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|--|----------------|---|---------------------------------------|
| Your ref: | 24 EATON PLACE | Please reply to: | Fraser Fikrie |
| Our ref: | 23/08412/LBC | Tel No: | 0753424 7967 |
| | | Fee Queries: | 0207 641 6500; |
| | | Email: | planningreception@westminster.gov.uk; |
| Ms Elisabeth Kendall Vernon Architects 10 Montagu Court 27-29 Montagu Square London W1H 2LG United Kingdom | | Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL | |
| | | | 14 December 2023 |

Dear Sir / Madam

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

Address: 24 Eaton Place, London, SW1X 8AE,

Proposal: Creation of a new roof terrace and associated fall protection at main roof level; removal and replacement plant at main roof level; removal of some ducts, pipes, and vents from the external facades; and various internal Alterations. (Linked with 23/08411/FULL)

Thank you for your application received on 5 December 2023. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 We have emailed you separately on your linked lead application with full details of what information is required to make your applications valid.

Please forward this information to the above email address by **11 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

Fraser Fikrie

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