

Your ref:	9 Holles Street	<b>Please reply to:</b>	<b>Phoebe Graham</b>
Our ref:	21/02968/FULL	Tel No:	07971 024216
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Marcus Stuart DP9 100 Pall Mall London SW1Y 5NQ United Kingdom		<b>Incomplete Applications</b> Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
			14 May 2021

Dear Sir / Madam

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

**Address: Market Hall West End, 9 Holles Street, London, W1G 0BD,**

**Proposal: Use of ground and mezzanine floors as an indoor fitness studio (Class E).**

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

- 1 Some or all of the drawings submitted with your application do not include a scale bar, please amend. This is required as we have moved to an electronic way of working and no longer print paper copies of drawings.
- 2 Please ensure the existing and proposed plans are clearly labelled to show their existing and proposed uses.
- 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 **11 June 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

**Phoebe Graham**

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