

Your ref:	South Molton Street Festive L...	<b>Please reply to:</b>	<b>Central Planning Team</b>
Our ref:	21/04268/ADV	Tel No:	2514
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Rebecca Crofton		<b>Incomplete Applications</b>	
6-8 Clothier Road Brislington Bristol BS4 5PS		Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		8 July 2021	

Dear Sir / Madam

TOWN AND COUNTRY PLANNING (CONTROL OF ADVERTISEMENTS) REGULATIONS 1992

**Address: South Molton Street, London, ,**

**Proposal: Display of four externally illuminated festive archways, festoon lighting along South Molton Street and two sculptural trees at each end of South Molton Street for a temporary period from 01 October 2021 to 29 January 2022.**

Thank you for your application received on 25 June 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 We need a plan of the South Molton Street showing the location of the sculptural trees, the feet of the proposed arches in relation to the central carriageway, the neighbouring buildings (including railings / raised forecourts) and any street furniture. The distance to each obstruction / the edge of the carriageway must be labelled.

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.

- 2 There is a discrepancy between the plans submitted and between the plans and the photo-montages in respect to the number of 'legs' that each arch will have (i.e. is it two or four?).

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 **29 July 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

Central Planning Team

**Central Planning Team**

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