

Your ref:	23 Manchester Street - Extern...	Please reply to:	Fraser Fikrie
Our ref:	21/01199/LBC	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Luke Donoghue MDB Associates Unit 2 Ladysden Farm Winchet Hill Goudhurst TN17 1JX United Kingdom		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	3 March 2021

Dear Sir / Madam

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

Address: 23 Manchester Street, London, W1U 4DJ

Proposal: Replacement lead flat roof to the rear; replacement brickwork and repointing in isolated locations; replacement of sections of stucco render in isolated locations; application of solar reflective paint to the flat roof at the rear; flaunching repairs to one chimney breast; lifting and re-bedding of existing coping stones whilst inserting a DPC; replacement of paving slabs in the front lightwell; and supply and install new external light fitting.

Thank you for your application received on 26 February 2021. I am writing to inform you that your application is incomplete for the following reason(s):

1 Please provide a Historic Building Impact Assessment, including clearly annotated photographs detailing the proposed works in terms of the effect on the historic and architectural interest of the building. For guidance please refer to our website for details of what should be included in this statement:
http://transact.westminster.gov.uk/docstores/publications_store/planning/conservation_areas/mnoda.pdf

2 You have signed Certificate A declaring that nobody other than the applicant has ownership of the building and there are no leaseholders with 7 years or more left on their lease. This is unlikely to be correct, unless you are the sole owner of the building(s) with

no leaseholder/s affected by the development, Certificate B should be completed and notice served on all those with a leasehold interest in the property with seven or more years remaining. Please provide a list of names and addresses of those you have served notice on. A copy of the certificate form can be found on the City Council's website. Please use the link below to download a copy of the form.

<https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/ownership-certificates-and-agricultural-land-declaration>

0 INFORMATIVE:

Due to the current Covid19 pandemic applicants are advised to provide comprehensive site information and dated photographs of the relevant areas of work.

Please forward this information to the above email address by **31 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

Fraser Fikrie

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

