

Your ref:	Internal Dado Rail	Please reply to:	Mr Anthony Perera
Our ref:	21/05690/FULL	Tel No:	07866034072
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Ms Cameron 4 St George's Square London SW1V 2HP United Kingdom		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		25 August 2021	

Dear Sir / Madam

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

Address: 4 St George's Square, London, SW1V 2HP

Proposal: Addition of an internal dado rail on the staircase and landings of the ground floor, 1st, 2nd and 3rd floors of the common parts.

Thank you for your application received on 16 August 2021. I am writing to inform you that your application is incomplete for the following reason(s):

1 Please provide the following:

- existing and proposed floor plans
- existing and proposed elevations

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 within 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 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.
- 3 Please confirm if internal alterations are only being proposed.
- 4 *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 **22 September 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>

