

Your ref:		Please reply to:	Mr Anthony Perera
Our ref:	21/05531/TCH	Tel No:	07866034072
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Miss Marie Markey Central Hall Westminster Storey's Gate Central Hall Westminster London SW1H 9NH		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		18 August 2021	

Dear Sir / Madam

TOWN AND COUNTRY PLANNING ACT 1990

Address: Westminster Central Hall , Storey's Gate, London, SW1H 9NH

Proposal: Use of an area of the public highway measuring 2.5m x 10.0m for the placing of three tables and twelve chairs in association with the existing ground floor use.

Thank you for your application received on 11 August 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 The correct fee has not been submitted with this application and an amount of £228.00 is outstanding.

Payment can be made online at <https://payments.immotoweb.com/WC/NReg/QuickPay.aspx> or by phone by calling 020 7641 6500. Alternatively, please send a cheque made payable to Westminster City Council to the address given above and clearly marked 'Planning Application Fees'.

If paying by BACS, see <https://www.westminster.gov.uk/planning-application-fees> for BACS information. Once paid please forward details (ie amount paid, date paid, narrative/ref) to planningreception@westminster.gov.uk in order for us to be able to validate your application.

Please note, payments for applications submitted via planning portal should be made to them direct. Westminster can not accept payments directly for these.

- 2 No location plan was submitted with your application. Please provide a location plan based on an up-to-date map at a scale of 1:1250 which shows the direction of north and clearly shows the site outlined in red and any other land in the same ownership outlined in blue.
- 3 Please provide manufacturer's specifications or photographs to show the appearance of all the furniture you are proposing to place on the highway such as tables and chairs; barriers; umbrellas; heaters; menu boards etc...
- 4 *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 **15 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

Mr Anthony Perera

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

