



Your ref:	49 South Audley Street - Shop...	Please reply to:	Central Planning Team
Our ref:	24/01654/FULL	Tel No:	2514
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mrs Danielle Zaire Monmouth Planning Ltd 38A Monmouth Street LONDON WC2H 9EP		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: Basement And Ground Floor, 49 South Audley Street, London, W1K 2QD,

Proposal: Alterations to the shopfront including the addition of timber moldings to the existing glazing and a replacement door on the South Audley Street side; installation of a new metal framed shopfront and timber moldings to the glazing on the Reeves Mews frontage; installation of 2 downlighters to the South Audley frontage and 7 downlighters to the Reeves Mews frontage; and refurbishment of the existing stone frame. (Linked with 24/01655/ADV)

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 provide the following:

Existing floorplan to correspond with the proposed floorplan submitted.

Your plans and drawings must be accurate and drawn to a recognised metric scale, include a scale bar, with any precise dimensions stated for important details. You must give each plan a distinctive reference number.

INFORMATIVES:

You are advised that, from the information you have provided, we can't ascertain exactly what additional details/plans will be required. You are advised that further details

may be required after we receive your response to this letter.

Please ensure that ALL files submitted to the council are named in accordance with our file naming conventions in order to speed up the time it takes us to process your application <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/making-planning-application>

0 INFORMATIVE:

Your proposal would appear to incorporate the off-street loading bay into the demise of the retail unit. You are advised to provide some analysis of the use of this loading bay and the implications for traffic movements and parking resulting from its loss.

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

Central Planning Team

Central Planning Team

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

