

Your ref:	87c Saltram Crescent - FULL	Please reply to:	Phoebe Graham
Our ref:	20/08350/FULL	Tel No:	07971 024216
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr George Kain Fast Plans 6 Winsham Grove London SW11 6ND www.fastplansuk.co.uk		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
			15 January 2021

Dear Sir / Madam

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

Address: Second Floor Flat, 87 Saltram Crescent, London, W9 3JS,

Proposal: Erection of rear dormer and installation of Velux windows to front elevation and skylights to rear roof.

Thank you for your application received on 30 December 2020. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 It appears that the Certificate of ownership/ notices served doesn't include the lower floor flats. Can you please confirm if there are any leaseholders of the properties that need to be notified of the works.
 - 2 In terms of detailed design of the dormer extension I would draw your attention to the Council's SPG Roof Extensions (please see our website) which generally requires dormers to be set in from edge by 1m and from the ridge by 1m and the windows should be more appropriately detailed.
- 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 **12 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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Note - Please read our Privacy Notice online <https://www.westminster.gov.uk/privacy-notice-planning>