

Your ref:		Please reply to:	Fraser Fikrie
Our ref:	21/07365/P3JPA	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Robert Greenwood Vital Energi Century House, Roman Road Blackburn, Lancashire BB1 2LD		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		28 October 2021	

Dear Sir / Madam

TOWN AND COUNTRY PLANNING ACT 1990

TOWN AND COUNTRY PLANNING (General Permitted Development) ORDER 1995 (as amended)

Address: St Stephens Nursery, 42 Westbourne Park Road, London, W2 5PH,

Proposal: Installation of 42.1m2 roof mounted photovoltaic array(s) and associated infrastructure at Dementia & Memory Resource Centre, 42 Westbourne Park Road,, London W2 5PH

Thank you for your application received on 27 October 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Your drawing are not labelled as either existing or proposed and we also require elevations as well as existing roof plans. Please provide:
 - existing roof plan with correct labelling
 - proposed roof plan with correct labelling
 - existing and proposed elevations of the building in context to the proposed photovoltaic.

- 2 No location plan was submitted with your application. Please provide a location plan based on an up-to-date map at a scale of 1:1250 which shows the direction of north and clearly shows the site outlined in red and any other land in the same ownership outlined in blue.

Please forward this information to the above email address by **25 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

Fraser Fikrie

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