



Your ref:	16 Eaton Place - amendments	<b>Please reply to:</b>	<b>Mr Joshua Wilson</b>
Our ref:	24/00034/NMA	Tel No:	
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mrs Elisabeth Kendall Vernon Architects 10 Montagu Court 27-29 Montagu Square London W1H 2LG United Kingdom		<b>Incomplete Applications</b> Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		10 January 2024	

Dear Sir / Madam

TOWN AND COUNTRY PLANNING ACT 1990 : SECTION 96A (AS AMENDED BY SECTION 190 OF THE PLANNING ACT 2008)  
 TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) (AMENDMENT No. 3) (ENGLAND) ORDER 2009

**Address: Flat 1, 16 Eaton Place, London, SW1X 8AE,**

**Proposal: Amendments to planning permission dated 2nd February 2023 (RN:22/07938/FULL) for Erection of extension at the lower ground floor level; replacement of bay window at lower ground floor level with timber French double door; creation of a ground floor balcony with a lightweight metal stair forming access from ground floor level to the garden below; changes to the fenestration of the closet wing elevation including new window to rear elevation and adapting the existing window to form a door opening to provide access to the new balcony; installation of air conditioning unit within front vault. Namely, making the window/door opening in the Master Bedroom slightly wider to align exactly with the opening at first floor level, the keeping of the existing bay window in Bedroom 3 and raising it and introducing a full height window in the side walls and a door in the elevation facing the garden, raising the height of the doors at the lower ground floor level, to remove a small part of the wall in the dressing area in Bedroom 3 and to use a slimline heritage double glazed unit instead of a single glazing in the new window in the kitchen.,**

Thank you for your application received on 3 January 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 The correct fee has not been submitted with this application and an amount of £43 is

outstanding.

Payment can be made by visiting <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/make-application/planning-application-fees> or by phone by calling 020 7641 6500. Alternatively, please send a cheque made payable to Westminster City Council to the address given above and clearly marked 'Planning Application Fees'.

If paying by BACS, see [www.westminster.gov.uk/planning-application-fees](http://www.westminster.gov.uk/planning-application-fees) for BACS information. Once paid please forward details (i.e. amount paid, date paid, narrative/ref) to [planningreception@westminster.gov.uk](mailto:planningreception@westminster.gov.uk) in order for us to be able to validate your application.

Please note, payments for applications submitted via planning portal should be made to them direct. Westminster cannot accept payments directly for these.

0 \*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 **7 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

Mr Joshua Wilson

**Mr Joshua Wilson**

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