set out in the Mayor's Planning Guidance), a timetable of construction and demolition activities, proposed dust and emissions control measures and the dust and air quality monitoring procedures. These measures will be based on those set out in the Mayor's Supplementary Planning Guidance and any guidance issued by the IAQM.

The approved AQDMP will be complied with thereafter and should be kept under review to address any changes in the demolition / construction methodology, timetable or associated dust, PM10 and nitrogen dioxide emitting activities.

It is recognised that the magnitude of impacts will vary from project to project depending on its scale, therefore there is no requirement for level 3 projects to undertake the risk assessment although the appropriate mitigation measures set out in the Mayors Guidance and any supplementary guidance issued by the IAQM should be incorporated into an air quality dust management plan.

ELECTRICAL SUPPLY

All projects are required to incorporate measures to limit emissions from offsite and onsite vehicles. To help facilitate this we require sites to consider the sites electrical power supply requirements at an early stage to support the uptake of electric and other zero emission plant and equipment. To drive the uptake of electric vehicles and equipment we are requiring site to provide sufficient electrical supply onsite to power onsite vehicles and equipment and charging facilities for any on road vehicles.

Table 4 provides the timeline where specific sites will require to have an electrical power before works commence.

Table 4: Electrical power roadmap

Date to have a suitable Electrical Power Supply	Project
1st January 2027	Level 1
1st January 2028	Level 2
1st January 2030	Level 3

- Where electrically powered equipment is not available sites should use low emission vehicles and plant fitted with catalysts, diesel particulate filters or similar devices. and only be operated using ultra-low sulphur fuels.
- All plant should be well maintained, with routine servicing of plant and

vehicles to be completed in accordance with the manufacturer's recommendations and records maintained for the work undertaken.

ON ROAD VEHICLE EMISSIONS

Measures that will be required for limiting emissions from on road vehicles onsite will include the following as appropriate and as far as reasonably practicable:
All projects are required to:

- Encourage the use of zero tailpipe emission and ultralow emission vehicles to make deliveries. Level 1 projects are required to strongly encouraged to set targets for the use of ultralow emission vehicles; the requirements for ultralow vehicle usage for the High Speed 2 project (see here for details) is one example developers can follow.
- Require site workers to travel to and from site using sustainable transport methods and provide safe storage facilities for bikes and other active transport equipment
- Ensure that all on road vehicles comply with the relevant Euro standards as set out by TFL London Low Emission Zone and Ultra Low Emission Zone.
- The fleet mix must be included within the site environmental Management plan and should be reported monthly against the targets.
- Consolidate deliveries to avoid unnecessary vehicle trips, maximise vehicle utilisation by ensuring full loading, efficient routing and consideration to final mile deliveries by zero emission vehicles.
- Where practicable work with neighbouring sites to coordinate deliveries of materials to avoid multiple deliveries of similar materials.
- All sites are required to adopt a no idling policy, ensuring that the engines of all vehicles are not left running unnecessarily to prevent exhaust emissions (and noise). It is an offence under Regulation 98 of the Road Vehicles (Construction and Use) Regulations 1986 to leave a vehicle engine idling unnecessarily whilst stationery and Westminster has authorised its Traffic Marshalls to issue Fixed Penalty Notices to drivers who allow their vehicle engines to run unnecessarily while the vehicle is stationary and fails to switch off their engine when asked if it is believed a stationary idling offence (under reg.98 of the Road Vehicles (Construction and Use) (Amended) Regulations 2003 (SI 1986/1806) is being committed.
- Site haul routes and entrances and exits to site should be placed away from the site boundary and potentially sensitive receptors such as houses, schools and hospitals.

NON-ROAD MOBILE MACHINERY (NRMM)

All NRMM of net power between 37kW and 560kW operating in Westminster will need to comply with the requirements of the GLA NRMM Low Emission Zone (NRMM LEZ) based upon the engine emissions standards in EU Directive 97/68/EC and its subsequent amendments. This will apply to both variable and constant speed engines for both NOx and PM10. The GLA currently set the NRMM emission standards for sites across London.



Full details of the current requirements and future changes to these emissions standards for NRMM can be found on the GLA website.

For Level 1, 2 and basement projects operating within Westminster the following emission standards in **Table 5** are required to be met. Emission standards and the availability of zero emission equipment is set to increase over time therefore Westminster has set out the following road map for developers to adopt zero emission equipment

Table 5: NRMM Emission Standards Roadmap by project level

Proposal	Project Level
Within 2 months of Approval of the revised CoCP All Equipment to Meet Stage V	Level 1 Level 2 and Level 3
1st January 2027 minimum target of 50% of all NRMM operation to be Zero Emission	Level 1
1st January 2028 Minimum target of 50% of all NRMM operating to be Zero Emission	Level 2
1st January 2030 All NRMM operating must aim to be zero Emission	Level 1, Level 2 and Level 3

- **Equipment that cannot meet the emission limits**

- **Machinery that cannot meet emissions standard and or zero emission standards adopted by the Council**

Where equipment operating on Level 1, 2 and Level 3 projects cannot meet the emission limits or zero emission requirements as set out in **Table 5** an exemption will be required. Exemption applications need to be made to

Westminster and will be issued by the Council unless the exemption is to exempt plant and equipment with emission exceeding the GLA NRMM LEZ emission limits.

While the exemption requests are awaiting approval the exemption is active, however these applications may be refused, and sites should be prepared to remove the machine from site in such cases to prevent non-compliance. The Council will aim to respond to exemption requests within 10 working days. Westminster has published an exemption policy which is available at the following link.

- **Equipment that cannot meet NRMM LEZ emission limits**

Where equipment cannot meet the emission limits as set by the GLA NRMM LEZ an exemption will be required. These exemptions **can only be applied for through the GLA Register and will be assessed by the GLA**. While the exemption requests are awaiting approval the exemption is active, however these applications may be refused, and sites should be prepared to remove the machine from site in such cases to prevent non-compliance.

The full exemption & retrofit policy is available on the NRMM online register here.

All NRMM with a power output between 37kW to 560kW operating in Westminster must be registered on the London NRMM Register, regardless of any exemptions that the machine may qualify for.

Where non-compliance equipment is operated and identified onsite without a valid exemption the councils will pursue any non-compliance via breach of the legal agreement with the council

OTHER CONSTRUCTION EQUIPMENT

Only equipment with an engine power rating between 37kW - 560kW are covered by the NRMM process. To control emissions from smaller equipment. sites are required to ensure that all plant under operating on site under power rating of 37kW are required to report a minimum percentage of equipment working onsite.

Table 6: NRMM Emission Standards for smaller plant (below 37kW)

Proposal	Project Level
1st January 2027 minimum target of 50% of all petrol and diesel equipment operation should be Zero Emission	Level 1, Level 2 and Level 3

1st January 2028 Minimum target of 100% of all petrol and diesel equipment operation should be Zero Emission	Level 1, Level 2 and Level 3

MONITORING

All level 1 and 2 projects will be required to install continuous Air quality PM10 and PM2.5 Monitoring systems, combined with a real-time alarm system, with the specific details to be agreed on a site-by-site basis with the Council. The location of monitors is to be agreed prior to installation although should be placed in locations that are sensitive to dust and PM10 and PM 2.5. Level 1 and 2 projects will be required to set and agree trigger and action thresholds of PM10 and PM2.5 and have a procedure agreed with the Council should these thresholds be exceeded.

Trigger and action levels are set out below:

Table 7: PM2.5 and PM10 Action and Trigger Levels.

	Threshold PM10	**Threshold** PM2.5	**Average period**
Action	190µg/m^3	50µg/m^3	1 hour mean
Trigger	150µg/m^3	75µg/m^3	15-min mean

All measurements made on automatic continuous PM10 and PM2.5 monitors that comply with the MCERTS Indicative Ambient Particulate Monitors standard or be subject to independent verification of performance as a minimum.

Level 3 projects typically are not required to install a continuous Dust PM10 monitoring system combined with a real-time alarm system. Basement developments should contact Westminster City Council to discuss any monitoring requirements.

All sites should undertake regular proactive informal visual assessment checks and monitoring of dust and report the findings to the Council. The frequency of these assessments should be increased looking at the proposed work programme to identifying work packages that are likely to cause significant dust and PM10/PM2.5 emissions, where there are prolonged dry and or windy conditions and where complaints of dust and PM10/PM2.5 are received.

In the event that the trigger level is for PM10 and or PM2.5 is being breached the developers should review the current working practices and mitigation

measures to ensure best practice measures are in place.

In the event that the Action level is for PM10 and or PM2.5 is being breached developers should stop work immediately and ensure best practice measures are in place before restarting.

REPORTING

All projects that are required to install continuous Air quality PM10/PM2.5 monitoring system. Real time data is required to be made available to the council in the format as set out in **Chapter 5** of this document, unless otherwise agreed with the council.

Where site action levels have been exceeded these should be reported through the data platform with the suspected cause of exceedances, and details of measures taken to prevent the exceedance reoccurring.

All projects are required to maintain a log of complaints related to dust and to air pollution that should be made available on request by the council.

OTHER SITE EMISSIONS TO AIR

The developer's nominated representative must ensure compliance with the provisions of the Clean Air Act 1993, the Health and Safety at Work etc Act 1974, the Environmental Protection Act 1990 and the Non-Road Mobile Machinery (Emission of Gaseous and Particulate Pollutants) Regulations 1999 (SI 1999/1053).

The developer's nominated representative must also ensure compliance with the *Control of Substances Hazardous to Health (COSHH) Regulations 2002,* as amended. The developer/contractor must comply with HSE Guidance Note EH 40 on Workplace Exposure Limits (current version is EH40/2005, the second edition of which was published in 2011).

The developer/contractor must ensure compliance with the lead-in-air standards, which are set out in

Appendix 1 of the *Health and Safety Commission Approved Code of Practice: The Control of Lead at Works Regulations 2002.*

The developer's nominated representative must ensure that all necessary precautions are taken to prevent the occurrence of smoke emissions or fumes from site plant or stored fuel oils for safety reasons and to prevent such emissions or fumes drifting into sensitive receptor areas. In particular, plant should be well maintained, and measures taken to ensure that it is not left running for long periods when not directly in use.

The developer's representative is required to ensure that any process and or equipment that require an environmental permit under *The Pollution*

Prevention and Control Act 1999 and The Environmental Permitting (England and Wales) Regulations 2016 are operated in accordance with the conditions of that permit.

SPECIAL PRECAUTIONS FOR ASBESTOS

For sites with potentially asbestos-containing materials, a separate Air Quality Statement will need to be produced by a specialist asbestos treatment contractor.

Special precautions must be taken if materials containing asbestos are encountered. The contractor must comply with The Control of Asbestos Regulations 2012 – (SI 2012/632). The Regulations prohibit the importation, supply and use of all forms of asbestos and introduce a duty to manage asbestos in non-domestic premises. HSE provide a step-by-step online guide to understanding this duty called 'Managing my Asbestos'.

The contractor must adhere to the exposure limits and measurement methods for asbestos, which are set out in the Health and Safety Executive (HSE) Guidance Note EH10 Asbestos Exposure Limits and Measurements of Airborne Dust Concentrations 2001. The contractor must comply with:

- The most recent versions of relevant Health and Safety Commission Approved Codes of Practice (ACOP) on asbestos (at the time of writing there is a proposal to consolidate 'The management of asbestos in non-domestic premises' (L127) and 'Work with materials containing asbestos' (L143) into a single revised ACOP).
- The COSHH Regulations 2002 (SI 2002/2677).

Measures for managing asbestos in alteration, demolition and excavation works will include:

- Employing competent contractors to carry out alteration and demolition works;
- Contractors implementing a procedure for dealing with suspect materials exposed requiring sampling and analysis by an independent specialist consultant;
- Formal exchange of information before start of work, including relevant information from the Asbestos Register to clearly identify location of asbestos-containing materials; and
- Method statements for any works in the vicinity of asbestos-containing materials to avoid any disturbance to such materials which are not to be removed.

