

Your ref:	29 Wilton Crescent Damp Proof...	Please reply to:	Phoebe Graham
Our ref:	21/00825/LBC	Tel No:	07971 024216
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Ms Kate Matthews Firstplan Firstplan Broadwall House 21 Broadwall London SE1 9PL United Kingdom		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		16 February 2021	

Dear Sir / Madam

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

Address: 29 Wilton Crescent, London, SW1X 8SA

Proposal: Damp proofing works to areas of the lower ground floor.

Thank you for your application received on 11 February 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 The treatments plan 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. 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 March 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>