



Your ref:		Please reply to:	Fraser Fikrie
Our ref:	24/00973/CLLB	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Anthony Adler		Incomplete Applications	
16 Francklyn Gardens		Town Planning & Building Control	
Edgware		City of Westminster	
HA8 8RY		PO Box 732	
		Redhill, RH1 9FL	
		16 February 2024	

Dear Sir / Madam

TOWN AND COUNTRY PLANNING ACT 1990

TOWN AND COUNTRY PLANNING (General Permitted Development) ORDER 1995 (as amended)

Address: 45 Blenheim Terrace, London, NW8 0EJ,

Proposal: Replacement of roof tiles and guttering like for like.

Thank you for your application received on 14 February 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 No location plan was submitted with your application. Please provide a location plan based on an up-to-date map at a scale of 1:1250 which shows the direction of north and clearly shows the site outlined in red and any other land in the same ownership outlined in blue.
- 2 Please provide a Heritage Statement (sometimes also referred to as a Historic Building Impact Assessment), including clearly annotated photographs detailing the proposed works in terms of the effect on the significance of the building or asset.

INFORMATIVE

Your Heritage Statement should (a) explain the significance of the heritage asset(s) affected including any contribution made by their setting(s); (b) explain the impact of proposed works on significance of that asset; (c) where any harm is caused provide full justification, setting out the degree of harm caused (whether substantial or less than substantial), alternatives which have been considered to avoid harm and any public benefits (including heritage benefits).

Your Heritage Statement should be proportionate to the nature of the proposal and can be included within the Design and Access Statement where one is required, but should form a clearly identified separate section. For further guidance please refer to our website: www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/advice-planning-application-supporting-documents/heritage-statements.

3 Please provide:

- Existing and proposed roof plans (Architectural drawings).

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 **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

Fraser Fikrie

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

