



Your ref:	Irving House - Flat Roof Rene...	Please reply to:	Mr Anthony Perera
Our ref:	23/07986/COFUL	Tel No:	07866034072
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr John Clayton JD Clayton Ltd 5 Fourth Avenue Rush Green Romford RM7 0UA United Kingdom		<b>Incomplete Applications</b> 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

**Address:** Irving House, 5 Irving Street, London, WC2H 7AT,

**Proposal:** Flat roof and guardrailing (Renewal)

Thank you for your application received on 17 November 2023. I am writing to inform you that your application is incomplete for the following reason(s):

1 Please provide:

- Please can you provide Design and access as the one provided seems to have an error and will not open.

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 **25 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

**Mr Anthony Perera**

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