

Your ref:	Susan Atkinson	<b>Please reply to:</b>	<b>Nina Manku</b>
Our ref:	21/01784/LBC	Tel No:	07866033283
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Ms Susan Atkinson Mulready House, Flat 5 Marsham Street London SW1P 4JL		<b>Incomplete Applications</b> Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		25 March 2021	

Dear Sir / Madam

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

**Address: Flat 5, Mulready House, Marsham Street, London, SW1P 4JL,**

**Proposal: Internal alterations including removal and addition of partitions, removal of fireplace surround and hearth, lower ceilings using a metal frame MF system in all rooms except the bedrooms, installation of replacement opaque window panes in the bathroom and cloakroom and installation of underfloor heating in the kitchen, bathroom and cloakroom (retrospective).**

Thank you for your application received on 19 March 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 You have signed Certificate A declaring that nobody other than the applicant has ownership of the building. This is unlikely to be correct, unless you are the sole owner of the building(s) affected by the development, Certificate B 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/planning-building-and-environmental-regulations/planning-applications/ownership-certificates-and-agricultural-land-declaration>

- 2 Please provide metrically scaled drawings with scale bars showing existing and proposed floor plans, these can be the same drawing.

3 Please indicate which floor your flat is located.

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 **22 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

*Nina Manku*

**Nina Manku**

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

