



Your ref:	WRST BHVR Permanent Signage	Please reply to:	Mr Gregor Gault
Our ref:	24/00844/ADV	Tel No:	
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Andy Turnbull TRNBLL Consultants Ltd 70 Grangefields Drive Rothley Leicestershire LE7 7NB United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		14 February 2024	

Dear Sir / Madam

TOWN AND COUNTRY PLANNING (CONTROL OF ADVERTISEMENTS) (ENGLAND)
 REGULATIONS 2007

Address: 1A Poland Street, London, W1F 8PR,

Proposal: Display of an internally illuminated projecting sign measuring 30cm x 60cm; and non-illuminated aluminium lettering on glazing measuring 20cm x 120cm.

Thank you for your application received on 9 February 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Temporary and permanent advertisements must be applied for in separate applications. Please submit a separate application for the temporary window hoarding and remove it from this application by updating the application form.
 - 2 Please provide metrically scaled existing elevation and section drawings that feature a scale bar. Please also update the proposed elevation and section drawings to include a scale bar.
 - 3 Please provide a detailed section drawing of the proposed projecting sign that clearly shows the method of internal illumination.
- 0 *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 **13 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

Mr Gregor Gault

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

