



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	
		11 December 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 recent response to our email dated 7 November 2023 requesting further information in respect of your application received on 30 October 2023. Regrettably I am writing to inform you that your application is still incomplete for the following reason(s):

- 1 No location plan was submitted with your application. Please provide a location plan based on an up-to-date map at a scale of 1:1250 which shows the direction of north and clearly shows the site outlined in red and any other land in the same ownership outlined in blue.
- 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
8 January 2024.

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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