



Your ref:	12 Connaught Street	<b>Please reply to:</b>	<b>Fraser Fikrie</b>
Our ref:	23/07226/LBC	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Ms Lucia Larragoiti Fisher Flat 14, 31 Penywern Road London SW5 9TU England		<b>Incomplete Applications</b> Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		27 October 2023	

Dear Sir / Madam

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

**Address: 12 Connaught Street, London, W2 2AF,**

**Proposal: Installation of awning with logos; painting of external shopfront (12 Connaught Street & 1 Porchester Place) coloured in Forest Green; and painted fascia sign.**

Thank you for your application received on 18 October 2023. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please provide a Heritage Statement (sometimes also referred to as a Historic Building Impact Assessment), including clearly annotated photographs detailing the proposed works in terms of the effect on the significance of the building or asset.

#### INFORMATIVE

Your Heritage Statement should (a) explain the significance of the heritage asset(s) affected including any contribution made by their setting(s); (b) explain the impact of proposed works on significance of that asset; (c) where any harm is caused provide full justification, setting out the degree of harm caused (whether substantial or less than substantial), alternatives which have been considered to avoid harm and any public benefits (including heritage benefits).

Your Heritage Statement should be proportionate to the nature of the proposal and can be included within the Design and Access Statement where one is required, but should form a clearly identified separate section. For further guidance please refer to our website: [www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-](http://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-)

applications/advice-planning-application-supporting-documents/heritage-statements.

2 The drawings you have provided did not include scale bars and are not labelled as either existing or proposed. Please provide the following:  
- Existing and proposed elevations to include scale bars, correct labelling, and you must give each plan a distinctive reference number.

3 You need to submit an application for Advertisement Consent. More information on advertisement consent, details of the fee payable and the relevant form can be found on the Council's website:

[www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/application-types-and-checklist/advertisement-consent](http://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/application-types-and-checklist/advertisement-consent)

[www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/planning-application-fees](http://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/planning-application-fees)

Please forward this information to the above email address by **24 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

Fraser Fikrie

**Fraser Fikrie**

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

