



Your ref:	17 Charing Cross Road TCH	Please reply to:	Rayhan Ali
Our ref:	24/00537/TCH	Tel No:	07866033247
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Nicholas Williams Nicholas Williams Chartered Architect 39 Holmdale Road London NW6 1BJ		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		31 January 2024	

Dear Sir / Madam

TOWN AND COUNTRY PLANNING ACT 1990

Address: 17 Charing Cross Road, London, WC2H 0EP,

Proposal: Use of the public highway measuring 1.45m x 4.775m adjacent to private forecourt for the placing of 8 tables and 16 chairs, with 3 part transparent side awnings fixed to new awning , menu board lectern in connection with existing ground floor use.

Thank you for your application received on 27 January 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 The correct fee has not been submitted with this application and an amount of £285 is outstanding.

Payment can be made online by visiting the link <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/make-application/planning-application-fees> or by phone by calling 020 7641 6500. Alternatively, please send a cheque made payable to Westminster City Council to the address given above and clearly marked 'Planning Application Fees'.

If paying by BACS, see www.westminster.gov.uk/planning-application-fees for BACS information. Once paid please forward details (ie amount paid, date paid, narative/ref) to planningreception@westminster.gov.uk in order for us to be able to validate your application.

Please note, payments for applications submitted via planning portal should be made to them direct. Westminster can not accept payments directly for these.

2 *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 **28 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

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

