

Your ref:	Treehouse Hotel London	<b>Please reply to:</b>	<b>Mr Anthony Perera</b>
Our ref:	20/04826/FULL	Tel No:	07866034072
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Miss Jenna Hughes Exposure Promotions Ltd 22-23 Little Portland St LONDON W1W 8BU		<b>Incomplete Applications</b> Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		5 August 2020	

Dear Sir / Madam

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

**Address: 14-15 , Langham Place, London, W1B 2QS**

**Proposal: Implementation of a temporary garden area for a maximum of 6 months at ground level at the front of the Treehouse Hotel, covering the existing drive through and parking spaces to facilitate guest seating and outdoor drink service; with astro-turf flooring, seated sofa decking area, additional planters and planting, replacement planting and festoon lighting around the decking and large plants.**

Thank you for your application received on 30 July 2020. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please provide a survey of trees on the site and trees located on land adjacent to the site (including street trees) that may be affected by the development. You should include a plan showing the position, branch spread and species of each tree. You should indicate which trees are to be removed, and which are to be retained and any works you propose to carry out on the trees being retained. You should provide evidence from an arboriculturist and/ or other appropriate expert to support any works proposed because of the condition of existing trees.

#### INFORMATIVE

Additional information and advice on proposals for works to trees are available from:

- the Council's Tree Section on tel. nos. 020 7641 7761 or 020 7641 2922.
- Westminster City Council's Guidance Notes relating to Trees in Conservation Areas or Protected by Tree Preservation Orders at the following website:  
[http://www.planningportal.gov.uk/uploads/1app/guidance/guidance\\_note-works\\_to\\_trees.pdf](http://www.planningportal.gov.uk/uploads/1app/guidance/guidance_note-works_to_trees.pdf)

Details of tree contractors approved by the Arboricultural Association are available at the following website:

<http://www.trees.org.uk/find-a-professional/Directory-of-Tree-Surgeons>

- 2 No location plan was submitted with your application. Please provide a location plan based on an up-to-date map at a scale of 1:1250 which shows the direction of north and clearly shows the site outlined in red and any other land in the same ownership outlined in blue.
- 3 \*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 **2 September 2020**. 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

*Mr Anthony Perera*

**Mr Anthony Perera**

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

