

Your ref:	2371 13 Westmoreland Place (v...	<b>Please reply to:</b>	<b>Christina Sriramula</b>
Our ref:	21/03213/FULL	Tel No:	07866033879
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
John Brooksbank-Leverly S. Smith & M. Brooke Architects 3 Scout Lane Clapham SW4 0LA United Kingdom		<b>Incomplete Applications</b> Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		19 May 2021	

Dear Sir / Madam

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

**Address: 13 Westmoreland Place, London, SW1V 4AA**

**Proposal: Excavation beneath vaults to increase floor-ceiling height, amalgamate three vault chambers into one, enclose area underneath ground floor stair bridge. Installation of windows facing back towards house and emergency/service stairs to existing gate access to front road.**

Thank you for your application received on 15 May 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please provide a Structural Report.
  
- 2 In accordance with part A. 2. b) of Policy CM28.1 of Westminster's City Plan, please submit a signed proforma of Appendix A of the council's Code of Construction Practice, to confirm that you will comply with the relevant parts. Please note that this does not need to have been approved by the Environmental Inspectorate at this stage. A copy of Appendix A and further details of the code of construction practice can be found on our website: <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/code-construction-practice/appendices>.
  
- 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 **16 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

Christina Sriramula

**Christina Sriramula**

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

