



Your ref:	45 Northumberland Place	<b>Please reply to:</b>	<b>Mr Anthony Perera</b>
Our ref:	23/08538/FULL	Tel No:	07866034072
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Ms Mira Esposito MIRA A Architecture + Engineering 167-169 Great Portland Street 5th Floor London London W1W 5PF		<b>Incomplete Applications</b> Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
			12 January 2024

Dear Sir / Madam

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

**Address: 45 Northumberland Place, London, W2 5AS,**

**Proposal: Conversion of the existing cellars into a utility plant room.**

Thank you for your recent response to our email dated 19 December 2023 requesting further information in respect of your application received on 9 December 2023. Regrettably I am writing to inform you that your application is still incomplete for the following reason(s):

1 Please can you confirm:

- We have amended your description "Excavation beneath front garden in connection with conversion of existing cellars into a utility plant room, new external staircase from lower ground to ground level, new planters and refuse storage structure in front garden and associated works"

Please can you confirm if you agree

- Works to underpinning boundary walls requires certificate B

2 You have signed Certificate A declaring that nobody other than the applicant has ownership of the building. This is unlikely to be correct, unless you are the sole owner of the building(s) affected by the development, Certificate B should be completed and notice served on the freeholder and all those with a leasehold interest in the property

with seven or more years remaining. Please provide a list of names and addresses of those you have served notice on. A copy of the certificate form can be found on the City Council's website. Please use the link below to download a copy of the form.

[www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/ownership-certificates-and-agricultural-land-declaration](http://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/ownership-certificates-and-agricultural-land-declaration)

3 \*Please collate all requested information in a single submission and send to [planningreception@westminster.gov.uk](mailto: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  
**9 February 2024.**

**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

**Mr Anthony Perera**

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