Measures for managing work involving asbestos-containing materials encountered in construction will include:

- Appointment of a specialist consultant independent of the asbestos

treatment contractor;

- Ensuring any work with asbestos-containing materials is notified to the Health & Safety Executive;
- Ensuring any work with asbestos-containing materials is carried out by licensed specialist asbestos treatment contractors in accordance with Asbestos (Licensing) Regulations 1983 (SI 1983/1649) as amended in 1998 (SI 1998/3233);
- Requiring method statement defining detailed control measures to be produced by the specialist asbestos treatment contractor and approved by the independent specialist consultant;
- Air sample monitoring by the independent specialist consultant of work to ensure required air quality standards are achieved; and
- Disposal of asbestos-containing materials to licensed waste sites in accordance with Special Wastes Regulations 1996 (SI 1976/972).

8

WASTE MANAGEMENT

OVERVIEW

The Mayor of London's *25-Year Environment Strategy* commits to eliminating all avoidable waste by 2050, while the *1.5°C Compatible Climate Action Plan* sets the ambition for London to become a net zero carbon city by 2030.

Meeting these ambitious goals locally means addressing the major contributor to Westminster's waste footprint: construction, demolition, and excavation (CDE) waste, much of which stems from insufficient early-stage design, procurement planning, and on-site management.

This chapter sets out the requirements for preventing, managing, and disposing of CDE waste, alongside the safe handling of contaminated land. It integrates the strategic aims of Policy 43 – Retrofit First with proven waste management best practice, embedding circular economy principles and requiring robust Site Waste Management Plans (SWMPs).

By linking planning-stage material retention with efficient site operations, this chapter takes a whole-life approach to materials and waste, helping to deliver environmental goals and contribute to London's net zero carbon ambitions.

LEGISLATION AND POLICY FRAMEWORK

Waste management must comply with relevant legislation and policy, including:

- Policy 43 – Retrofit First (City Plan 2019–2040)
- City Plan Policy 37C – requires Circular Economy Statements, SWMPs and/or SEMPs to demonstrate reuse, recycling and responsible disposal of CDE waste.
- Waste (England and Wales) Regulations – application of the waste hierarchy
- *Environmental Protection Act 1990* – Duty of Care (please see The Duty of Care Code of Practice).
- *Control of Pollution (Amendment) Act 1989* – licensing of waste carriers
- *Environmental Act 2021* - Simpler Recycling & Extended Producer Responsibility (EPR)
- *POPs Regulations 2007* – handling of materials containing persistent organic pollutants
- Health & Safety and environmental regulations for hazardous waste

ROLES AND RESPONSIBILITIES

Developers, contractors, and council officers share responsibility for effective waste management:

Role	Responsibility
Developers	Apply the Retrofit First Sequential Test and approve SWMPs before works begin.
Principal Contractors	Implement SWMPs and ensure all subcontractors comply with waste procedures. Integration of Circular Economy Statement principles, where required.
Site Managers	Oversee segregation, storage, handling, and recording of waste for quarterly reporting to the council; appoint a waste champion. Engagement with recognised reuse platforms and materials exchanges.
Subcontractors	Follow site waste procedures and attend training/toolbox talks.
Council Officers	Audit SWMP compliance and diversion rates.

WASTE HIERARCHY

In accordance with Article 4 of the revised *Waste Framework Directive (2008/98/EC)* and the *Waste (England and Wales) Regulations*, all construction-related waste management decisions within Westminster must be guided by the waste hierarchy. This framework prioritises waste prevention and resource efficiency, with disposal as the final option.



Policy 43 strengthens the application of the waste hierarchy by placing particular emphasis on the upper tiers, especially prevention and reuse, through its Retrofit First approach, which seeks to retain existing building elements and minimise waste from the earliest design stages.

- **Prevention**

Preventing waste at the source delivers the most significant environmental and economic benefits. Developers and contractors must work together to:

- Incorporate waste prevention objectives into the Site Waste Management Plan (SWMP) from the earliest design stages.
- Design to retain existing structures and materials where feasible.
- Allocate adequate space for material segregation and protected storage to avoid damage.
- Avoid over-ordering and use off-site prefabrication where appropriate.
- Minimise municipal waste from site welfare facilities through reusable or minimal packaging solutions.
- Select suppliers who limit packaging, offer take-back schemes, and accept surplus materials for reuse.

- **Preparing for re-use**

Measures to maximise reuse include:

- Designing and constructing for easy disassembly and material recovery.
- Direct reuse of brick, concrete, and metal components on-site where possible.
- Stockpiling clean inert spoil for landscaping or fill.
- Segregating demolition arisings into material streams for resale or redeployment.

- **Recycling**

Where prevention and reuse are not possible, materials must be segregated for recycling in line with the **ESPD**. Key practices include:

- Designating separate areas or containers for timber, plastics, metals, cardboard, batteries, electricals, and green waste.
- Ensuring recyclables are processed by licensed waste operators with transparent audit trails.
- Applying circular economy principles to ensure recycled materials are specified and used in new works.

- **Other recovery**

Residual waste unsuitable for reuse or recycling should be directed to energy recovery or other processes that extract value, ensuring facilities are R1-rated and appropriately licensed. Waste streams suitable for recovery include:

- Residues from material recovery facilities (MRFs).

- Poor-quality or contaminated materials lacking viable recycling markets.
- Certain treated woods unsuitable for panel board or animal bedding.

- **Disposal**

Landfill should be considered only as a last resort for waste streams where no other treatment route is feasible, such as asbestos or specific hazardous wastes. Disposal must comply with all relevant permitting and landfill acceptance criteria.

Given limited landfill capacity in the Southeast and associated transport emissions, disposal should be minimised. Landfill tax obligations must also be factored into project costs and waste strategies.

CIRCULAR ECONOMY

The circular economy is central to Westminster's approach to reducing construction and demolition waste and is embedded in Policy 43 – Retrofit First, the City Plan, and the London Plan. It moves away from the traditional "take–make–dispose" model, instead focusing on keeping materials in use for as long as possible, extracting the maximum value from them, and recovering and regenerating products at the end of their life.

Key principles to be applied to all major developments and substantial demolition schemes include:

- Retain and Refurbish First – prioritise the retention and refurbishment of existing buildings, structures, and materials wherever feasible, avoiding unnecessary demolition.
- Design for Adaptability and Disassembly – use construction methods and materials that can be easily adapted, removed, and reused at the end of their life cycle.
- Material Passports – maintain accurate records of materials and components to support reuse and recycling in the future.
- Closed-Loop Recycling – ensure recycled materials are fed back into the supply chain and reused in new construction projects, particularly those generated within London.
- Supplier Engagement – work with suppliers who offer take-back schemes, recycled-content products, and materials with extended lifespans.
- Measurement and Reporting – track reuse, recycling, and recovery rates to demonstrate compliance with circular economy commitments and London Plan targets (minimum 95% reuse/recycling/recovery of C&D waste and 95% beneficial use of excavation waste).

The council expects developers to integrate circular economy principles from

the earliest design stages, carry them through procurement, and actively monitor delivery on site. Circular economy reporting requirements, as set out in the ESPD, must be incorporated into project documentation and updated throughout the build.

WASTE TARGETS

Table 8: Waste targets by waste stream

Waste Stream / Practice	Baseline (policy compliance)	Aspirational Target (CoCP)	Leading Practice (stretch)
C&D waste diversion	≥95% diverted from landfill	≥98% diversion	100% diversion from landfill
Excavation spoil	≥95% beneficial use	100% of uncontaminated spoil reused/recycled	Zero spoil to landfill
Materials sourcing	No set %	20–30% from reused/recycled sources	≥40% secondary content
Timber waste	'Reuse where possible'	100% clean timber reused/recycled	Full chain-of-custody, no timber to landfill
Packaging	Duty of care	90% recycled or supplier take-back	Zero single-use plastics
Hazardous waste	Duty of care	100% compliant disposal, minimisation	Net reduction through substitution
Circular economy	Encourage audits	Pre-demolition audit with 90% recovery	Digital material passports + closed-loop reuse
Strategic goal	95% diversion baseline	Zero avoidable waste by 2030	Net-positive construction (materials bank)

- **Core Targets (The London Plan 2021 & City Plan Policy 37 Westminster Baseline)**

- ≥95% of construction and demolition (C&D) waste diverted from landfill through reuse, recycling or recovery.
- ≥95% beneficial use of excavation waste (e.g. recovery for engineering fill, landscaping, or backfilling).

- **Aspirational / Stretch Targets (beyond compliance)**

  - ≥98% diversion rate for C&D waste
  - 100% of uncontaminated excavation spoil reused or recycled, with disposal only for hazardous fractions.
  - At least 20–30% of materials used on-site to be from reused or recycled sources (e.g. recycled aggregates, reclaimed steel, recycled-content insulation).
  - Timber waste: 100% reuse or recycling (no timber to landfill).
  - Packaging waste: minimum 90% recycled or returned via supplier take-back schemes.
  - Hazardous waste: reduce generation to as close to zero as possible, with 100% safe compliant disposal.

- **Monitoring & Reporting**

  - Quarterly reporting of waste performance against SWMP targets, published in site environmental reports.
  - Circularity score calculated for major developments, targeting ≥70% (using ESPD guidance).

SITE WASTE MANAGEMENT PLAN (SWMP)

A Site Waste Management Plan (SWMP) is a mandatory planning and site management tool for managing construction waste efficiently, reducing its generation, and maximising diversion from landfill through adoption of the waste hierarchy.

The council requires all Level 1 and Level 2 projects, as well as Level 3 projects, to prepare a robust SWMP with realistic and measurable KPIs. The SWMP must form part of the Site Environmental Management Plan (SEMP) and be kept on-site at all times.

- **Content Requirements**

  - Identify predicted waste streams and estimated quantities.
  - Set targets for prevention, reuse, recycling, and recovery in line with the waste hierarchy.
  - Detail procedures for handling, segregation, storage, and disposal of each waste stream.
  - Assign clear roles and responsibilities for waste management.

- Include supplier agreements for take-back or reuse of materials and packaging.
- Outline monitoring and reporting processes, including frequency of updates.
- Provide evidence of compliance with circular economy targets set out in Policy 43 and the London Plan.

- **Implementation and Monitoring**

- The SWMP should be reviewed at regular intervals throughout the project to drive continuous improvement and ensure compliance.
- Updates must reflect actual waste volumes, recovery rates, and any corrective actions required.
- Performance against SWMP targets must be included in regular environmental reports to the council.

- **Waste Minimisation**

- Minimise the generation of waste and spoil, including wastewater, production waters, and site runoff, through efficient planning and operational practices.
- Apply the waste hierarchy to all waste management decisions, prioritising prevention, reuse, and recycling before recovery and disposal.
- Ensure both the SWMP and the SEMP contain a formal declaration confirming that the waste hierarchy has been considered in all decisions.

SITE WASTE MANAGEMENT PROCEDURES

Effective waste management during the construction phase is critical to meeting sustainability commitments set at the planning stage and to achieving the targets in Policy 43 – *Retrofit First*. Clear procedures on-site help minimise waste generation, maximise resource recovery, and maintain compliance with legal and contractual requirements.

- **Material Handling and Storage**

- Store materials in secure, weatherproof, and well-ventilated conditions to prevent damage.
- Use just-in-time delivery systems to avoid excessive on-site storage and reduce the risk of spoilage.
- Provide dedicated laydown areas for off-loading, with physical barriers where necessary to prevent accidental damage.
- Protect materials in transit and on-site using covers, edge protectors, and pallet wrapping that can be reused.

- **Segregation and Signage**

- Provide clearly labelled and colour-coded skips or containers for each waste stream (e.g. timber, metals, plastics, inert spoil, cardboard, hazardous waste).
- Position skips close to work areas to encourage correct disposal and reduce handling distances.
- Use durable signage showing acceptable and prohibited materials for each container to avoid contamination.

