



Your ref:	8-10 GG - Lights	<b>Please reply to:</b>	
Our ref:	24/00757/FULL	Tel No:	
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Miss Zoe Smythe DP9 Limited 100 Pall Mall London SW1Y 5NQ United Kingdom		<b>Incomplete Applications</b> 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: 8-10 Grosvenor Gardens, London, SW1W 0DH,**

**Proposal: Installation of emergency lighting. (Linked to 24/00758/LBC)**

Thank you for your application received on 6 February 2024. I am writing to inform you that your application is incomplete for the following reason(s):

1 Please provide the following:

- existing and proposed plans.

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.

**INFORMATIVES:**

You are advised that, from the information you have provided, we can't ascertain exactly what additional details/plans will be required. You are advised that further details may be required after we receive your response to this letter.

Please ensure that ALL files submitted to the council are named in accordance within our file naming conventions in order to speed up the time it takes us to process your application <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/making-planning-application>

2 We require you to submit a completed Community Infrastructure Levy (CIL) Additional Information Form, which will enable us to determine whether your development is liable to pay the Council's CIL and the Mayor of London's CIL and, if so, to calculate the amount of CIL payable. The form can be downloaded from the Council's website following the link: [www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/making-planning-application/validation-requirements](http://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/making-planning-application/validation-requirements)[www.westminster.gov.uk/cilform](http://www.westminster.gov.uk/cilform) .

For more details on the Council's CIL and the Mayoral CIL, what information must be submitted to accompany your planning application and how to avoid enforcement action please consult the council's website:

[www.westminster.gov.uk/planning-building-and-environmental-regulations/community-infrastructure-levy-cil](http://www.westminster.gov.uk/planning-building-and-environmental-regulations/community-infrastructure-levy-cil)[https://www.planningportal.co.uk/info/200126/applications/70/community\\_infrastructure\\_levy#Downloadtheforms](https://www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy#Downloadtheforms)

0 \*Please collate all requested information in a single submission and send to [planningreception@westminster.gov.uk](mailto: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 **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

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