

Your ref:	27 Graham Terrace	<b>Please reply to:</b>	<b>Phoebe Graham</b>
Our ref:	21/00834/FULL	Tel No:	07971 024216
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Kate Meredith Hardy Residence One (London) Ltd 126 New Kings Road Uncommon London SW6 4LZ United Kingdom		<b>Incomplete Applications</b> 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 & CONSERVATION AREAS) ACT 1990

**Address: 27 Graham Terrace, London, SW1W 8JE**

**Proposal: Erection of rear ground floor infill extension with new link to lower ground floor, extension of existing first floor rear wing with new window openings, installation of double glazed windows, installation of air condenser unit in rear garden, refurbishment of front and rear facades.**

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 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-](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 Please confirm which windows are proposed to be replaced. The proposed drawings show the ground and first floor windows to the front and rear elevations but the design and access statement also shows the second floor front windows.

Please amend either the drawings or the design and access statement so it is clear what is proposed.

- 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 **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*

**Phoebe Graham**

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