- **Training and Supervision**

- Induct all site staff and subcontractors on the site's waste management strategy and key procedures.
- Deliver regular toolbox talks covering specific waste minimisation techniques relevant to current site activities.
- Appoint a dedicated Waste Champion or environmental supervisor to oversee compliance and act as a point of contact.

- **Operational Practices**

- Sequence works to minimise offcuts and surplus materials – for example, cutting materials to size off-site or using prefabricated components.
- Reuse offcuts where possible for temporary works, formwork, or minor repairs.
- Salvage packaging and pallets for reuse or supplier take-back schemes.
- Coordinate with subcontractors to ensure their operations align with the site's waste reduction objectives.

- Monitoring and Reporting

- Keep accurate records of waste generated, segregated, reused, recycled, recovered, and disposed of.
- Compare actual performance against the Site Waste Management Plan (SWMP) targets and key performance indicators (KPIs).
- Report diversion-from-landfill rates and material recovery figures to the project manager and client.
- Use performance data to identify problem areas and opportunities for improvement throughout the project.

MONITORING AND ENFORCEMENT

- Developers must report quarterly on waste performance, diversion rates, and circularity outcomes.
- Data must be provided in a format compatible with the council's monitoring systems.
- Sites failing to meet minimum targets may be subject to enforcement action.

- Leading sites are encouraged to publish case studies of innovation to support knowledge sharing across Westminster.

CONTAMINATED LAND

Development on contaminated land must comply with the following regulations listed below. These allow enforcement action against those who cause or knowingly permit land to be contaminated.

- Contaminated Land (England) Regulations 2006 (as amended)
- Part IIA Environmental Protection Act 1990
- Hazardous Waste (England and Wales) Regulations 2005 (as amended)
- Control of Asbestos Regulations 2012
- Associated HSE Codes of Practice and environmental legislation

- **Site Investigation and Risk Assessment**

- Desk Study – A preliminary desk-based assessment must be undertaken to identify potential contamination risks.
- Site Investigation – If risks are identified, commission an intrusive investigation to determine site conditions and inform a remediation strategy.
- Scope – Investigations should be sufficient to allow accurate analysis of soil, groundwater, and gas conditions, including the need for remediation measures.
- Specialist Monitoring – Where relevant, monitor emissions of methane, volatile organic compounds, or other hazardous gases during works.

- **Contaminated Materials Handling**

- The developer's nominated representative must propose handling and disposal procedures for any contaminated wastes.
- The council and, where relevant, the Environment Agency must approve these procedures before works begin.
- Workers' Safety Information Sheets must be displayed in welfare areas, detailing hygiene, PPE, and safe work practices.
- Contaminated materials must be transported and disposed of in compliance with the Hazardous Waste (England and Wales) Regulations 2005 (as amended), using a strict consignment note system.
- Disposal sites must hold the appropriate waste management licence.
- Measures must be taken to prevent contamination of surface water and groundwater.

- **Specialist Hazardous Materials**

- All handing of hazardous materials must follow relevant legislation/best

practice.

- **Waste Reduction and Benchmarking**

  - Apply the waste hierarchy to all contaminated material management.
  - Incorporate reuse and recycling measures into the Site Waste Management Plan (SWMP) where feasible.
  - Refer to the Green Construction Board for industry best practice in contaminated land management.

9 WATER MANAGEMENT AND POLLUTION CONTROL

OVERVIEW

This chapter outlines the legal and regulatory framework governing water management on construction sites in the City of Westminster. It identifies the relevant regulatory bodies and describes the necessary permits, consents, and licences for activities such as discharges to foul or surface water systems, abstraction, and flood risk works.

Pollution prevention principles, best practice controls, and compliance requirements have been addressed, aimed at protecting the borough from construction-related impacts such as silt pollution, contaminated runoff, or accidental discharge.

OBJECTIVES

Water is a critical and finite natural resource. Its protection during construction is essential to achieving Westminster's climate resilience, flood risk reduction, and environmental quality goals. Development must be designed and managed to:

- Protect and enhance Westminster's waterways, waterbodies, and blue infrastructure (City Plan Policy 31).
- Avoid and minimise pollution from construction activities (Policy 33).
- Reduce flood risk and integrate sustainable drainage (Policy 35).

Construction activities such as dewatering, excavation, tunnelling, wheel washing, and concrete washout can alter water flow and quality. Without proper controls, they risk pollution, flooding, and ecological harm.

Developers must ensure all mitigation measures are integrated into the Site Environmental Management Plan (SEMP) or Construction Management Plan (CMP) and coordinated with the Environment Agency, Thames Water, Westminster City Council, and other regulators.

REGULATORY AND POLICY FRAMEWORK

Developments must comply with all relevant legislation, including but not limited to:

- Environmental Protection Act 1990 – Duty of care for waste and

prevention of pollution to controlled waters.

- Water Resources Act 1991 – Prohibits introducing polluting matter into controlled waters and regulates abstraction.
- Flood and Water Management Act 2010 – Requires drainage strategies and promotes Sustainable Drainage Systems (SuDS).
- Environmental Permitting (England and Wales) Regulations 2016 – Permits for discharges, groundwater protection, and wastewater disposal.
- Water Industry Act 1991 – Controls connections to public water supply/sewerage and trade effluent discharges.
- Petroleum (Consolidation) Act 1928 (as amended by DSEAR and the Petroleum (Transfer of Licences) Act 1936) – Regulates storage of flammable liquids such as petrol and diesel; requires petroleum licences and compliant storage methods.
- Control of Pollution (Oil Storage) Regulations 2001 – Standards for fuel/oil storage to prevent water pollution.
- Marine and Coastal Access Act 2009 – Marine licensing for certain tidal works in the Thames

City Plan policies require that:

- Waterways are protected, enhanced, and integrated into the design of development (Policy 31).
- Flood risk is reduced through design, layout, and drainage (Policy 35).
- Development avoids adverse impacts on water quality and aquatic ecosystems (Policy 33).

Guidance on the storage of petroleum products and where to find the relevant information is included within Table 3 below.

Table 9: Guidance on the storage of petroleum products

Title of Legislation / Guidance	Available From
Petroleum (Consolidation) Act 1928	Stationary Office/ www.legislation.gov.uk
Petroleum (Transfer of Licences) Act 1936	Stationary Office/ www.legislation.gov.uk
Petroleum Spirit (Plastic Containers) Regulations 1982	Stationary Office/ www.legislation.gov.uk
Petroleum Spirit (Motor Vehicles) Regulations 1929	Stationary Office/ www.legislation.gov.uk
Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1992	Health and Safety Executive (HSE)
Health and Safety Guidance Note HS(G)51 The Storage of Flammable Liquids in Containers	Health and Safety Executive (HSE)
Health and Safety Guidance Note HS(G)140 The Safe Use and Handling of Flammable Liquids	Health and Safety Executive (HSE)

CONSENTS AND PERMITS

Developers and contractors are strongly advised to engage with the Environment Agency at the pre-application stage, carry out appropriate environmental risk assessments, and ensure that all required permits and consents are in place before construction activities commence.

- **Discharge Consents**

In Westminster, any discharge of water or effluent to a watercourse, groundwater, or sewer system must be appropriately authorised. Discharges to surface waters (e.g. the Thames or its tidal tributaries) require a water discharge activity permit from the Environment Agency under Schedule 21 of the *Environmental Permitting (England and Wales) Regulations 2016* and approval from the Port of London Authority (PLA).

Discharges to the public sewer (including trade effluent such as concrete washout or sediment-laden water) require trade effluent consent from Thames Water. Any seepage and wastewater arising from the works must be collected and discharged via a settlement tank. The standards for wastewater treatment prior to discharge must be agreed in advance with the council and, where applicable, satisfy the Environment Agency's requirements.

Soakaway discharge must only be permitted where the effluent is proved to be of a quality that is acceptable to the Environment Agency. Contaminated water or water of an uncertain quality must be discharged into sewers by tankers or other approved means of disposal. The contractor must comply with BS6031: 2009 Code of Practice for Earthworks, regarding the general control of site drainage.

The contractor must ensure that any water that has come into contact with contaminated materials must be disposed of in accordance with the *Water Industries Act 1991* (if discharged to sewer) and the *Water Resources Act* (if discharged to controlled waters) and all other related regulations and to the satisfaction of the Environment Agency and Thames Water.

All discharges must meet quality standards to prevent pollution of controlled waters and comply with any catchment-specific rules associated with the Thames Tidal River system. Early consultation with the Environment Agency and Thames Water is advised for all discharge proposals in the borough.

- **Abstraction Licences**

Where water needs to be abstracted from a tidal or non-tidal source, including the River Thames, canals, or groundwater, a licence may be required.

Prior to any excavation below the water table, including any site de watering, the developer's nominated representative must inform the Environment

Agency of the works to be conducted. The de-watering and disposal measures must be agreed in advance with the Environment Agency and where required, an Abstraction Licence shall be obtained.

Abstraction of up to 20 cubic metres per day may be exempt, but Westminster's proximity to sensitive tidal zones means that all proposed abstractions should be assessed carefully.

- **Environmental Permits**

The developer's nominated representative must apply for consents and approvals as follows:

- A consignment note system must be applied to all liquid wastes that are removed by a licensed waste carrier in a road tanker in accordance with all relevant waste management legislation and duty of care regulations.
- Foul water and sewage effluents produced by the construction workforce on-site must be contained in temporary foul drainage facilities that are to be installed and subsequently disposed of off-site by a licensed waste contractor.

- **Flood Risk Activity Permits**

For construction sites located within 8 metres of the River Thames, the site owner is responsible for ensuring that continuous and effective flood defence provision is maintained throughout both permanent and temporary works. This obligation is a statutory requirement under the *Thames River Protection of Floods (Amendment) Act 1879*, designed to safeguard both the site and neighbouring land or assets from flood-related impacts.

To carry out any works that may affect flood defences, the riverbed, or banks, including piling, excavation, cofferdams, scaffolding, or new outfalls, a Flood Risk Activity Permit (FRAP) must be obtained from the Environment Agency, in accordance with the *Land Drainage Act 1991* and the *Environmental Permitting (England and Wales) Regulations 2016*. These permits are required to ensure that works do not increase flood risk, obstruct water flow, damage flood defences, or adversely affect the environment, fisheries, or local biodiversity.

Where existing flood defences or embankments are present, the Environment Agency must also be consulted under the *Thames Estuary 2100 Plan (TE2100)* - a strategic long-term flood management framework for the London tidal Thames. The TE2100 Plan may inform site-specific mitigation requirements, particularly in locations at risk of tidal surges, climate change impacts, or where infrastructure resilience is a concern.

- **Marine Licences**

The Marine Management Organisation (MMO) is the marine planning

authority for England and is responsible for the preparation, implementation, and review of statutory marine plans across all English inshore and offshore waters.

At its landward extent, a marine plan applies up to the mean high-water springs (MHWS) mark, which includes the tidal reach of rivers such as the Thames. As this boundary often overlaps with terrestrial planning responsibilities which typically extend to the mean low-water springs (MLWS) - developments in coastal and tidal areas may be subject to both marine and terrestrial planning requirements.

All marine plan areas in England now have adopted plans in place, including the Southeast Inshore Marine Plan, which applies to the Westminster area. These plans are legally binding under Section 58 of the *Marine and Coastal Access Act 2009*, meaning that public authorities must take authorisation or enforcement decisions in accordance with the relevant marine plan unless material considerations indicate otherwise.

Where no marine plan is currently adopted (e.g. the East plan area, which is under review as of 2025), decisions must be made in accordance with the UK Marine Policy Statement (MPS).

Certain activities below the MHWS mark require a marine licence from the MMO. These include (but are not limited to):

- Construction, alteration, or improvement of any works in the tidal river or marine area;
- Dredging;
- Deposit or removal of materials or objects;
- Works within tidal rivers to the extent of tidal influence.

Early engagement with the MMO is essential where any of the above activities are proposed. Where required, a marine licence must be in place before any such works begin.

