



Your ref:	44 Craven Road	Please reply to:	Mr Anthony Perera
Our ref:	23/07118/LBC	Tel No:	07866034072
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Ms Asena Koksai Bourne Architects 6a Godson Street London N1 9GZ United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		2 November 2023	

Dear Sir / Madam

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

Address: Second Floor Flat, 44 Craven Road, London, W2 3QA,

Proposal: Replacement window with a two-over-two timber single glazed sash window including installation of an air vent grill to the rear.

Thank you for your recent response to our email dated 25 October 2023 requesting further information in respect of your application received on 13 October 2023. Regrettably I am writing to inform you that your application is still incomplete for the following reason(s):

1 Please amend:

Further to your email of 31 October 2023, the issue of ownership and the correct certificate is in relation to the other flats within 44 Craven Road which need to be served notice upon and Certificate B completed, rather than the owner of the property which I understand is being dealt with through probate at this time.

2 *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

30 November 2023.

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

Mr Anthony Perera

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