



Your ref:	69 Kensington Gardens Square	<b>Please reply to:</b>	Rayhan Ali
Our ref:	24/00516/LBC	Tel No:	07866033247
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Andrew Greig t A Greig Architects and Consulting Engineers 10 Edna Street LONDON SW11 3DP		<b>Incomplete Applications</b> Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		30 January 2024	

Dear Sir / Madam

TOWN AND COUNTRY PLANNING ACT 1990  
 PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990

**Address: Third Floor And Fourth Floor Flat, 69 Kensington Gardens Square,  
 London, W2 4DG,**

**Proposal: Internal alterations including the removal and addition of partitions.**

Thank you for your application received on 26 January 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 You have signed Certificate D declaring that all reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner of any part of the land to which this application relates, but you have been unable to do so. This is unlikely to be correct, it is considered that Certificate B should be completed and notice served on the freeholder and all those with a leasehold interest in the property with seven or more years remaining. Please provide a list of names and addresses of those you have served notice on. A copy of the certificate form 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](http://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/ownership-certificates-and-agricultural-land-declaration)

- 2 \*Please collate all requested information in a single submission and send to [planningreception@westminster.gov.uk](mailto: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 **27 February 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

**Rayhan Ali**

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

