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|---|-----------------------------|---|---------------------------------------|
| Your ref:   | RAI055- Revised application | <b>Please reply to:</b>   | <b>Phoebe Graham</b>                  |
| Our ref:  | 21/00399/FULL               | Tel No:   | 07971 024216                          |
|   |                             | Fee Queries:  | 0207 641 6500;                        |
|   |                             | Email:  | planningreception@westminster.gov.uk; |
| Ms Barbara Kowalska<br>Rainsford Ltd<br>The Annex<br>Hartley House<br>Donnington<br>NEWBURY<br>RG14 2JD<br>United Kingdom |                             | <b>Incomplete Applications</b><br>Development Planning<br>City of Westminster<br>PO Box 732<br>Redhill, RH1 9FL |                                       |
|   |                             |   | 26 January 2021                       |

Dear Sir / Madam

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

**Address: 26 Lower Belgrave Street, London, SW1W 0LN**

**Proposal: Installation of replacement windows to lower ground, second and third floors at front elevation and third floor at rear elevation, replacement of lower ground floor front door, refurbishment and upgrades facades, roof, entryway, balcony, terrace & select windows, installation of new railings to rear terrace, installation of replacement stone steps to entrance (linked to 21/00400/LBC).**

Thank you for your application received on 23 January 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 The room elevation drawings submitted with your application do not include a scale bar, please amend. This is required as we have moved to an electronic way of working and no longer print paper copies of drawings.
- 0 \*Please collate all requested information in a single submission, and send to [planningreception@westminster.gov.uk](mailto: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 **23 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>