

Your ref:	34 Lancaster Mews	Please reply to:	Phoebe Graham
Our ref:	21/03001/FULL	Tel No:	07971 024216
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Alexander Kiszczuk AJK Architecture + Design Ltd Unit 121 Edinburgh House 170 Kennington Lane LONDON SE11 5DP		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
			17 May 2021

Dear Sir / Madam

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

Address: 34 Lancaster Mews, London, W2 3QF

Proposal: Variation of condition 5 of planning permission dated 2 May 2002 (RN 02/02072/FULL) for the renovation and complete refurbishment to existing mews property, change of use of ground floor to provide 1 parking space to garage and further living accommodation to property, new garage doors and alterations to rooflight from RN 02/02072/FULL, NAMELY, to allow for the conversion of the garage to habitable space and erection of internal wall and window to provide long-term cycle store.

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 Your cover letter and DAS state that you wish to vary condition 5 of 02/02072/FULL. You have completed the Householder application form. You need to complete a Variation/removal of condition application form. You are advised that the fee may change as a result of the new application type. Please refer to our website for details.
- 2 The correct fee has not been submitted with this application and an amount of £28.00 is outstanding.

Payment can be made online at <https://payments.immotoweb.com/WC/NReg/QuickPay.aspx> or by phone by calling 020 7641 6500. Alternatively, please send a cheque made payable to Westminster City Council to the

address given above and clearly marked 'Planning Application Fees'.

If paying by BACS, see <https://www.westminster.gov.uk/planning-application-fees> for BACS information. Once paid please forward details (ie amount paid, date paid, narative/ref) to planningreception@westminster.gov.uk in order for us to be able to validate your application.

Please note, payments for applications submitted via planning portal should be made to them direct. Westminster can not accept payments directly for these.

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 **14 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

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

