

Your ref:	FOOTMAN - Mayfair -161119	Please reply to:	Phoebe Graham
Our ref:	21/03825/ADV	Tel No:	07971 024216
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mrs Gillian Shepley Ashleigh Signs Ashleigh House Beckbridge Road Normanton WF6 1TE England		<b>Incomplete Applications</b> Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		14 June 2021	

Dear Sir / Madam

TOWN AND COUNTRY PLANNING (CONTROL OF ADVERTISEMENTS) REGULATIONS 1992

**Address: Running Footman , 5 Charles Street, London, W1J 5DF**

**Proposal: Display of one non-illuminated fascia sign measuring 195mm x 1820mm, one externally illuminated hanging sign at first floor measuring 750mm x 900mm, two non-illuminated awnings measuring 200mm x 1400mm and 200mm x 3400mm, one internally illuminated menu box measuring 500mm x 377mm and one non-illuminated flag at first floor measuring 1800mm x 900mm.**

Thank you for your application received on 9 June 2021. I am writing to inform you that your application is incomplete for the following reason(s):

1 Please provide the following:

- sections through the hanging sign and the menu box which show the method of illuminated (external and internal)

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>

0 \*Please collate all requested information in a single submission, and send to [planningreception@westminster.gov.uk](mailto: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 **12 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

Phoebe Graham

**Phoebe Graham**

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

