



Your ref:	35 Melcombe Street Signage	Please reply to:	Mr Gregor Gault
Our ref:	24/01652/ADV	Tel No:	07814362226
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Maria Leuchten Studio Serre Architects La Serre Rue du Camp au Pretre St. Pierre du Bois GY7 9DS Guernsey		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		19 March 2024	

Dear Sir / Madam

TOWN AND COUNTRY PLANNING (CONTROL OF ADVERTISEMENTS) (ENGLAND)
 REGULATIONS 2007

Address: Basement And Ground Floor, 35 Melcombe Street, London, NW1 6AG,

Proposal: Display of an internally illuminated fascia lettering measuring 35cm x 20cm; and an internally illuminated projecting sign measuring 65cm x 65cm.

Thank you for your application received on 13 March 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please update the detail drawing of the proposed lettering sign to show the dimensions of the sign as one rather than individual letters (width and height).
- 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 **16 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 Gregor Gault

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