

Your ref:		Please reply to:	Mr Anthony Perera
Our ref:	21/04164/LBC	Tel No:	07866034072
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Ms Fiona Kelk Normand Properties Ltd Pavilion 96 Kensington High Street London W8 4SG		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
			28 June 2021

Dear Sir / Madam

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

Address: 15 Montpelier Square, London, SW7 1JU

**Proposal: Internal alterations and refurbishment works carried out to the basement.
(Retrospective)**

Thank you for your application received on 22 June 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please provide a Historic Building Impact Assessment, including clearly annotated photographs detailing the proposed works in terms of the effect on the historic and architectural interest of the building. For guidance please refer to our website for details of what should be included in this statement:
http://transact.westminster.gov.uk/docstores/publications_store/planning/conservation_areas/mnoda.pdf
- 2 Only listed building consent has been provided, not planning permission. if you are intending to submit a planning application, please apply through planning portal.
- 3 *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 **26 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

Mr Anthony Perera

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

