



Your ref:	233-237 Marylebone - small ca...	Please reply to:	Mr Anthony Perera
Our ref:	23/08476/FULL	Tel No:	07866034072
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
N Griffin Inception Planning Limited Quatro House Frimley Road Camberley GU16 7ER		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		19 December 2023	

Dear Sir / Madam

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

Address: 233 - 237 Old Marylebone Road, London, NW1 5QT,

Proposal: Erection of canopy (6.1m x 4.6m) to the front of the building.

Thank you for your application received on 6 December 2023. I am writing to inform you that your application is incomplete for the following reason(s):

1 Please provide:

- Please provide a planning statement to confirm what the new structure will be used for. This could include details such as opening hours, capacity, use, management.

- Please provide specifications of the proposed canopy to show its colour, appearance and materials.

- Please confirm if this is a permanent structure.

- The structure is located under a trees canopy. We will require a arboricultural method statement

2 Please provide an up to date tree survey, arboricultural implications assessment and details of tree protection measures as proposals may affect trees within the application site or on land adjacent to the site (including street trees). This information should be prepared by a suitably qualified arboriculturist in accordance with the recommendations

of BS5837: 2012 (Trees in relation to design, demolition and construction-Recommendations. It should include:

(a) A scaled plan that shows the position and crown spread of every tree with a stem diameter of over 75mm measured over the bark at 1.5 m above ground level, and shrub masses and hedges on the application site and adjacent land. For individual trees, the crown spread taken at four cardinal points (section 4 of BS5837: 2012).

(b) A schedule of tree details as recommended at paragraph 4.4.2.5 -4.4.3.9 of BS5837: 2012, and their categorisation as per paragraph 4.5 and table 1 of BS5837: 2012

(c) Details of the root protection areas (RPAs) of the trees as per paragraph 4.6 of BS5837: 2012 (see in particular 4.6.3) and details of any proposed alterations to the existing ground levels or any other works to be undertaken within the RPA of any tree within the tree survey plan and schedule. This includes any proposals for service trenches.

(d) Details of all proposed tree surgery and removal, and the reasons for the proposed works.

(e) Tree constraints (the RPA and any other relevant constraints as set out in paragraph 5.2 of BS5837: 2012 plotted around each of the trees on relevant drawings, including proposed site layout plans.

(f) An arboricultural impact assessment that evaluates the direct and indirect effects of the proposed design and where necessary recommends mitigation (as set out in paragraph 5.4 of BS5837: 2012).

(g) A tree protection plan superimposed on a layout plan, based on the topographical survey, and details of all tree protection measures for every tree proposed to be retained for the duration of the course of the development, and showing all hard surfacing and other existing structures within the RPA. (section 5.5 of BS5837: 2012). This should take account of anticipated construction requirements (sections 5.2.3, 5.5.6, 6 and 7 of BS5837: 2012).

(h) Details of the size, species and location of replacement trees proposed for any trees shown to be removed.

(i) Strategic hard and soft landscape design, including species and location of new tree planting.

INFORMATIVE

Additional information and advice is available from the Council's Tree Section: privatelyownedtrees@westminster.gov.uk. Details of tree consultants are available at the following websites: www.trees.org.uk/Registered-Consultant-Directory and www.charteredforesters.org/what-we-do/find-a-consultant.

3 *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 **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 Anthony Perera

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