

Your ref:	145A Ashley Gardens	Please reply to:	Phoebe Graham
Our ref:	21/03658/FULL	Tel No:	07971 024216
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Ms Sarah Borowiecka Studio on the Rye Springbank Studio 81A Grove Park London SE5 8LE		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
			22 June 2021

Dear Sir / Madam

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

Address: 145A Ashley Gardens, Thirleby Road, London, SW1P 1HN,

Proposal: Installation of double glazed timber windows and doors, including removal of vent grilles from the glazing and installation of one vent grilles to the lightwell elevation.

Thank you for your application received on 2 June 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 On the application form you seem to have incorrectly signed both A and B. Please can you provide a 'clean' certificate with only B signed.

With regards to your email about the certificate, you will need to serve notice on the freeholder of the building and sign Cert. B. If you are unable to obtain details of other leaseholders from the freeholder due to data protection, the applicant could also serve notice by posting letters addressed to the owner/occupier of each flat within the building and complete Cert. B that way.

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>

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 **20 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>

