

Your ref:	THE BERKELEY HOTEL	Please reply to:	Phoebe Graham
Our ref:	21/02088/TCH	Tel No:	07971 024216
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Mark Browning BA LAW 59 Pelham Street London SW7 2NJ United Kingdom		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
			6 April 2021

Dear Sir / Madam

TOWN AND COUNTRY PLANNING ACT 1990

Address: Berkeley Hotel , 40 Wilton Place, London, SW1X 7RL

Proposal: Use of two areas of the private forecourt measuring 4855mm x 5227mm and 4851mm x 7848mm for the placing of 5 wooden dining booths with bench seating and 2 planters in connection with the existing hotel use for a temporary period.

Thank you for your application received on 31 March 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please provide manufacturer's specifications or photographs to show the appearance of all the furniture you are proposing to place on the highway such as tables and chairs; barriers; umbrellas; heaters; menu boards etc...
 - 2 Please confirm the length of the smaller area of the forecourt. The area appears to measure 4855mm x 5227mm, please can you confirm if 5227mm is correct as this measurement is not included.
- 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 **4 May 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

Phoebe Graham

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