

Your ref:	46 Albemarle Street - Retail ...	<b>Please reply to:</b>	<b>Fraser Fikrie</b>
Our ref:	21/04764/FULL	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Laurence Brooker Turley 8th Floor Lacon House 84 Theobalds Road London WC1X 8NL		<b>Incomplete Applications</b> 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 & CONSERVATION AREAS) ACT 1990

**Address: Basement And Ground Floor , 46 Albemarle Street, London, W1S 4JN**

**Proposal: Alterations to shopfront, internal alterations including the removal of internal partitions and an internal staircase from ground to basement level. (Linked with 21/04765/LBC)**

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 The elevation you have provided is not labelled as either existing or proposed. We require existing and proposed elevations.
  - Existing elevations with correct labelling
  - Proposed elevations with correct labelling

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.

- 2 You have signed Certificate A declaring that nobody other than the applicant has ownership of the building. This is unlikely to be correct, unless you are the sole owner of the building(s) affected by the development, Certificate B should be completed and notice served on the freeholder and all those with a leasehold interest in the property

with seven or more years remaining. Please provide a list of names and addresses of those you have served notice on. A copy of the certificate form 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>

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 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

**Fraser Fikrie**

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

