



Your ref:	Rodolfo Borsini	Please reply to:	Mr Anthony Perera
Our ref:	21/08334/LBC	Tel No:	07866034072
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Rodolfo Borsini		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		13 January 2022	

Dear Sir / Madam

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

Address: Flat 4 , 33 Upper Berkeley Street, London, W1H 5QE

Proposal: Removal of deteriorating non-historic replica windows and installation of new timber replacements.

Thank you for your recent response to our email dated 16 December 2021 requesting further information in respect of your application received on 7 December 2021. Regretfully I am writing to inform you that your application is still incomplete for the following reason(s):

1 Please provide the following:

- existing and proposed elevations

In your photos provided please can you amend them to highlight in box red windows affected

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 You need to submit an application for Planning Permission. The application form can be downloaded from: www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/application-types-and-checklist

Guidance on the application fee payable can be found at: www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/planning-application-fees

You will also need to submit a Community Infrastructure Levy (CIL) additional information form. The form can also be downloaded from the Council's website: www.westminster.gov.uk/planning-building-and-environmental-regulations/community-infrastructure-levy-cil.

- 3 You have signed Certificate A declaring that nobody other than the applicant has ownership of the building. This is unlikely to be correct, unless you are the sole owner of the building(s) affected by the development, Certificate B should be completed and notice served on the freeholder and all those with a leasehold interest in the property with seven or more years remaining. Please provide a list of names and addresses of those you have served notice on. A copy of the certificate form can be found on the City Council's website. Please use the link below to download a copy of the form.

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

- 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
10 February 2022.

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>