



Your ref:	12 Waterloo Place, Essential ...	Please reply to:	Mr Anthony Perera
Our ref:	23/08030/LBC	Tel No:	07866034072
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Jack Udale CBRE Henrietta House, Henrietta Place London W1G 0NB United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		28 November 2023	

Dear Sir / Madam

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

Address: 12 Waterloo Place, London, SW1Y 4AU,

Proposal: Installation of a new larger capacity rainwater outlet with new internal waste-water pipe to direct water off the flat roof and connect it to the existing rainwater disposal pipework at basement level. New pipework concealed behind finishes with provision for future maintenance access formed in modern dry-lining, repairs to the water damaged modern plaster ceilings and decorative plaster details surrounding the barrel-vaulted roof light are proposed to be undertaken on a like for like basis.

Thank you for your application received on 20 November 2023. I am writing to inform you that your application is incomplete for the following reason(s):

1 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.

2 Please provide the following:

- existing and proposed floor plans

Your plans and drawings must be accurate and drawn to a recognised metric scale, include a scale bar, with any precise dimensions stated for important details. You must give each plan a distinctive reference number.

INFORMATIVES:

You are advised that, from the information you have provided, we can't ascertain exactly what additional details/plans will be required. You are advised that further details may be required after we receive your response to this letter.

Please ensure that ALL files submitted to the council are named in accordance within our file naming conventions in order to speed up the time it takes us to process your application <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/making-planning-application>

- 3 *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 **26 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>

