

Your ref:	Mulready Hse - Discharge of C...	Please reply to:	Nina Manku
Our ref:	21/03594/COMADL	Tel No:	07866033283
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr John Clayton JD Clayton Ltd 5 Fourth Avenue Rush Green Romford RM7 0UA United Kingdom		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
			3 June 2021

Dear Sir / Madam

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

Address: Mulready House , Marsham Street, London, SW1P 4JL

Proposal: Details of roof insulation pursuant to Condition 11 of listed building consent dated 14 September 2020 (RN: 20/03561/COLBC).

Thank you for your application received on 1 June 2021. I am writing to inform you that your application is incomplete for the following reason(s):

1 The information provided does not satisfy the requirements of condition 11; which you are seeking to discharge. For example no supporting information of roof insulation has been supplied.

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 **1 July 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

Nina Manku

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