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| Your ref: | Hyde Park Full/LBC | Please reply to: | |
| Our ref: | 21/03452/FULL | Tel No: | |
| | | Fee Queries: | 0207 641 6500; |
| | | Email: | planningreception@westminster.gov.uk; |
| Greg Cooper Metropolis Planning & Design 4 Underwood Row London N1 7LQ | | Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL | |
| | | 27 May 2021 | |

Dear Sir / Madam

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

Address: 31 -32 Hyde Park Square, London, W2 2NW,

Proposal: Use of flat 3 (2nd floor) and flat 4 (3rd floor) to create a 4 bed family duplex and a one bed flat on 3rd floor, installation of a staircase in original enclosure between flat 3 (2nd floor) and flat 4 (3rd floor) and closure of opening in original party wall at 3rd floor. (21/03453/LBC)

Thank you for your application received on 25 May 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 The correct fee has not been submitted with this application and an amount of £55.00 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, narrative/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 INFORMATIVE:

You have paid a fee of £407 which is a fee for works to one of more units (without joining them). However, your proposal results in amalgamation and creation of two units - not the same as before and the fee for such works is £462. Theretofore, an outstanding fee of £55 remains to be paid.

Please forward this information to the above email address by **24 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

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

