

Your ref:	Penthouse One Harley House	Please reply to:	Christina Sriramula
Our ref:	20/05415/FULL	Tel No:	07866033879
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Paul Paturel Klesch Family Office PO Box 280 1st Floor 13 Broad Street St Helier JE4 9TN Jersey		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		3 September 2020	

Dear Sir / Madam

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

Address: Penthouse 1, Harley House, Marylebone Road, London, NW1 5HE,

Proposal: Installation of air conditioning system on the Penthouse at roof level.

Thank you for your application received on 27 August 2020. I am writing to inform you that your application is incomplete for the following reason(s):

1 Please provide the following:

- Existing and proposed elevations and floor plans

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.

INFORMATIVES:

You are advised that, from the information you have provided, we can't ascertain exactly what additional details/plans will be required. You are advised that further details may be required after we receive your response to this letter.

Please ensure that ALL files submitted to the council are named in accordance within our file naming conventions in order to speed up the time it takes us to process your application <https://www.westminster.gov.uk/submitting-your-planning-application>

- 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 **1 October 2020**. 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

Christina Sriramula

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