

Your ref:	7 Tatham Place	Please reply to:	Rayhan Ali
Our ref:	21/03009/FULL	Tel No:	07866033247
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Paul Stanley 3s Commercial Ltd 17a Princes Road Richmond TW10 6DQ		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		19 May 2021	

Dear Sir / Madam

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

Address: 7 Tatham Place, London, NW8 6AF

Proposal: Excavation of a basement, extending underneath the rear garden Creation of a secondary entrance from the lower car park level and a new internal stair to connect the lower level to the ground floor.

Thank you for your application received on 7 May 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 In accordance with part A. 2. b) of Policy CM28.1 of Westminster's City Plan, please submit a signed proforma of Appendix A of the council's Code of Construction Practice, to confirm that you will comply with the relevant parts. Please note that this does not need to have been approved by the Environmental Inspectorate at this stage. A copy of Appendix A and further details of the code of construction practice can be found on our website: <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/code-construction-practice/appendices>.
- 2 Please submit a structural methodology statement prepared and signed off by a Chartered Civil Engineer (MICE) or Structural Engineer (MI Struct.E) including supplementary geohydrology reports where this is not being provided by the same engineer that provides specific details of:
 - 1) the ground condition both before and after the development including an assessment of the impacts on ground water flow, water levels and drainage and
 - 2) excavation, temporary works & construction techniques, including details of the

potential impact of subterranean development on existing and neighbouring structures.

- 3 Please provide a survey of trees on the site and trees located on land adjacent to the site (including street trees) that may be affected by the development. You should include a plan showing the position, branch spread and species of each tree. You should indicate which trees are to be removed, and which are to be retained and any works you propose to carry out on the trees being retained. You should provide evidence from an arboriculturist and/ or other appropriate expert to support any works proposed because of the condition of existing trees.

INFORMATIVE

Additional information and advice on proposals for works to trees are available from:

- the Council's Tree Section on tel. nos. 020 7641 7761 or 020 7641 2922.
- Westminster City Council's Guidance Notes relating to Trees in Conservation Areas or Protected by Tree Preservation Orders at the following website:
http://www.planningportal.gov.uk/uploads/1app/guidance/guidance_note-works_to_trees.pdf

Details of tree contractors approved by the Arboricultural Association are available at the following website:

<http://www.trees.org.uk/find-a-professional/Directory-of-Tree-Surgeons>

- 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 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

Rayhan Ali

Rayhan Ali

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