



Your ref:	Flat B, 11 Craven Hill,	Please reply to:	Fraser Fikrie
Our ref:	23/08796/FULL	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Miss Mackenzie Petcher Freedom Homes Architects 85 Uxbridge Road Ealing Cross London W5 5BW United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		8 January 2024	

Dear Sir / Madam

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

Address: Flat B, 11 Craven Hill, London, W2 3EN,

**Proposal: Addition of new vent flap in bathroom and back draught shutter.
 (Retrospective application)**

Thank you for your application received on 20 December 2023. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 You need to submit an application for listed building consent. More information on listed building consent and the relevant forms can be found on the Council's website: www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/application-types-and-checklist/listed-building-consent.

INFORMATIVE

In addition to a Design and Access Statement, a Heritage Statement will also be required detailing the proposed works in terms of the effect on the historic and architectural interest of the building. For guidance, please refer to our website for details of what should be included in this statement: www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/design-and-access-statements.

Please forward this information to the above email address by **5 February 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

Fraser Fikrie

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