

Your ref:	3 Circus Road , London Canopi...	Please reply to:	Fraser Fikrie
Our ref:	21/06242/TCH	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mrs Arran Dallimore C2J Architects & Town Planners UNIT 1A COMPASS BUSINESS PARK PACIFIC ROAD OCEAN PARK CARDIFF CF24 5HL United Kingdom		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		20 September 2021	

Dear Sir / Madam

TOWN AND COUNTRY PLANNING ACT 1990

Address: 3 Circus Road, London, NW8 6NX

Proposal: Use of two areas of the public highway measuring XXm x XXm and XXm x XXm for placement of XX tables and XX chars, and two planters.

Thank you for your application received on 10 September 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 Please provide a plan at a scale of 1:50 showing the area of public highway to be used outlined in red, the proposed layout of the tables and chairs within this area, the location of the kerb and the location of the entrance to the building/restaurant. You must indicate all street furniture and street items such as lamp posts and indicate their distance from the tables and chairs area. Your plans and drawings must be accurate and drawn to a recognised metric scale, include a scale bar, with precise dimensions stated for important details such as the distance between the tables and chairs area and the kerb edge. You must give each plan a distinctive reference number.

INFORMATIVE

The space around the tables and chairs must be adequate to allow the tables and chairs to be serviced by staff and used by customers while retaining at least 2.0m clear pavement width between whole area and any street furniture / the pavement edge to allow for pedestrian movement.

- 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.

Please forward this information to the above email address by **18 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

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