



Your ref:	Moyagi, London	<b>Please reply to:</b>	<b>Mr Gregor Gault</b>
Our ref:	23/08553/ADV	Tel No:	
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Scott Little Projects Group 10 Quarry Court Quarry Road Pitstone LU7 9GW		<b>Incomplete Applications</b> Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		19 December 2023	

Dear Sir / Madam

TOWN AND COUNTRY PLANNING (CONTROL OF ADVERTISEMENTS) (ENGLAND)  
 REGULATIONS 2007

**Address: 5 Cavendish Place, London, W1G 0QA,**

**Proposal: Display of an internally illuminated projecting sign measuring 20cm x 100cm.**

Thank you for your application received on 11 December 2023. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please provide metrically scaled existing elevation drawings that include a scale bar.
  - 2 Please provide metrically scaled existing and proposed section drawings. These must include a scale bar.
  - 3 Please provide a more detailed section drawing of the proposed sign that more clearly shows the method of illumination including the luminance values.
- 0 \*Please collate all requested information in a single submission and send to [planningreception@westminster.gov.uk](mailto: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 **16 January 2024**. 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 Gregor Gault

**Mr Gregor Gault**

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