

Westminster City Council  
64 Victoria St  
London  
SW1E 6QP

ADL Planning Pty Ltd  
Planning For Better

16 January 2024

RE: 103 Elgin Avenue - PP-12726901

Dear Planning,

Please find enclosed an application for planning permission for the removal of a sash window at upper ground floor level on the rear elevation and its replacement with timber framed double doors with a metal balcony and railing at 103 Elgin Avenue.

The application is accompanied by the following documents:

- Completed application form including ownership certificate
- Site location plan with application site outlined in red
- Block plan with the application site outlined in red
- Existing floorplans, sections and elevations
- Proposed floorplans, sections and elevations
- Demolition floorplans, sections and elevations
- Sustainable Design Statement
- Completed CIL additional information form
- The application fee has been paid via the Planning Portal

I trust you have all the information you need to validate the application. Should you require anything further, please do not hesitate to contact me.

Kind Regards,

*Anna Thomson*

MRTPI MPIA



ADL Planning Pty Ltd.  
[www.adlplanning.co.uk](http://www.adlplanning.co.uk)  
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