

Your ref:	2020-110: 85 Jermyn Street	Please reply to:	South Planning Team
Our ref:	21/03576/FULL	Tel No:	07866037846
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Matthew Caldwell CORE CBS First Floor 10 Hill Avenue Amersham HP6 5BW		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 & CONSERVATION AREAS) ACT 1990

Address: 85 Jermyn Street, London, SW1Y 6JD,

Proposal: Use of the ground floor as two retail units and associated alteration of the existing shopfront to install new entrance doors into retail unit 2.

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 You have signed Certificate A declaring that nobody other than the applicant has ownership of the building. This is unlikely to be correct, unless you are the sole owner of the building(s) affected by the development, Certificate B should be completed and notice served on the freeholder and all those with a leasehold interest in the property with seven or more years remaining. Please provide a list of names and addresses of those you have served notice on. A copy of the certificate form can be found on the City Council's website. Please use the link below to download a copy of the form.

<https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/ownership-certificates-and-agricultural-land-declaration>

- 2 You have paid the fee for change of use. Please can you confirm that this application includes the change of use and what the proposed use is.
- 3 Some or all of the drawings submitted with your application do not include a scale bar,

please amend. This is required as we have moved to an electronic way of working and no longer print paper copies of drawings.

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 **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

South Planning Team

South Planning Team

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

