

Your ref:	Chatime Shaftesbury Ave - Pro...	Please reply to:	Christina Sriramula
Our ref:	21/00128/ADV	Tel No:	07866033879
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Moein Memari SMD ARCHITECTS LTD SMD Architects Ltd 4th Floor, 205 Regent Street Mayfair London W1B 4HB United Kingdom		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		11 January 2021	

Dear Sir / Madam

TOWN AND COUNTRY PLANNING (CONTROL OF ADVERTISEMENTS) REGULATIONS 1992

Address: Ground Floor Unit 2, Avenue House, 25 - 27 Shaftesbury Avenue, London, W1D 7EQ,

Proposal: Display of one internally illuminated fascia signage measuring 0.3m x 1.94m

Thank you for your application received on 9 January 2021. I am writing to inform you that your application is incomplete for the following reason(s):

1 Please provide the following:

- EXISTING elevations (clearly marked to show existing and proposed)

Your plans and drawings must be accurate and drawn to a recognised metric scale, include a scale bar, with any precise dimensions stated for important details. You must give each plan a distinctive reference number.

INFORMATIVES:

You are advised that, from the information you have provided, we can't ascertain exactly what additional details/plans will be required. You are advised that further details may be required after we receive your response to this letter.

Please ensure that ALL files submitted to the council are named in accordance within our file naming conventions in order to speed up the time it takes us to process your application <https://www.westminster.gov.uk/submitting-your-planning-application>

0 *Please collate all requested information in a single submission, and send to planningreception@westminster.gov.uk. Sending your documents individually will not speed up the process. Please do not upload to the planning portal as this causes duplication and may delay the processing of your application. Thank you.*

Please forward this information to the above email address by **8 February 2021**. Please do not forward the requested information separately, as your application will only be progressed when ALL requested information has been received. Please send revised/new information to the email address, not via the planning portal.

The description of development may have been changed to better reflect the proposed works, if you do not agree that this accurately reflects your proposals, please provide an amended description of development when you respond to the above.

If we do not receive this information within four weeks of this notification we shall take no further action on your application. If you require longer than four weeks to submit the revised information, please contact us.

If you'd like to make a payment, please call: 020 7641 6500, or for general enquiries call: 07890380503. **Please note, for queries relating to this case, please refer to the officer dealing with your case: details at top of the letter.**

Yours faithfully

Christina Sriramula

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Note - Please read our Privacy Notice online <https://www.westminster.gov.uk/privacy-notice-planning>