In addition, the MMO is the consenting authority for:

- Offshore energy infrastructure (1–100 MW) under the Electricity Act 1989;
- Harbour orders under local and national legislation;
- Wildlife licences for activities that may affect UK or European protected marine species.

Developers are responsible for identifying whether marine planning or licensing requirements apply to their site and for ensuring compliance through early consultation with the MMO. Where relevant, marine-related activities must be clearly addressed and any required assessments, such as Environmental Impact Assessments or Habitats Regulations Assessments, should be submitted accordingly.

Further guidance can be obtained from the Marine Management Organisation (MMO), including detailed information on marine licensing and access to the MMO's Explore Marine Plans digital mapping tool.

Public authorities and developers may also refer to the Planning Advisory Service (PAS) Soundness Self-Assessment Checklist, which includes specific guidance on aligning local and marine planning requirements under Section 58 of the *Marine and Coastal Access Act 2009*.

- **Canal Drainage Consents (via Canal & River Trust)**

Drainage to canals or other waterways require prior agreement with the Canal & River Trust. Detailed methodology must be employed prior to the commencement of the development. The Canal and River Trust will require identification of the source and quality of the water and will liaise with the Environment Agency.

POLLUTION PREVENTION MEASURES

- **Site establishment and drainage planning**

Effective water management begins at the earliest stages of a construction project. When planning the site set-up, the following should be considered:

- The sensitivity of the area
- Potential drainage and critical infrastructure on site with early installation of permanent drainage systems where feasible
- The location of plant and materials away from drains and watercourses, especially fuel storage, top soil storage and waste disposal areas
- Haul roads must be at least 10m away from a watercourse. Construction of gullies or ditches alongside haul roads and around the perimeter of the working area to collect and channel surface water
- Whether the Environment Agency (EA) has given permission to any consents or licences required
- The placing of stockpiles and spoil heaps, which must be away from drains and watercourses (use geotextile silt fencing or cut-off ditches to avoid silt run-off where appropriate)

- **Welfare facilities and foul drainage**

Planning must also include suitable welfare facilities for the workforce. Provisions should include adequate toilet and washing facilities with appropriate sewage disposal methods, such as sealed septic tanks or chemical toilets, that are compliant with the *Environmental Protection Act 1990* and waste disposal regulations.

- **Silt management**

Discoloured or cloudy water is a visible indicator of silt pollution, which can cause serious harm to watercourses if not properly managed. Good practices to avoid problems include the following:

- Limit soil stripping to the minimum for each phase of work.
- Install geotechnical silt fences and cut-off drains to intercept sediment-laden water.
- Divert clean surface water away from exposed or disturbed soil.
- Avoid discharging turbid water directly into rivers, canals, or drains.
- Use temporary barriers such as sandbags to redirect silty water away from sensitive areas.
- Prepare for silty water treatment when dewatering excavations or managing rainfall runoff.

Treatment methods may include the use of settlement tanks, silt traps, sedimentation lagoons, or infiltration through vegetated ground. Additional filtration systems such as straw bales, geotextile membranes, or grassed buffers may be employed where necessary to remove suspended solids before water is released from site.

- **Oil and fuel storage**

The handling and storage of fuels and oils near watercourses pose a significant environmental risk. To protect surrounding water bodies, refuelling and storage of these materials should be avoided within 30 metres of rivers, canals, or other sensitive receptors wherever possible. Any oil containers positioned within 10 metres of a watercourse are considered to be at heightened risk under the *Control of Pollution (Oil Storage) Regulations 2001)* and must meet strict containment standards.

Under these regulations, all oil storage containers must:

- Be clearly labelled and constructed from materials suitable for the substance being stored.
- Be designed to resist leaks and deterioration, and kept shielded from weather exposure where necessary.
- Be placed within a compliant secondary containment system (SCS) such as a bund or drip tray which is capable of intercepting any spilled or leaked material.
- Undergo regular checks for signs of damage, corrosion, or leakage.
- Have waste contents removed by a licensed waste contractor, with full documentation (including Hazardous Waste Consignment Notes) maintained for auditing purposes.

Additional good practice measures include:

- Keeping level gauges, vents, and fill points securely enclosed within the

bunded area.
- Clearly displaying the tank's maximum storage capacity on its exterior.
- Ensuring that valves are locked when not in use and only accessible to trained and authorised personnel.
- Designing bunds to exceed 110% of the container's volume (or 110% of the largest container / 25% of the total volume for multi-tank systems—whichever is greater).

For sites near canals or the River Thames, it is mandatory to coordinate spill response and containment procedures with both Westminster City Council and the Canal & River Trust before works begin. Emergency response plans should be tailored to the site's specific risks, and all relevant personnel must be trained in pollution incident response.

These requirements apply equally to temporary and permanent oil storage installations and are enforced by the Environment Agency. Ensuring proper fuel and oil storage is critical to minimising the risk of one of the most frequent and serious forms of water pollution on construction sites.

- **Chemical and hazardous materials storage**

In Westminster, where construction sites are often close to drainage infrastructure and water bodies, the safe storage and handling of chemicals is essential to prevent pollution incidents.

All chemical storage and decanting must take place on impermeable surfaces, away from gullies or soft ground. Chemicals should be stored in bunded areas capable of holding at least 110% of the container volume, even for temporary stores. Refuelling or chemical transfers must be carried out in designated, protected areas with spill containment in place.

Where decanting is required, measures must be in place to prevent spillage. Operatives must receive training and supervision to safely handle hazardous substances and respond to any incidents.

Drip trays should be used under leaking equipment, and repairs arranged immediately. Waste chemicals must be collected by a licensed contractor with all relevant documentation retained on site for audit by the council or the Environment Agency.

Every site must also maintain a site-specific spill response plan, and operatives must be briefed on how to act in the event of a leak or pollution event.

FOUL SEWER INFRASTRUCTURE

All existing drainage infrastructure must be clearly identified, including foul, surface, and combined drainage systems. These should be physically marked on-site and protected to prevent accidental contamination or obstruction

during construction activities. Any interference with existing sewers or drainage systems may require consent from Thames Water or the local Lead Local Flood Authority (LLFA).

Developers must ensure all foul water systems are robust, sealed, and rodent-resistant from the outset.

Any redundant sewer connections must be permanently sealed at the main sewer. Remaining pipework should either be removed or backfilled with suitable materials (e.g. grout or weak concrete) to prevent subsidence or rodent infestation.

For any retained sewer connections, a CCTV survey is required to confirm structural integrity and suitability for reuse in the new development. Temporary pipework must include a cast iron interceptor trap to current British Standards to block sewer gases and vermin.

Wherever feasible, gravity-based drainage systems should be used. This avoids the operational challenges and maintenance risks associated with pumped systems. All underground drainage infrastructure should be constructed from durable materials, such as cast iron, and fitted with sealed, lockable access covers to prevent damage or rodent ingress.

WATER TRANSPORT

For construction sites located close to waterways, developers are strongly encouraged to assess the viability and feasibility for construction materials to be delivered or removed by this means, rather than by road. The benefit of this is the reduction in the number of trips made by HGVs on local roads, reducing local emissions.

If spoil removal and material delivery is to be made by barge, the developer's nominated representative must take appropriate measures to ensure that construction materials and spoil or other waste materials are not deposited either deliberately or by accident into surface water courses.

10 URBAN BIODIOVERSITY AND ECOLOGY

OVERVIEW

Construction activity in Westminster must protect and, where possible, enhance biodiversity and ecological value. This includes safeguarding protected species, habitats, and designated sites in accordance with UK and local legislation. Early ecological assessment and careful planning are essential to avoid harm and deliver measurable environmental benefits.

This chapter sets out the operational requirements for construction sites, ensuring that ecological constraints identified at the planning stage are respected throughout the project. Measures include avoiding sensitive periods for wildlife, protecting habitats, preventing pollution, controlling invasive species, and delivering biodiversity enhancements such as green hoarding, swift boxes, and habitat corridors.

OBJECTIVES

Biodiversity and ecological value must be protected and enhanced throughout all stages of construction in Westminster. This includes safeguarding protected species, habitats, and designated sites in line with UK and local legislation.

Ecological considerations should be addressed early, including commissioning a Preliminary Ecological Appraisal (PEA) to identify constraints and inform design and mitigation. All works must comply with relevant legislation and Biodiversity Action Plans. Harm to protected species or habitats without proper licences may result in legal and reputational consequences.

Projects should go beyond harm avoidance by seeking opportunities to enhance local ecological networks, such as through green roofs, swift boxes, and habitat corridors. Green infrastructure should be integrated wherever possible to deliver wider environmental benefits, including air quality, flood management, and climate resilience.

The developer's environmental representative must coordinate with contractors and authorities to ensure ecological requirements are communicated and followed. Works must be timed to avoid sensitive periods for wildlife, and licences must be secured in advance where needed.

Regular monitoring must be undertaken to ensure compliance. If unexpected

ecological features are discovered, works must stop immediately, and expert advice sought.

KEY LEGISLATION AND POLICIES

The following legislation and policy underpin the requirements in this chapter. Detailed descriptions are provided in the ESPD:

- Wildlife and Countryside Act 1981 – Protects wild animals, plants, and habitats, and controls the introduction of invasive species. It is an offence to damage or disturb protected habitats or species.
- Conservation of Habitats and Species Regulations 2017 – Provides strict protection for European Protected Species (EPS) and designated sites such as Special Areas of Conservation (SACs) and Special Protection Areas (SPAs).
- Environmental Damage (Prevention and Remediation) (England) Regulations 2015 – Requires developers to prevent, limit, or remediate environmental damage to protected species, habitats, water, and land.
- Environment Act 2021 – Introduces a mandatory 10% biodiversity net gain for most developments, enforceable for a minimum of 30 years, and supports Local Nature Recovery Strategies (LNRS).
- Invasive Alien Species (Enforcement and Permitting) Order 2019 – Prohibits activities involving certain listed invasive non-native species.
- National Planning Policy Framework (NPPF) – Requires development to avoid biodiversity loss, secure measurable net gain, and contribute to ecological networks.
- 25-Year Environment Plan (2018) – A national strategy to restore habitats, protect species, and expand green infrastructure.
- London Environment Strategy (2018) – Sets out regional priorities for habitat protection, enhancement, and connectivity.
- Westminster City Plan 2019–2040 (Policies 34 & 36) – Requires developments to protect and enhance green infrastructure and biodiversity, achieve biodiversity net gain, and avoid adverse impacts on designated sites.

HABITAT AND SPECIES PROTECTION

Areas of ecological value, including trees, hedgerows, and watercourses, must be clearly identified and physically protected before works begin. No storage of materials, use of machinery, or ground disturbance should take place within these protected areas.

Soil that is stripped for later re-use must be stored in a way that maintains its structure, aeration, and fertility. Noise, vibration, dust, and artificial lighting must be carefully managed to prevent harm to wildlife. Lighting should be

designed and positioned to avoid spillage into sensitive areas, especially those used by bats or nocturnal species.

Pollution prevention measures, as outlined in the **Water Management and Pollution Control** chapter, must be applied at all times to avoid contaminating habitats and water bodies.

PROMOTING BIODIVERSITY

Developments should aim to deliver biodiversity gains beyond the statutory minimum. Enhancement measures may include:

- Installing green roofs and living walls
- Planting native trees and shrubs
- Creating pollinator-friendly planting schemes
- Providing bird, bat, and insect boxes
- Restoring or creating habitat corridors to link fragmented green spaces

Enhancements should be consistent with Westminster's **Local Nature Recovery Strategy**, ensuring they contribute to wider ecological networks across the borough.

