



Your ref:	45 Eaton Square - Common Part...	Please reply to:	Fraser Fikrie
Our ref:	24/01837/LBC	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Murray Birrell Murray Birrell Ltd Mortimer House 40 Chatsworth Parade Queensway Petts Wood BR5 1DE		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
			27 March 2024

Dear Sir / Madam

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

Address: 45 Eaton Square, London, SW1W 9BD,

Proposal: Replacement stone entrance steps; new small power and lighting; installation of coffered ceilings; installation of new lift surrounds; removal of non-historic boxing and suspended ceilings; removal of non-historic boxing and suspended ceilings; installation of new wall paneling; and replacement internal doors and floor covering.

Thank you for your application received on 20 March 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 You need to submit an application for Planning Permission. The application should be submitted through the planning portal <https://www.planningportal.co.uk/applications>

You can find our validation checklist at : www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/application-types-and-checklist

Guidance on the application fee payable can be found at: www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/planning-application-fees

You will also need to submit a Community Infrastructure Levy (CIL) additional information form. The form can also be downloaded from the Council's website: www.westminster.gov.uk/planning-building-and-environmental-regulations/community-infrastructure-levy-cil.

2 INFORMATIVE: Replacement stone entrance steps requires a submission of planning permission.

Please forward this information to the above email address by **24 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>