



Your ref:	37 Great Cumberland Place - L...	Please reply to:	Mr Joshua Wilson
Our ref:	23/08748/ADLBC	Tel No:	
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Ms Yvonne Donaldson Garnett Architecture LLP Unit 309, The Print Rooms 164-180 Union Street London SE1 0LH United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		28 December 2023	

Dear Sir / Madam

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

Address: 37 Great Cumberland Place, London, W1H 7TD

Proposal: Detailed drawings of basement tanking and dry lining showing key details pursuant to Condition 3 (i) of listed building dated 15th October 2023 (RN:20/03651/LBC),

Thank you for your application received on 18 December 2023. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Some or all of the drawings submitted with your application do not include a scale bar, please amend the drawings to ensure all drawings include a scale bar.
- 0 *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 **25 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 Joshua Wilson

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