

Your ref:	W2 3TT/73	Please reply to:	Fraser Fikrie
Our ref:	21/05712/FULL	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Clive Davis Clive Davis Architect 137 Harrowdene Gardens Teddington TW11 0DN UK		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		25 August 2021	

Dear Sir / Madam

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

Address: 73 Porchester Terrace, London, W2 3TT

Proposal: Blocking of a window to ground floor rear elevation and introduce new window alongside back door; and increase size of lightwell in front garden.

Thank you for your application received on 17 August 2021. I am writing to inform you that your application is incomplete for the following reason(s):

1 The site is within a conservation area, therefore a design and heritage statement is required.

2 Please provide:

- Existing and proposed section through lightwell. Are railings proposed? if so existing and proposed elevations required.
- Annotated photographs of the areas of alteration.
- Existing plan should show existing lightwell and proposed show the proposed. Currently they both show both existing and proposed.

Please forward this information to the above email address by **22 September 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

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