

Your ref:	47 Upper Brook Street S73	Please reply to:	Phoebe Graham
Our ref:	21/00163/LBC	Tel No:	07971 024216
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Jay Patel SE1 7AB 10 Consort House Queensway London W2 3RX United Kingdom		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
			13 January 2021

Dear Sir / Madam

TOWN AND COUNTRY PLANNING ACT 1990
PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990

Address: 47 Upper Brook Street, London, W1K 2BW

Proposal: Installation of replacement windows, replacement paving in front lightwell, partial infill of front lightwell to link basement and vaults, installation of replacement staircase to front lightwell, installation of air conditioning condensers in the basement lightwell and installation of new rooflight at third floor and two rooflights at roof level. Internal alterations including installation of a new lift, lowering of lower ground floor and vaults floor level, installation of air conditioning units throughout, installation of replacement doors, repairs to existing windows, alterations to layout at ground, second and third floor, alterations to the staircase from basement to first floor and alterations to mechanical and electrical details and replacement of flooring throughout (linked to 21/00162/FULL).

Thank you for your application received on 12 January 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 We have emailed you separately on your linked lead application with full details of what information is required to make your applications valid.

Please forward this information to the above email address by **10 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

Phoebe Graham

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