



Your ref:	Thayer Street Advertisement a...	Please reply to:	Fraser Fikrie
Our ref:	24/01757/FULL	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Annabel Williams hgh consulting 45 Welbeck Street London W1G 8DZ United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		25 March 2024	

Dear Sir / Madam

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

Address: 16 Thayer Street, London, W1U 3JU,

Proposal: Shopfront alteration and installation of 12 light boxes (Site include 16-18 Thayer Street). (Linked with 24/01758/ADV)

Thank you for your application received on 18 March 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 **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).
- 2 Your proposed elevation show alteration to shopfront. This element of the proposal was not included on your application form and supporting documents. Please amend your application form and supporting documents such as cover letter, D&A/heritage statements to reflect the correct proposal.

Please forward this information to the above email address by **22 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

Fraser Fikrie

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