



Your ref:	147 Wardour Street	<b>Please reply to:</b>	<b>Fraser Fikrie</b>
Our ref:	23/06499/FULL	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Miss Heloise Whiteman Savills (UK) Limited 33 Margaret Street London W1G0JD United Kingdom		<b>Incomplete Applications</b> Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		25 September 2023	

Dear Sir / Madam

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

**Address: 147 - 149 Wardour Street, London, W1F 8WD,**

**Proposal: Installation of a new substation within rear annexe and louvred vents to rear elevation.**

Thank you for your application received on 20 September 2023. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 The correct fee has not been submitted with this application and an amount of £228.00 is outstanding.

Payment can be made online by visiting the link <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/make-application/planning-application-fees> or by phone by calling 020 7641 6500. Alternatively, please send a cheque made payable to Westminster City Council to the address given above and clearly marked 'Planning Application Fees'.

If paying by BACS, see [www.westminster.gov.uk/planning-application-fees](https://www.westminster.gov.uk/planning-application-fees) for BACS information. Once paid please forward details (ie amount paid, date paid, narative/ref) to [planningreception@westminster.gov.uk](mailto:planningreception@westminster.gov.uk) in order for us to be able to validate your application.

Please note, payments for applications submitted via planning portal should be made to them direct. Westminster can not accept payments directly for these.

Please forward this information to the above email address by **23 October 2023**. 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 020 7641 6000. **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

**Fraser Fikrie**

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

