



Your ref:	Charing Cross Hotel - Concess...	Please reply to:	Fraser Fikrie
Our ref:	24/00730/FULL	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Laurence Brooker Turley Brownlow Yard 12 Roger Street London WC1N 2JU United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
			9 February 2024

Dear Sir / Madam

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

Address: 2 Villiers Street, London, WC2N 6NQ,

Proposal: Use of 2 Villiers Street concession, from Class E to become ancillary to the wider C1 hotel use.

Thank you for your application received on 5 February 2024. I am writing to inform you that your application is incomplete for the following reason(s):

1 Please provide:

- Existing and proposed layout plans in connection with the proposed use.

INFORMATIVES: 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.

Please forward this information to the above email address by **8 March 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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