

Your ref:	Jenny Arbuthnot	Please reply to:	Rayhan Ali
Our ref:	21/06634/FULL	Tel No:	07866033247
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Jordan Watson Ecospace Studios 5A Iliffe Yard London SE17 3QA		<b>Incomplete Applications</b> Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		1 October 2021	

Dear Sir / Madam

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

**Address: 8 Aldridge Road Villas, London, W11 1BP**

**Proposal: Erection of a single storey timber garden studio for ancillary residential purposes at rear garden.**

Thank you for your recent response to our email dated 1 October 2021 requesting further information in respect of your application received on 28 September 2021. Regretfully I am writing to inform you that your application is still incomplete for the following reason(s):

- 1 Please provide existing floor plans including Scale Bar.
- 2 Please provide a survey of trees on the site and trees located on land adjacent to the site (including street trees) that may be affected by the development. You should include a plan showing the position, branch spread and species of each tree. You should indicate which trees are to be removed, and which are to be retained and any works you propose to carry out on the trees being retained. You should provide evidence from an arboriculturist and/ or other appropriate expert to support any works proposed because of the condition of existing trees.

#### INFORMATIVE

Additional information and advice on proposals for works to trees are available from:

- the Council's Tree Section on tel. nos. 020 7641 7761 or 020 7641 2922.
- Westminster City Council's Guidance Notes relating to Trees in Conservation Areas or Protected by Tree Preservation Orders at the following website:

[http://www.planningportal.gov.uk/uploads/1app/guidance/guidance\\_note-works\\_to\\_trees.pdf](http://www.planningportal.gov.uk/uploads/1app/guidance/guidance_note-works_to_trees.pdf)

Details of tree contractors approved by the Arboricultural Association are available at the following website:

<http://www.trees.org.uk/find-a-professional/Directory-of-Tree-Surgeons>

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  
**29 October 2021.**

**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

Rayhan Ali

**Rayhan Ali**

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

