

Your ref:	3103 - 48 BERWICK STREET W1	Please reply to:	Phoebe Graham
Our ref:	21/03551/LBC	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		Incomplete Applications 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 AND 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, replacement rooflights, new solar panels, replacement of lead covering to flat roof. Internal alterations including replacement of timber rafters and wallplate as necessary, and installation of toilet cubicles and sanitary fittings at basement level (linked to 21/03550/FULL).

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 We have emailed you separately on your linked lead application with full details of what information is required to make your applications valid.

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

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