

Your ref:	47 Davies Street, W1	<b>Please reply to:</b>	<b>Christina Sriramula</b>
Our ref:	21/00765/FULL	Tel No:	07866033879
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Steve Willimont Keyworth Property Services Ltd 94 Commercial Road Paddock Wood TN126DP United Kingdom		<b>Incomplete Applications</b> Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
			12 February 2021

Dear Sir / Madam

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

**Address: Brook Street House , 47 Davies Street, London, W1K 4LY**

**Proposal: Replacement of shopfront.**

Thank you for your application received on 9 February 2021. I am writing to inform you that your application is incomplete for the following reason(s):

1 Please provide the following:

- EXISTING and PROPOSED elevations, plans, sections (the sketches provided are not sufficient)

Your plans and drawings must be accurate and drawn to a recognised metric scale, include a scale bar, with any precise dimensions stated for important details. You must give each plan a distinctive reference number.

**INFORMATIVES:**

You are advised that, from the information you have provided, we can't ascertain exactly what additional details/plans will be required. You are advised that further details may be required after we receive your response to this letter.

Please ensure that ALL files submitted to the council are named in accordance within our file naming conventions in order to speed up the time it takes us to process your application <https://www.westminster.gov.uk/submitting-your-planning-application>

2 We require you to submit a completed Community Infrastructure Levy (CIL) Additional Information Form, which will enable us to determine whether your development is liable to pay the Mayor of London's CIL and, if so, to calculate the amount of CIL payable. The form can be downloaded from the Council's website following the link: [www.westminster.gov.uk/cilform](http://www.westminster.gov.uk/cilform) . For more details on the Mayoral CIL, what information must be submitted to accompany your planning application and how to avoid enforcement action please consult the council's website.

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 **12 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

*Christina Sriramula*

**Christina Sriramula**

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

