



Your ref:	Home House Windows	Please reply to:	Fraser Fikrie
Our ref:	23/07993/LBC	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Paul Crisp Smith Jenkins Planning & Heritage Studio 11.2.1 The Leather Market Weston Street London SE1 9SG		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		24 November 2023	

Dear Sir / Madam

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

Address: 20 Portman Square, London, W1H 6LW,

Proposal: Replacement of first floor casement doors.

Thank you for your application received on 17 November 2023. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 You need to submit an application for Planning Permission. The application form can be downloaded from: www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/application-types-and-checklist

Guidance on the application fee payable can be found at: www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/planning-application-fees

You will also need to submit a Community Infrastructure Levy (CIL) additional information form. The form can also be downloaded from the Council's website: www.westminster.gov.uk/planning-building-and-environmental-regulations/community-infrastructure-levy-cil.

- 2 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>

3 Please provide proposed detailed drawings (section through) of the doors.

Please forward this information to the above email address by **22 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>