Westminster City Council   Incomplete Applications   westminster.gov.uk
Town Planning & Building Control
Westminster City Council
PO Box 732
Redhill, RH1 9FL

City of Westminster

Your ref:	Black Sheep Coffee, Strand - ...	**Please reply to:**	**Zaynah Coowar**
Our ref:	23/06003/FULL	Tel No:	07790387666
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;

Mr Jeremy Rawbone-Viljoen
425 Strand
London
City Of Westminster
WC2R 0QE
United Kingdom

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7 September 2023

Dear Sir / Madam

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

Address: 425 Strand, London, WC2R 0QE,

Proposal: Installation of manual awning and barriers to existing outdoor seating area.

Thank you for your application received on 30 August 2023. I am writing to inform you that your application is incomplete for the following reason(s):

1 Please confirm if you are applying for the awning and barriers only

    If so, please omit all other works from drawings and provide clearly annotated existing and proposed drawings related to proposed works

2 The correct fee has not been submitted with this application and an amount of £256.00 is outstanding.

    Payment can be made online by visiting the link https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/make-application/planning-application-fees or by phone by calling 020 7641 6500. Alternatively, please send a cheque made payable to Westminster City Council to the address given above and clearly marked 'Planning Application Fees'.

    If paying by BACS, see www.westminster.gov.uk/planning-application-fees for BACS information. Once paid please forward details (ie amount paid, date paid, narative/ref) to planningreception@westminster.gov.uk in order for us to be able to validate your application.

Please note, payments for applications submitted via planning portal should be made to them direct. Westminster can not accept payments directly for these.

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
   www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/planning-application-fees

0   *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 **5 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

Zaynah Coowar

Zaynah Coowar

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