

Your ref:	Lupus St	Please reply to:	Mr Anthony Perera
Our ref:	21/06523/LBC	Tel No:	07866034072
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Roger Crimlis AUSB Ltd 60 farleigh road London N16 7TQ United Kingdom		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		18 October 2021	

Dear Sir / Madam

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

Address: Third Floor And Fourth Floor Maisonette, 8 Lupus Street, London, SW1V 3DY,

Proposal: Addition of a acoustic insulation to the third floor flooring, internal alterations to create WC, upgrades to the existing boiler and the addition of two vent outlets on the front elevation at third floor level.

Thank you for your application received on 22 September 2021. I am writing to inform you that your application is incomplete for the following reason(s):

1 Please provide the following information:

-Existing and proposed section drawings through the floor showing the proposed insulation and relationship with historic joists and floorboards.

-Details of vents to be installed to front facade (please note that it would be expected that any grills of vents are traditional cast iron air bricks to match existing)

- Photographs of front facade and interiors at 3d floor level.

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.

INFORMATIVES:

You are advised that, from the information you have provided, we can't ascertain exactly what additional details/plans will be required. You are advised that further details may be required after we receive your response to this letter.

Please ensure that ALL files submitted to the council are named in accordance with our file naming conventions in order to speed up the time it takes us to process your application <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/making-planning-application>

2 *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 **15 November 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

Mr Anthony Perera

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

