



Your ref:	Ganton Tables & Chairs	Please reply to:	Rayhan Ali
Our ref:	24/00907/TCH	Tel No:	07866033247
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr John Thornhill Basement And Ground Floor 24 Ganton Street London City Of Westminster W1F 7QY United Kingdom		Incomplete Applications 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

Address: Basement And Ground Floor, 24 Ganton Street, London, W1F 7QY,

Proposal: Use of the public highway for the placing of 6 tables, 12 chairs and 8 barriers in an area measuring 2.0m x 3.3m in connection with the existing ground floor unit.

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 You have completed the certificate of ownership incorrectly. The tables and chairs are located on the public highway, which is owned by the City Council. Therefore, please fill in Certificate B and serve notice on the City Council. A copy of the certificate can be found on the City Council's website. Please use the link below to download a copy of the form.

www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/ownership-certificates-and-agricultural-land-declaration

- 2 The correct fee has not been submitted with this application and an amount of £285.00 is outstanding.

Payment can be made online by visiting the link <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/make-application/planning-application-fees> or by phone by calling 020 7641 6500. Alternatively, please send a cheque made payable to Westminster City Council to the

address given above and clearly marked 'Planning Application Fees'.

If paying by BACS, see www.westminster.gov.uk/planning-application-fees for BACS information. Once paid please forward details (ie amount paid, date paid, narative/ref) to planningreception@westminster.gov.uk in order for us to be able to validate your application.

Please note, payments for applications submitted via planning portal should be made to them direct. Westminster can not accept payments directly for these.

3 *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 **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

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

