



Your ref:	28 Elm Tree Road	Please reply to:	Mr Anthony Perera
Our ref:	23/08376/FULL	Tel No:	07866034072
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Tom Drake SJC Group Limited 33 St James Square London SW1Y 4JS United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		13 December 2023	

Dear Sir / Madam

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

Address: 28 Elm Tree Road, London, NW8 9JP,

Proposal: Erection of a single storey rear extensions including internal alterations, new glass roof and new windows.

Thank you for your application received on 4 December 2023. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please provide a Heritage Statement (sometimes also referred to as a Historic Building Impact Assessment), including clearly annotated photographs detailing the proposed works in terms of the effect on the significance of the building or asset.

INFORMATIVE

Your Heritage Statement should (a) explain the significance of the heritage asset(s) affected including any contribution made by their setting(s); (b) explain the impact of proposed works on significance of that asset; (c) where any harm is caused provide full justification, setting out the degree of harm caused (whether substantial or less than substantial), alternatives which have been considered to avoid harm and any public benefits (including heritage benefits).

Your Heritage Statement should be proportionate to the nature of the proposal and can be included within the Design and Access Statement where one is required, but should form a clearly identified separate section. For further guidance please refer to our website: www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/advice-planning-application-supporting-documents/heritage-statements.

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 **10 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 Anthony Perera

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

