

Your ref:	15C Cleveland Square	Please reply to:	Rayhan Ali
Our ref:	21/05036/LBC	Tel No:	07866033247
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Harry Paticas Retrofit Action For Tomorrow 4 Bowmans Lea London SE23 3TL United Kingdom		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		29 July 2021	

Dear Sir / Madam

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

Address: 15C Cleveland Square, London, W2 6DG

Proposal: Refurbishment works including internal reconfiguration of living spaces, thermal upgrading to walls, re-glazing of timber casement windows with double glazing within existing frames, and airtightness, moisture control and mechanically-controlled ventilation strategies. (Linked with 21/05035/FULL)

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

- 1 We have emailed you separately on your linked lead application with full details of what information is required to make your applications valid.

Please forward this information to the above email address by **26 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

Rayhan Ali

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