

Your ref:	3103 - 48 BERWICK STREET W1	<b>Please reply to:</b>	<b>Phoebe Graham</b>
Our ref:	21/03550/FULL	Tel No:	07971 024216
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Graham Simpkin Graham Simpkin Planning Ltd 2 The Parade Ash Road Hartley Longfield DA3 8BG United Kingdom		<b>Incomplete Applications</b> Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
			2 June 2021

Dear Sir / Madam

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

**Address: 48 Berwick Street, London, W1F 8JD**

**Proposal: Demolition of canopy at rear of building and existing glazed lantern to rear, installation of new glazed lantern, three replacement rooflights, one solar panel, and replacement of lead covering to flat roof (linked to 21/03551/LBC).**

Thank you for your application received on 28 May 2021. I am writing to inform you that your application is incomplete for the following reason(s):

1 Please provide the following:

- proposed second floor plan to show removed canopy

Your plans and drawings must be accurate and drawn to a recognised metric scale, include a scale bar, with any precise dimensions stated for important details. You must give each plan a distinctive reference number.

**INFORMATIVES:**

You are advised that, from the information you have provided, we can't ascertain exactly what additional details/plans will be required. You are advised that further details may be required after we receive your response to this letter.

Please ensure that ALL files submitted to the council are named in accordance within

our file naming conventions in order to speed up the time it takes us to process your application <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/making-planning-application>

- 2 You have submitted photograph plans, but there are no photos included in the submission. If these are missing, please email them to us.

Please forward this information to the above email address by **30 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>

