



Your ref:	Gracey-Grinbergs	Please reply to:	Phoebe Graham
Our ref:	21/00326/FULL	Tel No:	07971 024216
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Ms. Ellen Gracey-Grinbergs 2nd Floor Flat 7 Warrington Gardens London W9 2QB		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
22 January 2021			

Dear Sir / Madam

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

Address: Second Floor Flat , 7 Warrington Gardens, London, W9 2QB

Proposal: Installation of double glazed windows to front and rear elevations at second floor level (retrospective).

Thank you for your application received on 20 January 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 You have completed the Householder application form. You need to complete a Full Planning Application form. You are advised that the fee may change as a result of the new application type. Please refer to our website for details.
- 2 The CIL form has come through blank. We require you to submit a completed Community Infrastructure Levy (CIL) Additional Information Form, which will enable us to determine whether your development is liable to pay the Mayor of London's CIL and, if so, to calculate the amount of CIL payable. The form can be downloaded from the Council's website following the link: www.westminster.gov.uk/cilform . For more details on the Mayoral CIL, what information must be submitted to accompany your planning application and how to avoid enforcement action please consult the council's website.
- 3 Please provide the following:
 - existing and proposed elevations, highlighted to show the windows affected

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 **19 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>