



Your ref:	4B (2nd and 3rd Floor Maisone...	Please reply to:	Fraser Fikrie
Our ref:	23/06132/LBC	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Luke Tozer Pitman Tozer Architects Pitman Tozer Architects 3 Jacob's Well Mews London W1U 3DU United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
			12 September 2023

Dear Sir / Madam

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

Address: 4 Henrietta Street, London, WC2E 8PS,

Proposal: Replacement of front and rear windows with double glazed timber sash windows.

Thank you for your application received on 5 September 2023. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 You need to submit an application for Planning Permission. Please submit a full planning application through Planning Portal website including all the supporting documents.

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.

- 2 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

3 Please provide:

- Existing and proposed architectural elevations in context to the whole building annotating the windows affected.

INFORMATIVES: 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.

Please forward this information to the above email address by **10 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

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

