



Your ref:	Kings Buildings, 16 Smith Squ...	Please reply to:	Rayhan Ali
Our ref:	23/07541/FULL	Tel No:	07866033247
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr William Fleuriot Avison Young (UK) Limited 65 Gresham Street London EC2V 7NQ United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		7 November 2023	

Dear Sir / Madam

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

Address: Kings Buildings, 16 Smith Square, London, SW1P 3HQ,

Proposal: Replacement of single glazed roof over the basement and replace it with a lean-to roof with six Velux rooflights.

Thank you for your application received on 30 October 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 Existing plans and elevations (to correspond with the submitted Proposed drawings) all plans must include scale bars.
- 3 Please provide Existing and Proposed Elevation plan of the whole building. (All plans must include scale bars)
- 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 **5 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

Rayhan Ali

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