



Your ref:	22467 44 Moreton Street	Please reply to:	Fraser Fikrie
Our ref:	23/07964/FULL	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Matthew Hillier Hillier Associates 71 Haydon Park Road London SW19 8JH United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		23 November 2023	

Dear Sir / Madam

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

Address: 44 Moreton Street, London, SW1V 2PB,

Proposal: Erection of two storey rear extension to lower and upper ground floor to extend shop/office unit; erection of a single storey rear extension to flat with glazed, faceted bay, at upper ground floor level; altered side windows to existing rear outrigger at lower and upper ground floor levels; and widening of existing glazed link to rear outrigger at upper ground floor level, with extension of existing rear roof terrace above.

Thank you for your application received on 16 November 2023. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 The correct fee has not been submitted with this application and an amount of £228.00 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, narrative/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.

- 2 As the site is located within a flood risk zone and/or is within a surface water flood risk hotspot; please provide a flood risk assessment identifying and assessing the risks of all forms of flooding to and from the development and demonstrating how these flood risks will be managed, taking climate change into account. The assessment should also identify opportunities to reduce the probability and consequences of flooding.

INFORMATIVE

For both residential extensions and non-residential extensions of less than 250 square metres in Flood Risk Zones 2 and 3, a simple flood risk assessment following the advice at the following link can be submitted: www.gov.uk/guidance/flood-risk-assessment-standing-advice#advice-for-minor-extensions.

The flood risk assessment should form part of an Environmental Statement when one is required.

- 3 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>

Please forward this information to the above email address by **21 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

Fraser Fikrie

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