

Your ref:	GDS1624B - 45 Warwick Avenue	Please reply to:	Nina Manku
Our ref:	20/07514/LBC	Tel No:	07866033283
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Peter Wickens GD Surveyors Ltd Unit 2, The Old Dairy Danegate Eridge Green Tunbridge Wells TN3 9HU		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		27 November 2020	

Dear Sir / Madam

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

Address: 45 Warwick Avenue, London, W9 2PR,

Proposal: Internal refurbishments including replacement of entrance doors of flat at first floor, installation of replacement partition and door under staircase leading to basement level and installation of overhead closers and new fire signage on communal doors.

Thank you for your application received on 24 November 2020. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please amend Certificate B. The form should be completed and notice served on the freeholder and 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/ownership-certificates-and-agricultural-land-declaration>

- 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 **25 December 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

Nina Manku

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