

Your ref:	35, 41, 45 & 53 Warwick Avenue...	<b>Please reply to:</b>	<b>Phoebe Graham</b>
Our ref:	21/00217/COLBC	Tel No:	07971 024216
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Robert Rigby Robert Rigby Architects Ltd Robert Rigby Architects Ltd 42 Portman Road Reading RG30 1EA		<b>Incomplete Applications</b> Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		19 January 2021	

Dear Sir / Madam

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

**Address: 35 Warwick Avenue, London, W9 2PR**

**Proposal: Installation of replacement rear entrance external lighting (site includes 41, 45 and 53 Warwick Avenue).**

Thank you for your application received on 14 January 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 The Design Access and Heritage statement is unclear. To ensure clarity on the application:

Please confirm if the lights are replacing old lights or if they are new lights?

Please ensure the design, access and heritage statement addresses the impact of these lights on the special architectural and historic interest of these listed buildings and this part of the Conservation area, and explain in a bit more detail why the works were carried out.

Please provide details from the meeting with Tom Burke.

- 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 **16 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*

**Phoebe Graham**

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

