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| Your ref: | Advertisement | Please reply to: | Mr Gregor Gault |
| Our ref: | 23/07568/ADV | Tel No: | |
| | | Fee Queries: | 0207 641 6500; |
| | | Email: | planningreception@westminster.gov.uk; |
| Miss Minh Trang Nghiem 10 Gees Court London City Of Westminster W1U 1JJ | | Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL | |
| | | 8 November 2023 | |

Dear Sir / Madam

TOWN AND COUNTRY PLANNING (CONTROL OF ADVERTISEMENTS) (ENGLAND)
 REGULATIONS 2007

Address: 10 Gees Court, London, W1U 1JJ,

Proposal: Display of a non-illuminated projecting sign measuring 50cm x 60cm; a non-illuminated fascia sign measuring 20cm x 90cm; and an awning measuring 470cm x 180cm.

Thank you for your application received on 31 October 2023. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 The existing and proposed drawings are not clear - please provide a unified set of existing and proposed elevations and sections - the proposed sections must show all signs including the awning at full extension. Please provide the necessary drawings showing fully and clearly what you are applying for. Your plans and drawings must be accurate and drawn to a recognised metric scale, include a scale bar, with any precise dimensions stated for important details. You must give each plan a distinctive reference number.

- 0 *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 **6 December 2023**. 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 Gregor Gault

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