

Your ref:	150-152 Hamilton Terrace	<b>Please reply to:</b>	<b>Fraser Fikrie</b>
Our ref:	21/01261/FULL	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Christopher Smith Locksley Architects Westbourne Studios 242 Acklam Road Notting Hill London W10 5JJ		<b>Incomplete Applications</b> Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
			4 March 2021

Dear Sir / Madam

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

**Address: 150 Hamilton Terrace, London, NW8 9UX**

**Proposal: Construction of full width rear extension, alteration to front facade with new portico, conversion of garage to residential with new timber casement window, and installation of timber casement windows with rendered surround. (Sites include 150 & 152 Hamilton Terrace)**

Thank you for your application received on 1 March 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 The correct fee has not been submitted with this application and an amount of £201 is outstanding.

Payment can be made online at <https://payments.immotoweb.com/WC/NReg/QuickPay.aspx> or by phone by calling 020 7641 6500. Alternatively, please send a cheque made payable to Westminster City Council to the address given above and clearly marked 'Planning Application Fees'.

If paying by BACS, see <https://www.westminster.gov.uk/planning-application-fees> for BACS information. Once paid please forward details (ie amount paid, date paid, narrative/ref) to [planningreception@westminster.gov.uk](mailto:planningreception@westminster.gov.uk) in order for us to be able to validate your application.

Please note, payments for applications submitted via planning portal should be made to them direct. Westminster can not accept payments directly for these.

0 IFNORMATIVE:

You have paid £206 which is a fee for alteration/extension to a single residential unit. If the works involve alteration/extension to more than one unit then the full fee is £407. Hence why there is an outstanding amount of £201

Please forward this information to the above email address by **1 April 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*

**Fraser Fikrie**

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

