



Your ref:	Pasta Brown	<b>Please reply to:</b>	<b>Mr Joshua Wilson</b>
Our ref:	23/07815/TCH	Tel No:	
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mrs Natalie Baynes 31-32 Bedford Street London WC2E 9ED United Kingdom		<b>Incomplete Applications</b> Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		16 November 2023	

Dear Sir / Madam

TOWN AND COUNTRY PLANNING ACT 1990

**Address: 31 - 32 Bedford Street, London, WC2E 9ED,**

**Proposal: Use of two areas of the public highway measuring 6m x 0.75m and 4m x 0.75m for the placing of five tables and 10 chairs in connection with existing restaurant**

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 manufacturer's specifications or photographs to show the appearance of all the furniture you are proposing to place on the highway such as tables and chairs; barriers; umbrellas; heaters; menu boards etc.
- 2 Please provide a plan at a scale of 1:50 showing the area of public highway to be used outlined in red, the proposed layout of the tables and chairs within this area, the location of the kerb and the location of the entrance to the building/restaurant. You must indicate all street furniture and street items such as lamp posts and indicate their distance from the tables and chairs area. Your plans and drawings must be accurate and drawn to a recognised metric scale, include a scale bar, with precise dimensions stated for important details such as the distance between the tables and chairs area and the kerb edge. You must give each plan a distinctive reference number.

#### INFORMATIVE

The space around the tables and chairs must be adequate to allow the tables and chairs to be serviced by staff and used by customers while retaining at least 2.0m clear

pavement width between whole area and any street furniture / the pavement edge to allow for pedestrian movement.

3 Some or all of the drawings submitted with your application do not include a scale bar, please amend the drawings to ensure all drawings include a scale bar.

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 **14 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 Joshua Wilson

**Mr Joshua Wilson**

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

