



Your ref:	Extensions to the rear at No ...	Please reply to:	Mr Anthony Perera
Our ref:	23/07829/FULL	Tel No:	07866034072
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mrs Samantha Scott Leith Planning Ltd Unit 4 Freckleton Street Kirkham PR4 2SH		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		20 November 2023	

Dear Sir / Madam

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

Address: 10 - 12 Bourlet Close, London, W1W 7BR,

Proposal: Extensions to the rear at 10-12 and erection of a mansard roof extension at 12 Bourlet Close.

Thank you for your application received on 10 November 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 Please provide an archaeological desk-top assessment of the development site. The assessment should include a written report and recommendations and be based on local, regional and national documentary records, historical maps and plans of the area, photographic evidence, geological information and relevant data from the local Historic Environment Record as well as a surface inspection of the site. The report should be signed and dated by the author and include their professional qualifications and contact details.
- 3 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-applications/advice-planning-application-supporting-documents/heritage-statements.

- 4 *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 **18 December 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

Mr Anthony Perera

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