WILDLIFE MITIGATION MEASURES

Mitigation measures to protect the wildlife and habitats associated with areas of nature conservation interest (sites designated as either a Local Nature Reserve or a Site of Importance for Nature Conservation) or sites containing protected or priority species will be agreed with the council on a site-by-site basis and will include the following general principles:

- Where practicable, demolition and site clearance works should be carried out outside of the bird breeding season (March to August inclusive). If this is not possible, a Suitably Qualified Ecologist must complete a nesting bird check no more than 48 hours prior to works beginning. If an active nest or nesting bird is discovered, they must be protected by enacting a suitably sized exclusion zone until either the young have fledged, or the nest is no longer active.
- Potential wildlife habitats to be disturbed by construction work should be surveyed by a qualified ecologist at the appropriate time of year and immediately prior to commencement of works. Multiple surveys may be necessary and will include checking for presence of protected and priority species, surveying buildings for roosting and nesting by bats and birds, and consideration of the impact of noise, vibration and light spillage at night. The ecologist will be required to make recommendations on mitigation measures and restoration work to ensure that the site is of an

equivalent or richer ecological status after work ceases.

- Opportunities to enhance existing habitats and create new habitats for priority species should be maximized, in line with Biodiversity Net Gain principles set out under the Environment Act 2021.
- Where protected species are identified either prior to the works, through surveys, or during the works, the developer's nominated representative must contact Natural England to agree appropriate measures. This may include post-development monitoring to check mitigation measures have been successful.
- Where soil is stripped and intended to be reinstated, this must be appropriately stored to maintain soil structure and quality, and be of sufficient condition to promote aeration, drainage and root growth.
- Areas of existing trees or vegetation to be retained must be suitably protected before any materials or machinery is brought on site.
- If invasive non-native plant species are discovered on site, these must not be allowed to spread onto adjacent land. Control measures employed must prevent accidental spread by moving contaminated soil to another location or through the incorrect transportation and handling of contaminated material and plant cuttings.
- Standards of dust and air pollution control, as set out in **Chapter 7**, must be applied at all construction sites to protect adjacent wildlife habitats.
- Site lighting design, position and direction must include measures to prevent unnecessary disturbance to wildlife and ecologically sensitive areas.
- Suitable precautions must be taken to prevent the entry of pollutants into any bodies of water (see also requirements of **Chapter 9**).
- All construction site workers must be made aware of any ecological issues associated with the site. Areas of existing trees or vegetation to be retained, and those to be removed, should be clearly indicated on a plan.
- All ecological mitigation and enhancement measures submitted as part of the planning applications, such as Ecological Method Statements or Biodiversity Net Gain Plans, must be adhered to in full during construction.
- Where applicable, post-development ecological monitoring must be carried out as required by planning conditions, Natural England licences, or biodiversity offsetting agreements, to ensure the effectiveness of mitigation and habitat creation.
- Where feasible, habitat creation and connectivity measures should align with Westminster's Local Nature Recovery Strategy (LNRS) to support borough-wide ecological priorities.

PROTECTION OF TREES

The developer's nominated representative must ensure that the specific requirements agreed with the council, or subsequently agreed on site, are

implemented in full. The site setup, demolition, construction methodology, and transport management plan must all comply with approved tree protection conditions and methodologies. No trees shall be interfered with without prior written agreement, and all works must have regard to the council's *Tree Strategy: Trees and the Public Realm (2011)* or its most recent successor.

Many privately owned trees in Westminster are protected by Tree Preservation Orders (TPOs) or by virtue of their location within conservation areas. In most cases, pre-commencement tree protection conditions will apply, and these must be strictly followed.

Where development affects trees on or adjacent to the site, the following documentation must be prepared by a suitably qualified arboriculturist in accordance with *BS5837: 2012 – Trees in Relation to Design, Demolition and Construction – Recommendations*:

- A scaled plan showing the location and crown spread of all trees with a stem diameter over 75mm at 1.5m height, as well as shrub masses and hedges on-site and adjacent land. Crown spread should be shown at four cardinal points.
- A schedule of tree details and classifications in accordance with BS5837: 2012, paragraphs 4.4.2.5 to 4.4.3.9 and categorised as per paragraph 4.5 and Table 1.
- Details of Root Protection Areas (RPAs), and any proposed alterations to ground levels, service runs, or structures within RPAs, in accordance with paragraph 4.6 of BS5837: 2012.
- Full details and justification for any proposed tree works, including surgery or removal.
- Tree constraints information (including RPAs and above-ground constraints) plotted on site layout plans, as per paragraph 5.2 of BS5837: 2012.
- An Arboricultural Impact Assessment (AIA) evaluating direct and indirect effects of the proposed development, with mitigation measures as needed.
- A Tree Protection Plan (TPP) overlaid on a topographical base plan, showing protection measures for retained trees and all works within or near RPAs (see section 5.5 of BS5837: 2012).
- An Arboricultural Method Statement (AMS) in accordance with sections 6, 7 and 8 of BS5837: 2012, outlining how retained trees will be protected throughout the project lifecycle.
- Details of all proposed replacement trees, including species, size, and planting location.

Where tree removal is unavoidable, replacement planting must meet planning requirements and contribute to Biodiversity Net Gain (BNG) targets under the *Environment Act 2021*, using native or ecologically valuable species

where possible.

The retention and enhancement of trees should be recognised as a key contributor to urban cooling, air quality, and climate resilience. Where specified by planning conditions, post-development monitoring may be required to ensure the successful establishment and long-term viability of new or retained trees.

TREE REPLACEMENT

Whilst every reasonable attempt must be made to preserve all mature trees, any tree that is cut down or dies as a consequence of the construction must be replaced by a suitably sized transplant determined by the council in an agreed location. There may be cases where more than one new tree will be required to adequately compensate for the loss of amenity. Any site for new planting must be thoroughly prepared prior to planting. Aftercare including irrigation must be implemented to all set horticultural and arboricultural standards for suitable periods. Any tree which dies within five years must be replaced with suitable new trees. If any tree is removed to facilitate development, replacement planting will be secured via planning conditions. Any protected tree which dies as a result of development must be replaced.

The supply, storage, handling, planting and maintenance of new planting will be undertaken in accordance with appropriate British Standards, including BS 5837 "Trees in relation to design, demolition and construction – Recommendations"; BS 8545 "Young trees – from the nursery to independence in the landscape"; BS 3998 "Tree Work. Recommendations"; and BS 4428 "Code of practice for general landscape operations (excluding hard surfaces)".

PROTECTED SPECIES

Many species are legally protected under UK legislation. See Section 2: Key Legislation and policies for an overview of the applicable acts and regulations.

Key requirements include:

- A Preliminary Ecological Appraisal (PEA) must be conducted by a suitably qualified ecologist at the earliest opportunity, identifying whether protected species are present or likely to be affected by the development.
- If protected species are identified (or their habitats), detailed species-specific surveys must be undertaken at appropriate times of year to inform mitigation measures.
- Works likely to disturb protected species (e.g. nesting birds, roosting bats,

badger setts, great crested newts, reptiles) may require a licence from Natural England, which must be obtained before works commence.
- All ecological survey results, mitigation strategies and method statements must be adhered to by all contractors on site.
- Site activities must be timed to avoid sensitive periods, such as breeding, nesting, hibernation, or migration.
- If unexpected protected species or signs of their presence are discovered during works:
  - Stop work immediately in the affected area.
  - Contact the site ecologist or environmental representative.
  - Seek advice from Natural England or other relevant statutory bodies before proceeding.

A full list of protected species and guidance on their legal status can be found within the Natural England: Protected Species and Licensing Guidance.

INVASIVE SPECIES

Invasive non-native species (INNS) pose a serious threat to biodiversity, public health, and the built environment. Their spread is commonly facilitated through construction activity (e.g. soil movement, equipment transfer, water run-off). All site personnel and contractors have a duty to prevent the introduction, spread or release of invasive species, as required under the *Wildlife and Countryside Act 1981* and associated environmental regulations.

The developer's nominated environmental representative must ensure that the following measures are incorporated:

- **Before work starts:**
  - Survey and identify any invasive species on or near the site, based on the environmental statement or ecological assessments.
  - Liaise with landowners and statutory bodies (e.g. the Environment Agency) to confirm required treatment techniques.
  - Demarcate and fence off areas known to contain invasive species to prevent accidental disturbance.

- **During construction:**
  - Train the workforce on the risks posed by invasive species and mitigation protocols using toolbox talks and visual site signage.
  - Implement strict biosecurity controls, including cleaning of machinery, footwear and clothing, to prevent transfer between sites.
  - Restrict access to infested areas and manage them to prevent further spread.
  - Apply herbicides or treatments only where approved by the Environment Agency, and ensure all operatives are qualified and certified under

relevant pesticide legislation.

- Manage and dispose of contaminated soils or plant matter as controlled waste in accordance with the Environmental Protection Act 1990. Waste must be transferred by registered waste carriers to authorised facilities.
- Avoid watercourse contamination, ensuring that invasive plant materials do not enter nearby streams or drainage systems.



Invasive species commonly encountered include Japanese knotweed, giant hogweed, and Himalayan balsam all listed under Sch. 9 of the *Wildlife and Countryside Act 1981*.



A full and up-to-date list of invasive non-native species can be found within the UK Government's Schedule 9 species list and management advice.

11

HERITAGE AND ARCHAEOLOGY

OVERVIEW

This chapter outlines the legal protections for historic buildings, monuments, archaeological sites and remains in Westminster. The historic environment is defined, with details on how features are protected by law and when consent is required for works that may affect them.

Guidance is provided on safeguarding historic and archaeological features during construction, along with procedures to follow in the event of unexpected discoveries. All construction works must seek to avoid or minimise any adverse impact on listed buildings and conservation areas. Historic fabric and any features of architectural or archaeological significance must be preserved and protected throughout the duration of the works.

OBJECTIVES

Where development may affect land with archaeological significance or potential, the developer's nominated representative must properly assess and plan for the archaeological implications of their proposals.

The contractor shall ensure that the destruction of archaeological remains will be avoided wherever possible and should never take place without prior archaeological excavation and record.

The developer's nominated representative shall ensure that the results and finds from archaeological investigations arising from their development will be analysed, interpreted, presented to the public and curated for future use.

The developer's nominated representative shall ensure that the Code of Practice of The British Archaeologists and Developers Liaison Group is followed by contractors and others involved with the site.

The contractor must comply with all conditions, permissions and requirements of the relevant legislation in respect of listed buildings and conservation areas in order to ensure that no harm is caused to listed buildings, conservation areas and other heritage assets as a result of construction works.

REGULATORY FRAMEWORK

- **Ancient Monuments and Archaeological Areas Act 1979**

The Ancient Monuments and Archaeological Areas Act 1979 (as amended by the National Heritage Act 1983) remains the governing legislation for scheduling ancient monuments in England. Under this Act, the Secretary of

State may designate monuments as Scheduled Monuments. A Scheduled Monument is legally defined as: "any Scheduled Monument; and any other monument which in the opinion of the Secretary of State is of public interest by reason of the historic, architectural, traditional, artistic or archaeological interest attaching to it" (Section 61(12)).

Westminster's current scheduled sites include:

- Chapter House and Pyx Chamber (Westminster Abbey)
- Jewel Tower
- Subterranean commercial ice well at Park Crescent West

In order to carry out works to these monuments, the consent of the Secretary of State is required, although a special provision of the Act gives certain activities 'class consent'. A Scheduled Monument Consent (SMC) is required from the Secretary of State for any of the following activities:

- any works resulting in the demolition or destruction of or any damage to a Scheduled Monument;
- any works for the purpose of removing or repairing a Scheduled Monument or any part of it or of making any alteration or additions thereto; and
- any flooding or tipping operation on land in, on or under which there is a Scheduled Monument.

- **Town And Country Planning Act 1990**

The *Town and Country Planning Act 1990* provides the statutory framework for development control. Sites of archaeological interest that are not Scheduled may still receive protection through the planning system.

Under the *Town and Country Planning (General Permitted Development) Order 2015* (as amended), development affecting land recorded as being of archaeological interest such as those listed in the Greater London Historic Environment Record (GLHE) - may be subject to planning controls. In Westminster, this includes designated Areas of Archaeological Priority, where developments are likely to require prior archaeological assessment or investigation.

