



Your ref:	1-3 Churton Street	<b>Please reply to:</b>	<b>Zaynah Coowar</b>
Our ref:	22/01216/FULL	Tel No:	07790387666
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Ms Ambia salam n/a Flat 1 The Mill House 198 Wandle Road Morden, Surrey SM4 6AU United Kingdom		<b>Incomplete Applications</b> Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		23 May 2022	

Dear Sir / Madam

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

**Address: 1 Churton Street, London, SW1V 2JX,**

**Proposal: Installation of extract duct to the rear side elevation.**

Thank you for your recent response to our email dated 1 April 2022 March 2022 requesting further information in respect of your application received on 23 February 2022. Regretfully I am writing to inform you that your application is still incomplete for the following reason(s):

- 2 The design and access statement you have provided is unable to open, please re send via email below
- 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](http://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/ownership-certificates-and-agricultural-land-declaration)

0 \*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 June 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

Zaynah Coowar

**Zaynah Coowar**

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