

Your ref:	145A Ashley Gardens	<b>Please reply to:</b>	<b>Phoebe Graham</b>
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		<b>Incomplete Applications</b> Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		4 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 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.
- 2 Please ensure the window details are labelled to show which details are for which window.
- 3 You have completed the Householder application form. However, the site appears to be a flat. If this is the case, you need to complete a Full planning application form. You are advised that the fee may change as a result of the new application type. Please refer to our website for details.
- 4 You have completed Certificate B, but only one owner/agricultural tenant has been

notified. If the property is a flat, please ensure that notice is 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>

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 **2 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>

