



Your ref:	103 Elgin Avenue - Doors and ...	Please reply to:	Rayhan Ali
Our ref:	24/00337/FULL	Tel No:	07866033247
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mrs Anna Thomson ADL Planning Pty Ltd 1 The Arbory Plumpton Lane Great Plumpton PR4 3NH		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		22 January 2024	

Dear Sir / Madam

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

Address: 103 Elgin Avenue, London, W9 2NP,

Proposal: 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.

Thank you for your application received on 18 January 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 As the site is located within a flood risk zone and/or is within a surface water flood risk hotspot; please provide a flood risk assessment identifying and assessing the risks of all forms of flooding to and from the development and demonstrating how these flood risks will be managed, taking climate change into account. The assessment should also identify opportunities to reduce the probability and consequences of flooding.

INFORMATIVE

For both residential extensions and non-residential extensions of less than 250 square metres in Flood Risk Zones 2 and 3, a simple flood risk assessment following the advice at the following link can be submitted: www.gov.uk/guidance/flood-risk-assessment-standing-advice#advice-for-minor-extensions.

The flood risk assessment should form part of an Environmental Statement when one is required.

- 2 Some or all of the drawings submitted with your application do not include a scale bar, please amend the drawings to ensure all drawings include a scale bar.

- 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 **19 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

Rayhan Ali

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

