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|---|----------------------------------|---|---------------------------------------|
| Your ref:   | 2 Marsham Street Amendment to... | <b>Please reply to:</b>   | <b>Nina Manku</b>                     |
| Our ref:  | 21/03206/FULL                    | Tel No:   | 07866033283                           |
|   |                                  | Fee Queries:  | 0207 641 6500;                        |
|   |                                  | Email:  | planningreception@westminster.gov.uk; |
| McBains<br>McBains<br>26 Finsbury Square<br>Finwell House<br>London<br>EC2A 1DS<br>United Kingdom |                                  | <b>Incomplete Applications</b><br>Development Planning<br>City of Westminster<br>PO Box 732<br>Redhill, RH1 9FL | 19 May 2021                           |

Dear Sir / Madam

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

**Address: 2 Marsham Street, London, SW1P 4DF,**

**Proposal: Installation of pedestrian balustrade extension to increase security staff protection and staff entry and protection during public demonstrations.**

Thank you for your application received on 14 May 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 You have completed the certificate of ownership incorrectly. The public highway is owned by the City Council. Therefore, please fill in Certificate B and serve notice on the City Council. A copy of the certificate 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>

- 2 Please provide metrically scaled drawing with scale bar of existing ground floor plan

- 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

Nina Manku

**Nina Manku**

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