



Your ref:	Eyre Court	<b>Please reply to:</b>	Rayhan Ali
Our ref:	23/07025/FULL	Tel No:	07866033247
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Gregory Mc Kinney Opsis Design 18, 71H Drayton Park, London N5 1DU		<b>Incomplete Applications</b> Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		16 October 2023	

Dear Sir / Madam

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

**Address: Flat 20, Eyre Court, 3-21 Finchley Road, London, NW8 9TT,**

**Proposal: Installation of replacement windows including inseration of three Extractor fan at North Elevation.**

Thank you for your application received on 9 October 2023. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please provide a sustainable design statement.

#### INFORMATIVE

The statement should provide a proportionate level of information or commentary to demonstrate how the design has positively addressed the sustainable design principles set out in Policy 38D in the City Plan 2019-2040. This should include design implications arising from related policy in particular Policy 34B (urban greening), Policy 36 (Energy) and Policy 39 (Heritage). It should set out how consideration has been given to the energy hierarchy and cross reference other relevant documents including the BREEAM assessment, SuDs strategy, energy strategy, heritage statement and water calculations where provided and relevant. Any proposal involving demolition of a building should include a statement setting out why it is not possible to retain and improve the existing building in line with Policy 38, cross referencing the whole life cycle carbon analysis where required.

Where heritage assets are affected, this should cross reference the Heritage Statement. If incorporated within the Design and Access Statement, it should be a distinct and clearly identified separate section.

More information and templates can be found on our website:  
<https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/advice-planning-application-supporting-documents/sustainable-design-statement>

- 2 The development includes one or more 'relevant buildings'. Therefore, a Planning Gateway One Fire Statement must be submitted. Further guidance on the requirements of Planning Gateway One is provided in the relevant section of the NPPG: [www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021](http://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021). When preparing your Planning Gateway One Fire Statement you must follow the Government's standard template:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/996387/Fire\\_statement\\_form\\_-\\_static.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/996387/Fire_statement_form_-_static.pdf)

- 3 Please provide Proposed floor plan (to correspond with the submitted Existing floor plan)
  - 4 Your drawings show you are proposing for three extractor fans, if they are mechanically operated then please provide a noise report.
- 0 \*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 **13 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

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