Westminster City Council

Pending Applications
Place Shaping and Town Planning
Westminster City Council
PO Box 732
Redhill, RH1 9FL

westminster.gov.uk

City of Westminster

Your ref:	3 - 20 New Cavendish Street	**Please reply to:**	**Fraser Fikrie**
Our ref:	21/06193/FULL	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;

MR LESLIE LINCH
FLAT 3
20 NEW CAVENDISH STREET
LONDON
W1G 8 TS

Incomplete Applications
Development Planning
City of Westminster
PO Box 732
Redhill, RH1 9FL

17 September 2021

Dear Sir / Madam

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

Address: Flat 3 , 20 New Cavendish Street, London, W1G 8TS

Proposal: Replacement of second floor front elevation windows with double glazed Crittall metal windows.

Thank you for your application received on 8 September 2021. I am writing to inform you that your application is incomplete for the following reason(s):

1 You have completed the correct certificate of ownership which is Certificate B. Howevere, you have not served notice and put details of those leaseholders with 7 years or more left on there lease as well as the freeholder. Please serve notice and complete certificate of ownership B.

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

2 Please provide:

- existing and proposed architectural elevations in context to the whole building annotating the windows affected.

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.

Please forward this information to the above email address by **15 October 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