

Your ref:	21 Artillery Row, London SW1P...	Please reply to:	Zaynah Coowar
Our ref:	21/05997/LBC	Tel No:	07790387666
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Shoshana Goldstein 65 London Wall 65 London Wall London EC2M 5TU		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		13 September 2021	

Dear Sir / Madam

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

Address: Artillery House, 11-19 Artillery Row, London, SW1P 1RT,

Proposal: Internal alterations including replacement of air conditioning units on roof level and Installation of 2 no. extract louvres on 7th floor elevation.

Thank you for your application received on 31 August 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 You are required to submit a FULL application for Planning Permission (Please follow link below for Applications forms and guidance on the fee which is payable).

<https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/full-planning-permission>

- 2 Please submit a detailed acoustic report.

The report is to include the following information:

* The location of the nearest noise sensitive receptors and tranquil open spaces that may be affected by noise from the proposed plant or activity. Sensitive use includes residential use, educational establishments, hospitals, hotels, hostels, concert halls, theatres, law courts, and broadcasting and recording studios, but is not exhaustively limited to these use types. Indicate the distance of the window(s) and/or tranquil open space from the source in metres.

* The proposed operational hours of the plant/activity, plant type, number and locations.

* The measured Ambient noise level (L_{aeq}) for the 16 hours daytime and 8 hours night time (If plant to operate at night) to assess which planning condition applies.

* The representative lowest background noise level assessment (LA₉₀ 15 minutes) over the proposed hours of operation including the time, date and weather conditions, instrumentation and calibration, noise sampling locations and a copy of the noise survey data, (Graphical & numerical).

* Manufacturers Specifications of plant and/or proposed noise levels of internal activity in Octave or 1/3 octave band format.

* Calculations for the predicted noise level 1 metre from the window of the nearest sensitive property including distance, directionality and screening effects.

* You will need to demonstrate that the predicted noise level outside the most affected window will comply with the limits stated in our standard conditions. As a guideline these limits are normally 10dB below the lowest background LA₉₀ (15mins). However, you will need to refer to Policy 33 in the City Plan 2019-2040 and the guidance in the draft Environmental Supplementary Planning Guidance, which may require correction penalties for tonality or intermittency.

* Include any proposed attenuation measures and details of noise reductions achieved.

Additionally, it is recommended that reference be made to BS 8233:2014, which contains guidance for commercial design criteria.

You may wish to contact Environmental Health directly (Tel 020 7641 2000) to discuss technical issues relating to the submission of an acoustic report.

3 Some or all of the drawings submitted with your application do not include a scale bar, please amend. This is required as we have moved to an electronic way of working and no longer print paper copies of drawings.

0 *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 **11 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

Zaynah Coowar

Zaynah Coowar

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