



Your ref:	4-5 Langham Place Proposed Ex...	<b>Please reply to:</b>	<b>Rayhan Ali</b>
Our ref:	23/07348/TCH	Tel No:	07866033247
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr nick haseltine HP Architects Ltd 7 halifax street London SE26 6JA United Kingdom		<b>Incomplete Applications</b> Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		31 October 2023	

Dear Sir / Madam

TOWN AND COUNTRY PLANNING ACT 1990

**Address: 4-5 Langham Place, London, W1B 3DG,**

**Proposal: Use of the public highway measuring 8.5m x 2 m for the placing of 6 tables, 12 chairs and 2 planters in connection with the associated commercial uses (class E) between the hours of 08:00 and 22:00**

Thank you for your application received on 23 October 2023. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 You have completed the certificate of ownership incorrectly. The tables and chairs are located on the public highway, which is owned by the City Council. Therefore, please fill in Certificate B and serve notice on the City Council. A copy of the certificate 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)

- 2 \*Please collate all requested information in a single submission and send to [planningreception@westminster.gov.uk](mailto: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 **28 November 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

Rayhan Ali

**Rayhan Ali**

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