



Your ref:	12B Moreton Place - Windows &...	Please reply to:	Mr Gregor Gault
Our ref:	24/00048/ADFULL	Tel No:	
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Gary Kellett Gary Kellett Architects 29 Farwell Road Sidcup DA14 4LQ		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		22 January 2024	

Dear Sir / Madam

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

Address: 12 Moreton Place, London, SW1V 2NP,

Proposal: Details of new windows / rooflights pursuant to Condition 8(i) and 8(iii) of planning permission dated 08 September 2023 (RN: 23/01133/FULL).

Thank you for your application received on 4 January 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 With regard to part i) please provide typical details for each window type. The replacement of at least 7 different type of windows was approved; however you have submitted only one and you have not identified which of the new windows it represents.
 - 2 With regard to part iii), detailed drawings of the rooflights (and upstands) are required and you have only provided details of the upstand for the rooflight. Please do not include detail of the roof terrace build-up in your drawing as this is not required by the condition.
- 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 **19 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 Gregor Gault

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