

London Borough of Hounslow

Planning Application Document Naming Conventions

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

Please assign the names and conventions below to your documents. This will help our Validation Team with registering your application.

APPLICATION FORM:

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| Applicant's Covering Letter |
| Application Form |

BACKGROUND PAPERS:

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

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