The *Levelling-up and Regeneration Act 2023* now requires local authorities to maintain and use statutory Historic Environment Records (HERs) to inform planning decisions. Developers must consult these records early in the planning process to identify any potential archaeological constraints.

- **The Planning (Listed Buildings and Conservation Areas) Act 1990**

This Act provides for the designation and protection of buildings of special architectural or historic interest through listing. Listing covers the entire structure, including interiors, attached features, and objects or structures within the curtilage that have formed part of the land since before 1 July 1948.

Carrying out works to a listed building without consent is a criminal offence. This includes demolition, alteration, or extension affecting the building's character. Offences may lead to prosecution, fines, and even imprisonment, applying both to those carrying out the works and those instructing them.

The Act also empowers local authorities to designate Conservation Areas. These areas are protected due to their special architectural or historic character. In Conservation Areas, additional planning controls apply:

- Demolition of unlisted buildings typically requires planning permission
- Works to trees must be notified to the local authority six weeks in advance
- Development proposals must preserve or enhance the character or appearance of the area

Maps and records of listed buildings and Conservation Areas in Westminster are available to view here.

- **Registered Historic Parks and Gardens**

Certain parks and gardens are included in the Register of Historic Parks and Gardens of Special Historic Interest in England, maintained by Historic England under the provisions of the *National Heritage Act 1983*.

Registration identifies landscapes of national importance due to their historic design, layout, or associations with significant people or events. While registration does not provide statutory protection, these sites are recognised as designated heritage assets in planning terms under the *National Planning Policy Framework (NPPF)*.

Development proposals affecting registered parks and gardens must demonstrate how potential harm to their character, appearance, or setting has been avoided or minimised. Westminster contains a number of registered historic landscapes, including:

- St James's Park
- Victoria Tower Gardens
- Kensington Gardens (partially within Westminster)

- **Enforcement and National Policy Context**

Recent legislative changes introduced by the *Levelling-up and Regeneration Act 2023* include:

- Statutory HERs for all planning authorities
- Strengthened powers to issue Temporary Stop Notices (now enforceable for up to 56 days)
- New powers to carry out urgent works to listed buildings, including those in use
- Removal of compensation for owners where Building Preservation Notices are issued
- Increased requirements for authorities to have special regard to heritage

significance in all planning decisions
- These changes reinforce the need for early engagement with heritage considerations in all construction and development activity within Westminster.

- **Treasure Act 1996**

If any object defined under the *Treasure Act 1996*, including finds of gold, silver, or associated human remains, is discovered during construction, the Treasure Act Code of Practice 2002 must be followed. Finds must be reported to the local coroner within 14 days. The contractor must immediately halt work in the affected area and notify Westminster City Council and the site archaeologist (if present).

Removal or disturbance of human remains is governed by the Burial Act 1857 and usually requires a licence from the Ministry of Justice, unless other permissions apply (e.g. planning consent for archaeological excavation).

The Greater London Historic Environment Record (GLHER) should be consulted early to identify potential burial sites.

- Other Relevant Legislation and Guidance

Further legal protections apply under related legislation and national policy frameworks, including:

- The Environment Act 2021 (with implications for heritage within Environmental Outcome Reports)
- Historic England guidance, which provides technical advice on best practice in managing heritage during development
- National Planning Policy Framework (NPPF) – Section 16: Conserving and enhancing the historic environment
- The London Plan – Policies HC1–HC5 addressing heritage conservation and protection

A full list of relevant acts, guidance documents, and secondary legislation is provided in Appendix A.

ARCHAEOLOGY

Where planning permission includes an archaeological condition - or where Scheduled Monument Consent has been granted then no development may begin until a programme of archaeological work has been secured and approved. This must follow a Written Scheme of Investigation (WSI) prepared by a qualified professional and approved in writing by Westminster City Council in consultation with the Greater London Archaeological Advisory Service (GLAAS).

All archaeological work must be carried out by an organisation registered with the Chartered Institute for Archaeologists (CIfA) and must adhere to the

approved WSI.

Prior to finalising the project design, site access for archaeological investigation must be coordinated with contractors, landowners, agents, and where necessary, the police and highway authority.
Contractors must provide access for council and GLAAS representatives to monitor archaeological works, ensuring they meet professional standards and comply with agreed terms.

Before archaeological works begin, developers must supply all available information on site contamination and the location of live services.

Where an area of archaeological interest is defined, it must be protected from unauthorised works. A fencing scheme must be submitted and approved by the council in consultation with GLAAS, including details of height, materials, and location. Approved fencing must be installed and maintained until archaeological investigations are completed.

The developer's nominated representative must provide reasonable access to archaeologists recognised by the council or GLAAS, allowing observation and recovery of any archaeological remains. Fourteen days' written notice must be given to the council prior to the start of development.

Planning conditions may also require community engagement, such as public viewing points, interpretive material, or open days.

Even where no archaeological condition exists, vigilance is expected during groundworks - particularly in Areas of Archaeological Priority. Any discoveries must be reported immediately to GLAAS and Historic England.

The council's Supplementary Planning Guidance on Archaeology and Planning provides further detail.

PLANNING POLICY GUIDANCE

National planning policy on the historic environment is set out in the National Planning Policy Framework (NPPF). Westminster City Council has published the following guidance notes:

- Repairs and Alterations to Listed Buildings
- Roofs: a guide to alterations and extensions on domestic buildings SPG
- Shopfronts, blinds and signs SPG
- Statues and monuments SPD
- Development and Demolition in Conservation Areas
- Historic Parks and Gardens SPG
- Railings SPD

These documents must be consulted during planning, design and construction.

OTHER CONSIDERATIONS

All works affecting listed buildings, whether repairs, alterations, or structural interventions, must be carried out correctly, under appropriate supervision, and by qualified specialist contractors where necessary.

Developers and contractors must ensure that any alterations, extensions, or structural works are undertaken sensitively, with no risk to significant or historic fabric. Temporary supports and scaffolding must also be installed in a manner that avoids physical or visual harm to original features.

If, during the course of approved works, any part of a listed building becomes unstable, insecure, or otherwise compromised, the developer's nominated representative must take immediate action to preserve the structure. The site must be secured, and a Westminster City Council Design and Conservation Officer should be consulted before further works proceed.

Where original internal or external decorative features are of architectural or historic interest, they must be retained and protected. Extra care must be taken when a site is vacant to secure it and safeguard vulnerable elements such as historic fireplaces from theft.

When temporary removal of historic fabric is necessary (e.g. floorboards, slates, cornices), elements should be labelled, recorded, carefully removed, and securely stored on site for reinstatement. No removal of valuable items should occur unless it forms part of the approved consent.

Even minor changes to the approved scheme must be discussed with a Design and Conservation Officer prior to implementation.

Contractors must also protect surrounding features that contribute to the character of conservation areas and the setting of listed buildings, including boundary walls, railings, and hard landscaping. Particular attention must be paid to historic surfaces, such as granite setts in mews streets, which are especially vulnerable to damage from heavy vehicles, skips, and plant machinery during construction.

PROTECTION OF EXISTING INSTALLATIONS

OVERVIEW

This chapter sets out the procedures required to safeguard existing infrastructure and property before and during construction. It covers the protection of foundations, buildings, retaining walls, highways, utilities, sewers, cables, and other services or installations that may be affected by site activities.

Uncontrolled ground movement, vibration, or intrusive works can cause damage to neighbouring property, disrupt essential services, and expose developers to legal, financial, and reputational risk. To minimise these risks, contractors must carry out thorough pre-construction condition surveys, agree protective measures with relevant owners and authorities, and implement appropriate monitoring and emergency response arrangements.

The developer's nominated representative is responsible for coordinating these processes and ensuring that contractors comply with agreed safeguarding measures. This includes maintaining clear communication with adjacent property owners, statutory undertakers, and the Council throughout the project.

OBJECTIVES

All developments must safeguard existing buildings, structures, and infrastructure throughout the construction process. This includes foundations, retaining walls, highways, utilities, sewers, cables, and other apparatus, whether on or adjacent to the site.

The developer's nominated representative, working with the contractor, must ensure that risks are identified at an early stage and that protective measures are designed, agreed, and implemented. The objective is to prevent damage, disruption, or deterioration to surrounding assets and to provide a clear mechanism for monitoring, reporting, and rectification if impacts occur.

REGULATORY OVERVIEW

Contractors must comply with all applicable legislation and codes of practice, including:

- Building Regulations - ensuring structural safety and competent

workmanship.

- Building Safety Act 2022 – duty holder accountability for design and construction integrity.
- Party Wall etc. Act 1996 – agreements for works affecting party walls and adjacent structures.
- Control of Pollution Act 1974 – control of construction vibration.
- Construction (Design and Management) Regulations 2015 – health, safety, and risk management in relation to adjacent structures.
- Highways Act 1980 and New Roads and Street Works Act 1991 – protection of public highways and statutory undertakers' apparatus.
- Heritage legislation – obligations when working near listed buildings, scheduled monuments, or conservation areas.

SAFEGUARDING

The developer's nominated representative, and the contractor must ensure:

- All buildings, services, and installations at risk must be identified in pre-construction surveys.
- Protective measures (such as underpinning, temporary works, scaffolding, hoardings, or structural props) must be designed by competent engineers and agreed with asset owners before works commence.
- Utilities and statutory undertakers must be consulted where their apparatus may be affected.
- Method statements and risk assessments must set out how protective measures will be implemented, monitored, and maintained.

SURVEYS BEFORE CONSTRUCTION

- Baseline condition surveys must be carried out at the contractor's expense for any property or infrastructure predicted to be at risk of damage from ground movement, piling, excavation, or vibration.
- Surveys should include photographic records, measured condition data, and (where relevant) crack monitoring or vibration baseline readings.
- Agreement should be sought with the affected property owners and statutory bodies. The Environment Agency must be consulted for structures within 16m of tidal flood defences and 8m of non-tidal defences.

MONITORING DURING CONSTRUCTION

- Settlement and movement monitoring must begin before works start, continue during construction, and extend until movements have

stabilised.

- Monitoring frequency and methodology must reflect site risks, with reference to BS 7385 (vibration) and BS 5228 (noise and vibration control).
- Trigger levels must be agreed in advance:
- Amber – enhanced monitoring and review of mitigation measures.
- Red – works paused until emergency actions are implemented.
- Monitoring data must be shared with affected parties, and for listed/scheduled buildings also with Historic England.

POST-CONSTRUCTION SURVEYS

- On completion, or within two years of occupation, any property owner may request a follow-up condition survey if they have evidence of damage.
- The survey must be undertaken by the same independent surveyor/engineer (where possible) and at the contractor's expense.
- Findings must be provided to the property owner and the council.

DAMAGE AND REINSTATEMENT

- Cosmetic damage (hairline cracks, finishes) must be repaired promptly by the developer where categorised as "Slight" or higher under industry risk categories.
- Material damage must be reinstated to "as existing or better" condition, with specialist contractors used for heritage or listed structures.
- The contractor must hold adequate insurance and indemnity cover to ensure timely compensation and rectification.

COMMUNICATION AND COORDINATION

- The developer's nominated representative must maintain clear communication with neighbouring owners, statutory undertakers, and the council throughout.
- All complaints, incidents, and remedial works must be recorded in a damage and safeguarding log available for inspection.
- Toolbox talks and inductions must brief all site personnel on safeguarding requirements, particularly when working near sensitive assets.

13 ACKNOWLEDGEMENTS AND FURTHER INFORMATION

Westminster City Council thanks all those developers and industry bodies whose collaborative working with the council since the introduction of the first version of the Code of Construction Practice in 2016 has helped inform and shape this revised edition. Additionally, the council wishes to thank all those who responded to the 2025 public consultation on the Code of Construction Practice for their feedback which has helped inform the final Code.



