



Your ref:	27 Norfolk Road	<b>Please reply to:</b>	<b>Rayhan Ali</b>
Our ref:	24/00896/LBC	Tel No:	07866033247
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Michael Worthington DP9 Limited 100 Pall Mall London SW1Y 5NQ		<b>Incomplete Applications</b> Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		16 February 2024	

Dear Sir / Madam

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

**Address: 27 Norfolk Road, London, NW8 6AU,**

**Proposal: Internal alterations at first floor level associated with the use of an en-suite bathroom. (Retrospective Application)**

Thank you for your application received on 13 February 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please amend the application form to input applicant details. (You can download a copy from the portal and amend it, please do not amend on the portal as this duplicates the documents)
- 2 \*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 **15 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

Rayhan Ali

**Rayhan Ali**

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