



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		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		27 November 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 recent response to our email dated 7 September 2023 requesting further information in respect of your application received on 30 August 2023. Regretfully I am writing to inform you that your application is still 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
25 December 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

Zaynah Coowar

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

