



Your ref:	18 Greville Place	Please reply to:	Fraser Fikrie
Our ref:	23/08825/LBC	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Noel Wright Noel Wright Architects 3 Spain Buildings 28 The Spain Petersfield GU32 3LA United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
			9 January 2024

Dear Sir / Madam

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

Address: 18 Greville Place, London, NW6 5JH,

Proposal: Reconstruction of the second floor 'mansard' wall and flat roof with raised ceiling height, and associated new windows which will maintain access to the existing flat roof terrace; installation of railings to the existing flat roof terrace; new solar PV set to flat roof top and the installation of an Air Source Heat Pump; replacement driveway gates and the renewal of the pedestrian gate; alterations to hard landscape and exterior steps associated with access between ground, basement level, and the rear garden; refurbishment and repair works to the external building fabric to include renewal of roof coverings; refurbishment works including renewal of heating, plumbing and electrical services including the introduction of underfloor heating; upgrading of the thermal efficiency of the building to include roof, wall, and floor insulation; damp proofing works and renewal of concrete floors at basement level; alterations to below ground drainage to suit bathroom / WC proposals; and associated works. (Linked with 23/08824/FULL)

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 We have emailed you separately on your linked lead application with full details of what information is required to make your applications valid.

Please forward this information to the above email address by **6 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

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