

Your ref:	VARIATION TO LISTED BUILDING ...	Please reply to:	Christina Sriramula
Our ref:	21/01492/LBC	Tel No:	07866033879
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mrs Megan Ebanks MEA Studio Ltd 10 Arbuthnot Road London SE14 5NP United Kingdom		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		10 March 2021	

Dear Sir / Madam

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

Address: 2 Chester Square, London, SW1W 9HH,

Proposal: Variation of condition 1 of listed building consent dated 09 September 2020 (RN 20/02305/LBC) for the refurbishment works to single-family dwelling, including infilling of rear lightwell at lower-ground floor level, creation of a metal bridge from rear first floor level to connect with existing terrace and associated changes to opening in the rear elevation, new balustrade around rear first floor terrace and installation of plant and kitchen extract within enclosure at main roof level and associated internal works including the installation of new air conditioning equipment and joinery. NAMELY, to vary the approved drawing numbers to amend the original proposed design to recess the central portion under pavement vault at lower ground floor to increase the headroom for ease of access, and the insertion of double pocket doors within the joinery at fourth floor in lieu of the new wall.

Thank you for your application received on 3 March 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 We have emailed you separately on your linked lead application with full details of what information is required to make your applications valid.

Please forward this information to the above email address by **7 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

Christina Sriramula

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