Further information, including guidance materials for developers, the public consultation report for this document, and links to Westminster's key planning documents and materials, can be found on the council's website: https://www.westminster.gov.uk/code-construction-practice

Please note that this Code of Construction Practice is intended to be a live document and will be periodically updated to take into account new guidance, best practice, or requirements for developers.

This version last amended 17th November 2025.

CHECKLIST A: CoCP LEVEL 1 AND LEVEL 2

The following information is required to confirm compliance with the Code of Construction Practice dated January 2025 ("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.

Relevant Document	Item to be included	Yes	N/A (why?)
Part A: Site Environmental Management Plan	**General Site Information**		
	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		
Part B: Site Environmental Management Plan	**Traffic, Transport and Highways Management Plan**		
	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		
Part C: Site Environmental Management Plan	**Environmental Management Plan**		
	Plan showing location of any potentially sensitive receptors		
	Noise and vibration management plan		
	Noise site risk assessment (LANAF methodology)		
	Dust risk assessment		

	Air Quality Dust Management Plan (AQDMP)		
	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		
Application for Section 61 consent	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: .....

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PLANNING REF. NO.: .....

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:.....

B

CHECKLIST B: CoCP LEVEL 3

The following information is required to confirm compliance with the Code of Construction Practice dated January 2026 ("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.

A Construction Management Plan (CMP) must be provided to Westminster City Council.

The list below provides the specific details of what is required within this document. Please place a tick against every item in each category to confirm that relevant information will be provided within the CMP to demonstrate compliance with the CoCP. 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.

Items to be included	Yes	N/A (Why?)
General site information		
Programme of works (demolition and construction)		
Working hours		
Demolition and construction (e.g. piling) methodology		
Site Plan (including storage area) and monitoring equipment (if required)		
Plan showing location of any potentially sensitive receptors		
Plan showing location of any potential vulnerable road users on access/egress route and adjacent to site		
Liaison with the local neighbourhood including Party Wall agreements		
Liaison with other sites to manage cumulative impacts		
Environmental management structure		
Roles and responsibilities		
Statement to confirm sign up to Considerate Constructors Scheme		
Summary of main works		
Use of the highways (for skips, hoarding etc.)		
Construction traffic arrangements, access/egress to/from site		
Road closures/ abnormal loads		
Noise and vibration management plan		
Air quality dust management plan		
Non-Road Mobile Machinery compliance		
Waste management arrangements		
Tree Protection		

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 Construction Management Plan (CMP) will be provided to Westminster City Council with the submission of this Appendix A at least 40 working 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 CMP 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 CMP, and any condition relating to construction management and understand we could be subject to enforcement action should the CoCP and/or CMP 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: .....

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PLANNING REF. NO.: .....

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:.....

C

LEGISLATION AND GUIDANCE

TRAFFIC AND TRANSPORT

- Road Vehicles (Construction and Use) Regulations 1986 (as amended)
- Road Traffic (Vehicle Emissions) (Fixed Penalty) Regulations 1997 (as amended 2002)

NOISE AND VIBRATION MANAGEMENT

- **Legislation**

  - Control of Pollution Act 1974, Section 60 and 61.
  - The Noise Emission in the Environment by Equipment for Use Outdoors Regulations 2001 (SI 2001/1701).
  - Environmental Protection Act 1990, as amended Noise Act 1996.
  - The Control of Noise at Work Regulations 2005 (Statutory Instrument (SI) 2005/1643) Pollution Prevention and Control Act 1999.
  - The Environmental Permitting (England and Wales) Regulations 2016 (SI 2016/1154), as amended.

- **British Standards**

  - BS 5228-1:2009+A1:2014 – Code of practice for noise and vibration control on construction and open sites – Part 1: Noise, British Standards Institution.
  - BS 5228-2:2009+A1:2014 – Part 2: Vibration, British Standards Institution.
  - BS 4142:2014+A1:2019 Methods for rating and assessing industrial and commercial sound, British Standards Institute.
  - BS 6472: 2009 Guide to evaluation of human exposure to vibration in buildings (1 Hz to 80 Hz), British Standards Institution
  - BS EN 61672-1:2013 Electroacoustics. Sound level meters - Specifications

- **General guidelines**

  - Westminster City Council 2010. Westminster Noise Strategy 2010-2015.
  - GLA 2004.Sounder City. The Mayor's Ambient Noise Strategy. Greater London Authority.

DUST AND AIR POLLUTION

- **Legislation**

  - The Air Quality Standards Regulations 2010 (SI 2010/1001) The Air Quality

Limit Values Regulations 2003 (SI 2003/2121) Environmental Protection Act 1990, as amended
- Clean Air Act 1993
- Pollution, Prevention and Control Act 1999
- Environmental Permitting (England and Wales) Regulations 2010, as amended The Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) Control of Asbestos Regulations 2006 (SI 2006/2739)
- Asbestos (Licensing) Regulations 1983 (SI 1983/1649), as amended in 1998 (SI 1998/3233)
- Hazardous Waste (England and Wales) Regulations 2005, as amended

- **Guidance**

- Westminster's Air Quality Action Plan 2025-2030
- The Control of Dust and Emissions during construction and demolition – Supplementary Planning Guidance (2014). Mayor of London.
- Department for the Environment Food and Rural Affairs. Air Quality Strategy for England, Scotland, Wales and Northern Ireland (July 2007)
- Buildings Research Establishment. Controlling particles, vapour and noise pollution from construction sites, parts 1 to 5 (2003)
- Asbestos: The survey guide (HSG 264), 2010. Health and Safety Executive
- Good practice on air quality monitoring for brownfield projects 2025 V1.0
- Assessment of dust from demolition and construction 2024 V2.2
- Air Quality Monitoring in the Vicinity of Demolition and Construction Sites 2018

WATER MANAGEMENT AND POLLUTION CONTROL

- **Legislation**

- Water Resources Act 1991, as amended by the Environment Act 1995 Water Act 2003
- The Groundwater Regulations 2009 (SI 2009/2902).
- Control of Pollution (Oil Storage) (England) Regulations 2001 (SI 2001/2954)
- The Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) The Groundwater (England and Wales) Regulations 2009, No. 2902
- The Environmental Permitting (England and Wales) Regulations 2010, as amended
- The Water Resources (Environmental Impact Assessment) (England and Wales) Regulations: SI 2003/164
- The Environmental Protection (Prescribed Processes and Substances) Regulations: SI 1991/472
- Environmental Protection Regulations 2010 Water Industry Act 1991
- Anti-Pollution Works Regulations 1999

- **British standards and other guidance**

  - British Standard: Code of Practice for Earthworks. BS6031:2009
  - CIRIA C532 Control of water pollution from construction sites: Guidance for consultants and contractors
  - CIRIA/EA Joint Guidelines: Concrete Bunds for Oil Storage Tanks CIRIA/EA Joint Guidelines: Masonry Bunds for Oil Storage Tanks EA Guidance Note: Piling into Contaminated Sites

WASTE MANAGEMENT

- **Legislation**

  - Environmental Protection Act 1990
  - Environmental Protection (Duty of Care) Regulations 1991 (as amended in 2003) The Waste (England and Wales) Regulations 2011
  - The Environmental Permitting (England and Wales) Regulations 2016
  - The Landfill (England and Wales) Regulations 2002 (SI 2002/1559), including Schedule 1: Waste Acceptance Criteria (WAC)
  - The Hazardous Waste (England and Wales) Regulations 2005 (SI 2005/894) (as amended) The Waste Management Licensing Regulations 1994
  - Control of Asbestos Regulations 2012 (SI 2012/2675)
  - Asbestos (Licensing) Regulations 1983 (SI 1983/1649), as amended in 1998 (SI 1998/3233) EC Landfill Directive 1999 (Council Directive 99/31/EC)
  - Landfill Tax (Qualifying Material) Order 2011 (SI 2011/1017)
  - The Landfill (England and Wales) Regulations 2002 (SI 2002/1559),
  - The Construction (Design and Management Regulations) 2015 (SI 2015/51) Water Resources Act 1991(WRA 1991)
  - The Groundwater (England and Wales) Regulations 2009 (SI 2009/2902) The Animal Health Act 2002, Notifiable Disease Burial Sites
  - The Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677), as amended in 2003, 2004
  - The Contaminated Land (England) Regulations 2000 (as amended 2006 and 2012) Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991

- **Guidance**

  - EA Technical Guidance WM2: Interpretation and Classification of Hazardous Waste (April 2011) Definition of Waste: Redevelopment Industry Code of Practice (2011). The Contaminated Land (England) Regulations 2006 (SI 2006/1380)
  - EA Guidance Note: Piling into Contaminated Sites
  - CIRIA. A guide to safe working on Contaminated Sites, Report 132 (1996)
  - CIRIA. Contaminated Land Risk Assessment: A Guide to Good Practice, Report C552 (2001) BSI. Investigation of Potentially Contaminated Sites.

Code of Practice BS 10175 (2011)

- Defra/EA's Model Procedures for the Management of Land Contamination (Contaminated Land Report 11) (September 2004)
- CIRA. Unexploded Ordnance (UXO): A guide for the construction industry (C681) (2009) Asbestos: Exposure Limits and Measurement of Airborne Dust Concentrations (EH10 and MDHS 39/4). Health and Safety Executive, 1996
- Asbestos: The Survey Guide Health & Safety Executive guidance. HSG264 (2010) Waste Management – The Duty of Care, Code of Practice, HMSO (March 1996)
- Site Waste Management Plans – Guidance for Construction Contractors and Clients -
- Voluntary Code of Practice, Department of Trade & Industry (July 2004)

URBAN BIODIVERSITY AND ECOLOGY

- **Legislation**

  - Wildlife and Countryside Act 1981 (as amended by the Countryside and Rights of Way Act 2000) Habitats and Species Regulations 2010
  - Protection of Badgers Act 1992 The Animal Welfare Act 2006
  - Town and Country Planning Act 1990
  - The Town and Country Planning (Tree Preservation) (England) Regulations 2012

- **Guidance**

  - Trees in relation to design, demolition and construction. Recommendations: BS5837 Recommendations for Tree Works: BS3998
  - Trees in the Hard Landscapes: A Guide for Delivery published by the Trees and Designs Action Group

HERITAGE AND ARCHAEOLOGY

- **Legislation**

  - Planning (Listed Buildings and Conservation Areas) Act 1990 Ancient Monuments and Archaeological Areas Act 1979 The Burial Act 1857
  - Treasure Act Code of Conduct 1997 Treasure Act 1996

PROTECTION OF EXISTING INSTALLATIONS

- **Guidance**

  - Basement development in Westminster. Interim Planning Guidance Note (October 2013)

D GLOSSARY

- **Level 1 project:** Large/strategic proposals include proposals for 100 or more new or additional residential units or for the creation/ change of use of 10,000 sqm or more floorspace. Level 2 projects may be 'upgraded' to Level 1 projects due to the sensitivity of the local environment, which can include proximity of noise sensitive receptors or cumulative impacts.

- **Level 2 project:** Developments involving the creation of 10 or more new build residential units, or buildings where the floorspace to be created is 1000 sqm or more or any basement developments. Level 3 projects may be 'upgraded' to Level 2 projects due to the sensitivity of the local environment, which can include proximity of noise sensitive receptors or cumulative impacts.

- **Level 3 Projects:** All developments that are not a Level 1 or Level 2 development but involve the construction of a new or extending existing basement no matter the scale. Level 3 projects will include upgraded Level 4 projects. The Council's upgrading policy is set out in this chapter.

- **Level 4 Projects** All projects in Westminster that fall outside the definitions above. These projects are expected to follow the principals of the CoCP but there is no formal requirement to approve working practices and a communication strategy with the council. These developments are not proactively monitored by the council nor is there any requirement to pay the relevant inspection fees.

- **Major Refurbishments:** those which are of such a scale that the impacts are equivalent to those arising from a new build, e.g. where there is extensive demolition and rebuilding, significant new construction behind a retained façade etc. The 'Level' will follow on the size thresholds as outlined for Level 1, 2 and 3 projects above.

