



Your ref:	CHESTER ROW SW1W 8JL	<b>Please reply to:</b>	<b>Zaynah Coowar</b>
Our ref:	24/01461/ADFULL	Tel No:	07790387666
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Jason Snowdon Snowdon James LTD 93 Elms Crescent London SW4 8QF		<b>Incomplete Applications</b> Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		8 March 2024	

Dear Sir / Madam

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

**Address: 75 Chester Row, London, SW1W 8JL,**

**Proposal: Details of the proposed doors and rooflights, the doors must show glazing bars replicating the window glazing bars and drawings of the windows demonstrating that the proposed windows, particularly the glazing bars, will replicate the existing window details as closely as possible pursuant to conditions 5 and 6 of planning permission dated 23rd November 2023 (RN:23/05809).**

Thank you for your application received on 29 February 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 £43.00 is outstanding.

Payment can be made by visiting <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](http://www.westminster.gov.uk/planning-application-fees) for BACS information. Once paid please forward details (i.e. amount paid, date paid, narrative/ref) to [planningreception@westminster.gov.uk](mailto: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 cannot accept payments directly for these.

- 2 INFORMATIVE: The description you included on the application form has been amended to better reflect your proposal, please confirm that you agree with this amended description (shown above).
  
- 3 \*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 **5 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

Zaynah Coowar

**Zaynah Coowar**

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

