

Your ref:		Please reply to:	Rayhan Ali
Our ref:	21/02324/FULL	Tel No:	07866033247
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Luigi Montefusco LBMVarchitects 27 Elizabeth Mews London NW3 4UH		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
			12 April 2021

Dear Sir / Madam

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

Address: 4 Montpelier Square, London, SW7 1JT,

Proposal: Excavation of basement in the rear garden and partial excavation at lower ground floor level, mansard roof extension and extension at ground and third floor, installation of a lift, alterations to the internal layout and removal of tree in the rear garden. (Linked application - 21/02325/LBC)

Thank you for your application received on 8 April 2021. I am writing to inform you that your application is incomplete for the following reason(s):

1 In accordance with part A. 2. b) of Policy CM28.1 of Westminster's City Plan, please submit a signed proforma of Appendix A of the council's Code of Construction Practice, to confirm that you will comply with the relevant parts. Please note that this does not need to have been approved by the Environmental Inspectorate at this stage. A copy of Appendix A and further details of the code of construction practice can be found on our website: <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/code-construction-practice/appendices>.

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 **10 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

Rayhan Ali

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