- **Noise Sensitive Receptors:** Comprises residential use, educational establishments, hospitals, hotels, hostels, concert halls, theatres, law courts, and broadcasting and recording studios and other commercial uses which require high acoustic quality which is core to their business.

- **Developer:** Is used to mean the person or company promoting a scheme or development, who might be the owner of a site or work under the owner's direction. The developer has ultimate responsibility for the scheme or development.

- **Developer's Nominated representative or Nominated Representative:** a nominated person who will take responsibility for compliance with the CoCP

on the behalf of the developer. This person should be someone with the necessary authority to deal with the matters covered by the CoCP on behalf of all those parties working on a site without the need to seek further authority.

- **Contractor:** is used to mean all those working on a site under contract from the developer, whether formally a contractor, sub-contractor or consultant.
- **Highway Authority**: will refer to the City Council with the exception of the Transport for London Route Network, roads within Royal Parks and private roads

E

LIST OF ABBREVIATIONS

ALG	Association of London Government (now known as London Councils)
BPG	Best Practice Guidance
BPM	Best Practicable Means
BS	British Standard
CAZ	Central Activities Zone
CCS	Considerate Constructors Scheme
CDE	Construction, Demolition and Excavation
CDM	Construction (Design & Management) Regulations 2015
CoCP	Code of Construction Practice
COPA	*Control of Pollution Act 1974*
COSHH	Control of Substances Hazardous to Health Regulations 2002
CMP	Construction Management Plan
HSE	Health and Safety Executive
KPI	Key Performance Indicator
LAQM	Local Air Quality Management
LFEPA	London Fire and Emergency Planning Authority
OHSAS	Occupational health and safety management systems
SCS	Secondary Containment System
SEMP	Site Environmental Management Plan
SWMP	Site Waste Management Plan
TRO	Traffic Regulation Order
WCC	Westminster City Council

F

CODE OF CONSTRUCTION CHARGES

Service offered under the Code of Construction Practice: A schedule of fees and services to be offered has been developed in consultation with relevant services. For Level 1, 2 and 3 categories, this includes advice to applicants on their construction management plan, noise and dust mitigation, monitoring and site visits, and their role in community liaison and complaints follow up.

The tables below set out estimates of time spent on services. The charges are based on the different elements listed below (e.g. advice, approval, meetings, etc.), and an estimate of time spent. The fees and charges for the different developments will regularly be reviewed and published on Westminster Council's website. The actual charge for environmental monitoring will be based on actual costs incurred, which means that if sums paid on account are not spent, they will be repaid to the applicants. The pre CoCP advice is a set fee and will not be refunded. Additionally, these costs do not cover additional licences, that may be required.

Note that cost ranges outlined above for the Code of Construction Practice do not include licences for the following elements which may not be required in all cases. Therefore, charges are listed separately and will apply as required.

For information the current levels of licence fees and the CoCP charges can be found on the Council's website.

LEVEL 1 SITES

	Level 1 (Major Developments): Costs and Services	Chargeable element breakdown, to extent not chargeable under other powers (based on hourly rates)
Environmental Inspectorate service provided	■ Advice to applicants regarding environmental requirements, Site Environmental Management Plan (SEMP), noise and dust mitigation measures, advice re s61 prior consent.	Average: **10 meetings** and follow up emails **50 hours**

	■ Advice on site planning with regards to site access and all highways and traffic issues.	Average: **20 meetings** and follow up emails **100 hours**
	■ Regular site visits to check compliance with agreed environmental and highways requirements.	Twice a week over the duration of the development. 2 hours per visit Average: **208 hours** per year
	■ Review of the documents (SEMP, s61) and agreement.	Based on **40 hours**
	■ Community Liaison and complaints follow up.	Based on experience: high - 80 hours med - 40 hours low - 20 hours
Estimated time spent (per site), range and average for the service		418 to 478 hours (depending on the level of complaints received) **Average: 448 hours**

LEVEL 2 SITES

	Level 2 (Medium size developments): Costs and Services	Chargeable element breakdown, to extent not chargeable under other powers (based on hourly rates)
Environmental Inspectorate service provided	■ Advice to applicants regarding environmental requirements, Site Environmental Management Plan (SEMP), noise and dust mitigation measures, advice re s61 prior consent.	Average of **7 meetings** and follow up emails **35 hours**
	■ Advice on site planning with regards to site access and all highways and traffic issues.	Average of **12 meetings** and follow up emails **60 hours**

	■ Regular site visits to check compliance with agreed environmental and highways requirements.	Once a week over the duration of the development. 2 hours per visit Average: **104 hours per year**
	■ Review of the documents (SEMP, s61) and agreement.	Based on **40 hours**
	■ Community Liaison and complaints follow up.	Based on experience: high - 80 hours med - 40 hours low - 20 hours
Estimated time spent (per site), range and average for the service		259 to 319 hours (depending on the level of complaints received) **Average: 289 hours**

LEVEL 3 SITES

The charges associated with the Code of Construction Practice in Level 3 development schemes are set out below. It is intended that the first phase of this Code of Construction Practice will apply to all developments that are not a Level 1 or Level 2 developments but involve the construction of a new or extending existing basement no matter the scale.

	Level 3: Costs and Services	Chargeable element breakdown, to extent not chargeable under other powers (based on hourly rates)
Environmental Inspectorate service provided	■ Advice to applicants regarding environmental requirements, construction management plan, noise and dust mitigation measures.	Average of **3 meetings** and follow up emails **15 hours**

	■ Advice on site planning with regards to highways and traffic issues.	Average of **3 meetings** and follow up emails **15 hours**
	■ Regular site visits to check compliance with agreed requirements.	Every fortnight over the duration of the development. 2 hrs per visit Average: **52 hours per year**
	■ Review of the documents (Construction Management Plan) and agreement.	Based on **10 hours**
	■ Community Liaison and complaints follow up.	Based on experience: high - 40 hours med - 20 hours low - 10 hours
Estimated time spent (per site), range and average for the service		102 to 132 hours (depending on the level of complaints received) **Average: 117 hours**

G

PRE COCP AGREEMENT

The Council provides a service in cases where planning permission has not yet been granted and/or where the developer would desire to have discussions and/or meetings about the content and requirement of CoCP documents prior to official submission of Appendix A. This service can be requested only by the developer or his nominated representative, and an agreement has been signed and a fee paid before the service is delivered.

Package	Service provided	Chargeable hours (hourly rates)	Timescale
1	One desktop review of document (CMP) with regards to requirements of the CoCP and high-level written advice. This could include traffic arrangements, site access and egress and the use of the highway (skips, hoarding, etc). This does not include meetings or site visits.	Up to 4 hours	**21 days**
2	One desktop review of documents (SEMP) and site visit with an officer with regards to requirements of the CoCP. This could include noise and air quality requirements, traffic management and the use of the highway (skips, hoarding, etc). High level written advice of any key area of concern.	7 hours 112 hours	**28 days**
3	Two desktop reviews of documents (SEMP) and site meetings / site visits with regards to requirements of the CoCP for sites which need considerable officer time. This could include noise and air quality requirements, monitoring requirements, traffic management, the use of the highway (skip, hoarding, etc) and other relevant topic. High-level written advice of any	21 hours	**35 days**

	key area of concern.		

By signing this document, you are confirming that you are happy to pay the appropriate CoCP fees in cases where planning permission has not yet been granted and/or where you desire to have discussions and/or meetings about the content and requirement of CoCP documents prior to official submission of Appendix A.

I agree to pay Westminster City Council for officer time spent on the CoCP application process prior to official Appendix A submission, even if planning permission is not granted or if I decide to no longer pursue the planning permission application and/or works on site.

This form should be returned to the Council's Environmental Inspectorate Team at cocp@westminster.gov.uk.

Please tick the package that you would like to purchase:

		Please tick
Package 1	4 hrs	
Package 2	7 hrs	
Package 3	21 hrs	

Please note that the fees and charges will be regularly reviewed and published if changed.

NAME: .....

COMPANY: .....

POSITION: .....

ADDRESS: .....

PLANNING REFERENCE: .....

SIGNED: .....

DATED: .....

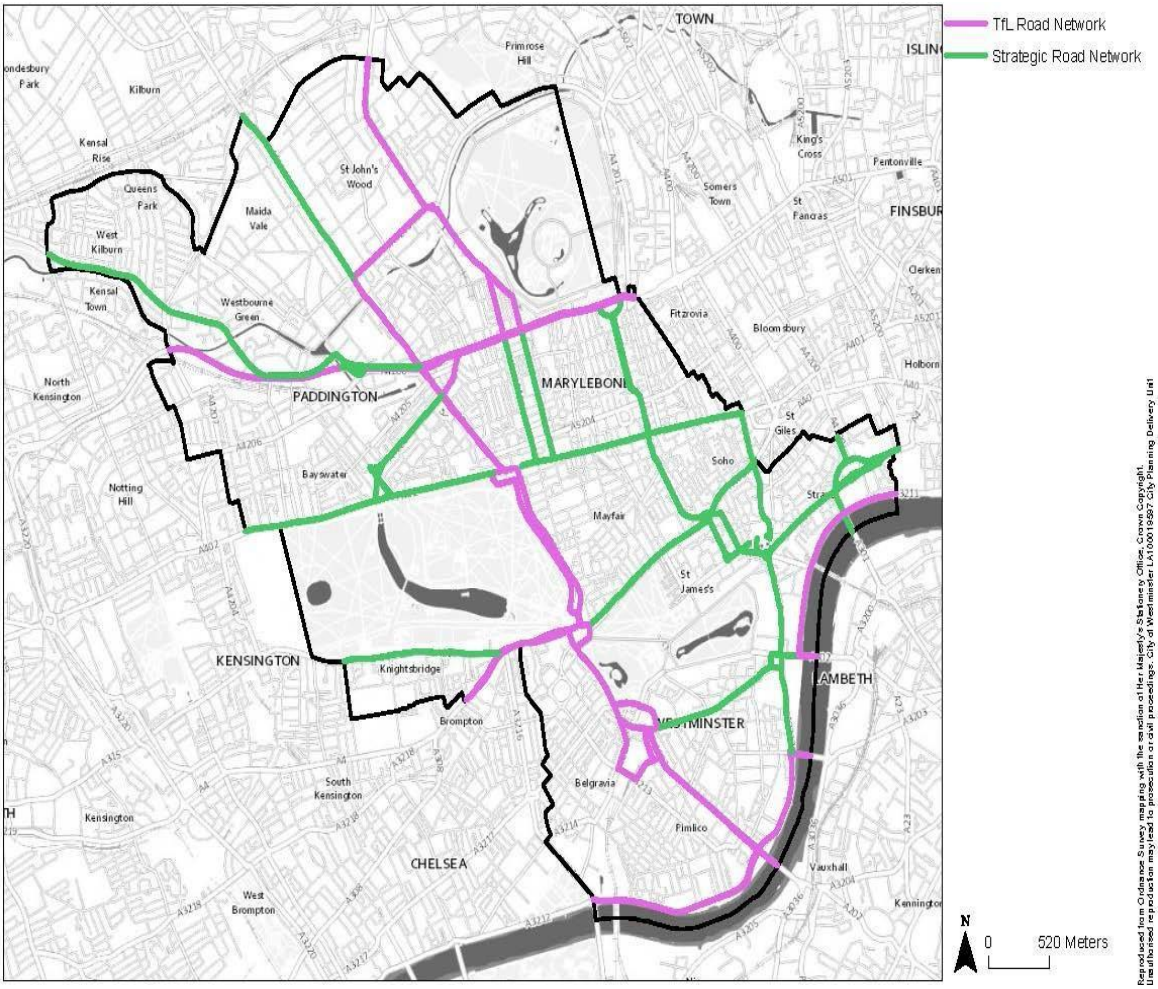
ON BEHALF OF: .....

*Please provide the information in block letters.

NOTICE: THIS IS A LEGALLY BINDING DOCUMENT.

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

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New version due to be published in December 2025.