



Your ref:	19 Shouldham Street - FP & LB...	Please reply to:	Mr Joshua Wilson
Our ref:	24/01322/FULL	Tel No:	07817095455
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Christopher Smith Locksley Architects 11 Pembridge Mews Notting Hill London W11 3EQ		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		4 March 2024	

Dear Sir / Madam

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

Address: 19 Shouldham Street, London, W1H 5FL,

Proposal: Replacement of front door with timber panelled front door with glazed fanlight, replacement of rear windows with double glazed timber sash windows, new metal balustrade around rear lightwell, layout alterations and associated work. (Linked to 24/01323/LBC)

Thank you for your application received on 28 February 2024. I am writing to inform you that your application is incomplete for the following reason(s):

1 There are no detailed drawings of the windows, Therefore we cannot properly consider the impact of the alterations in heritage asset terms.
 - Please provide existing and proposed detailed drawings (section through) of the windows.

2 Application 24/01323/LBC (which is linkd to application 24/01322/FULL) seems to be a duplicate of application 24/01221/LBC.

Please can you confirm if application 24/01221/LBC can be withdrawn.

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 **1 April 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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