

Your ref:	Flat 35 York House	Please reply to:	Christina Sriramula
Our ref:	21/02199/FULL	Tel No:	07866033879
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Ed Shinton AtelierWest Suite 5 26 Cadogan Square London SW1X 0JP		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		9 April 2021	

Dear Sir / Madam

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

Address: Flat 35, York House, 39 Upper Montagu Street, London, W1H 1FR,

Proposal: Removal of existing windows and doorsets onto rear courtyard, replacement with new French doorsets with side windows.

Thank you for your application received on 6 April 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 You have signed Cert B. Please ensure to list all freeholders/leaseholders with at least 7 years left to run.
- 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 **7 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

Christina Sriramula

Christina Sriramula

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