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| Your ref: | PRICC 2b Chepstow Road | Please reply to: | Fraser Fikrie |
| Our ref: | 21/04770/LBC | Tel No: | 0753424 7967 |
| | | Fee Queries: | 0207 641 6500; |
| | | Email: | planningreception@westminster.gov.uk; |
| Andrew Martin AMD interior architecture 159 Mortlake Road Kew TW9 4AW United Kingdom | | Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL | |
| | | 19 July 2021 | |

Dear Sir / Madam

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

Address: Gate Apartmants, 2 Chepstow Road, London, W2 5BH,

Proposal: Non - illuminated fascia sign painted on timber fascia board and redecoration of shopfront. (Linked with 21/04767/ADV)

Thank you for your application received on 13 July 2021. I am writing to inform you that your application is incomplete for the following reason(s):

1 Please provide:

- existing elevation

Your plans and drawings must be accurate and drawn to a recognised metric scale, include a scale bar, with any precise dimensions stated for important details. You must give each plan a distinctive reference number.

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 **16 August 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

Fraser Fikrie

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