



Your ref:	318 Kilburn Lane	Please reply to:	Zaynah Coowar
Our ref:	24/00002/FULL	Tel No:	07790387666
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Matthew Smith Orb Property Planning 189 Oakleigh Road North Whetstone London N20 0TU United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
			12 January 2024

Dear Sir / Madam

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

Address: 318 Kilburn Lane, London, W9 3EF,

Proposal: Erection of rear terrace to first floor flat including installation of new external staircase between ground floor garden and first floor roof.

Thank you for your application received on 2 January 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please provide a sustainable design statement.

INFORMATIVE

The statement should provide a proportionate level of information or commentary to demonstrate how the design has positively addressed the sustainable design principles set out in Policy 38D in the City Plan 2019-2040. This should include design implications arising from related policy in particular Policy 34B (urban greening), Policy 36 (Energy) and Policy 39 (Heritage). It should set out how consideration has been given to the energy hierarchy and cross reference other relevant documents including the BREEAM assessment, SuDs strategy, energy strategy, heritage statement and water calculations where provided and relevant. Any proposal involving demolition of a building should include a statement setting out why it is not possible to retain and improve the existing building in line with Policy 38, cross referencing the whole life cycle carbon analysis where required.

Where heritage assets are affected, this should cross reference the Heritage Statement. If incorporated within the Design and Access Statement, it should be a distinct and clearly identified separate section.

More information and templates can be found on our website: <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/advice-planning-application-supporting-documents/sustainable-design-statement>

2 Please provide a covering letter or a Design and Access Statement

Further information and advice on the content can be found on the council's website at:

www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/design-and-access-statements.

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 **9 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

Zaynah Coowar

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