

Your ref:	15 Grosvenor Square - Securit...	Please reply to:	Fraser Fikrie
Our ref:	21/07402/FULL	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr C. Wojtulewski Parker Dann Ltd. S10 The Waterside Centre North Street Lewes BN7 2PE England		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
			5 November 2021

Dear Sir / Madam

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

Address: 15 Grosvenor Square, London, W1K 6LD

Proposal: Installation of railings at roof level, boundary railings between 15 and 16 Grosvenor Square, and cladding to rear stair tower

Thank you for your application received on 28 October 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please serve notice to leaseholders within 15 Grosvenor Square and also as the proposed work is on boundary with 16 Grosvenor Square, you will need to serve notice to number 16 too and complete certificate of ownership B.

Please use the link below to download a copy of the form.

<https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/ownership-certificates-and-agricultural-land-declaration>

Please forward this information to the above email address by **3 December 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>