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| Your ref: | 1 Montpelier Square, SW7 1JT ... | Please reply to: | Mr Joshua Wilson |
| Our ref: | 24/00887/FULL | Tel No: | |
| | | Fee Queries: | 0207 641 6500; |
| | | Email: | planningreception@westminster.gov.uk; |
| Mr Christian Garnett Garnett Architecture LLP Studio 311 The Print Rooms 164-180 Union Street London SE1 0LH 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
 PLANNING (LISTED BUILDINGS & CONSERVATION AREAS) ACT 1990

Address: 1 Montpelier Square, London, SW7 1JT,

Proposal: Replacement of window sashes within existing frames with double glazed sash units. (Linked to 24/00888/LBC)

Thank you for your application received on 12 February 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please provide a sustainable design statement.

INFORMATIVE

The statement should provide a proportionate level of information or commentary to demonstrate how the design has positively addressed the sustainable design principles set out in Policy 38D in the City Plan 2019-2040. This should include design implications arising from related policy in particular Policy 34B (urban greening), Policy 36 (Energy) and Policy 39 (Heritage). It should set out how consideration has been given to the energy hierarchy and cross reference other relevant documents including the BREEAM assessment, SuDs strategy, energy strategy, heritage statement and water calculations where provided and relevant. Any proposal involving demolition of a building should include a statement setting out why it is not possible to retain and improve the existing building in line with Policy 38, cross referencing the whole life cycle carbon analysis where required.

Where heritage assets are affected, this should cross reference the Heritage Statement. If incorporated within the Design and Access Statement, it should be a distinct and clearly identified separate section.

More information and templates can be found on our website:
<https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/advice-planning-application-supporting-documents/sustainable-design-statement>

2 Please provide the following:

- existing floor plans.
- existing and proposed elevations.

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 within 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>

3 As the site is located within a flood risk zone and/or is within a surface water flood risk hotspot; please provide a flood risk assessment identifying and assessing the risks of all forms of flooding to and from the development and demonstrating how these flood risks will be managed, taking climate change into account. The assessment should also identify opportunities to reduce the probability and consequences of flooding.

INFORMATIVE

For both residential extensions and non-residential extensions of less than 250 square metres in Flood Risk Zones 2 and 3, a simple flood risk assessment following the advice at the following link can be submitted: www.gov.uk/guidance/flood-risk-assessment-standing-advice#advice-for-minor-extensions.

The flood risk assessment should form part of an Environmental Statement when one is required.

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 **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

Mr Joshua Wilson

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

