



Your ref:	Bershka - 221/223 Oxford Stre...	Please reply to:	Mr Gregor Gault
Our ref:	24/01094/ADV	Tel No:	
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mrs Lucy Palac Deploy Project Services 28 The Ridgeway Tonbridge TN10 4NH United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		26 February 2024	

Dear Sir / Madam

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

Address: Alexandra House, 221-223 Oxford Street, London, W1D 2LJ,

Proposal: Display of nine vinyls on glazing measuring 2.2m x 2.23m, 2.2m x 2.73m, 3.96m x 4.03m, 3.96m x 4.97m, 3.96m x 4.24m, two measuring 2.2m x 2.22m, and two measuring 2.2m x 2.74m for a temporary period from 08 April 2024 to 31 August 2024.

Thank you for your application received on 20 February 2024. I am writing to inform you that your application is incomplete for the following reason(s):

1 Please provide the following:

- existing elevation drawing.
- updated proposed elevation drawing featuring a scale bar and titling / reference number.

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 with 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>

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 **25 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>

