



Your ref:	Henry Wood House - Courtyard	Please reply to:	Mr Joshua Wilson
Our ref:	24/00466/FULL	Tel No:	
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
- - Gerald Eve LLP Gerald Eve LLP Gerald Eve LLP One Fitzroy 6 Mortimer Street London W1T 3JJ United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		29 January 2024	

Dear Sir / Madam

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

Address: Henry Wood House, 2 Riding House Street, London, W1W 7FA,

Proposal: Refurbishment of the existing courtyard, including provision of outdoor furniture including seating and planters, installation of lighting, speakers and power sockets, relocation of a bicycle store and provision of additional bicycle parking, erection of a security gate and fence, and other associated works

Thank you for your application received on 24 January 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please be advised that this application is invalid.

Please see below.

- Drawing, 'Existing East Elevation to Courtyard - I- PA-3 Courtyard- 359- XX' and 'Proposed East Elevation to Courtyard - I- PA-3 Courtyard- 366- XX.' are labelled incorrectly.

Please can this be rectified?

- 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 **26 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

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

