



Your ref:	47 Berkeley Square / 47 Hay's...	<b>Please reply to:</b>	<b>Fraser Fikrie</b>
Our ref:	24/02158/FULL	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mrs Arran Dallimore C2J Architects & Town Planners UNIT 1A COMPASS BUSINESS PARK PACIFIC ROAD OCEAN PARK CARDIFF CF24 5HL United Kingdom		<b>Incomplete Applications</b> Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		9 April 2024	

Dear Sir / Madam

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

**Address: 47 Berkeley Square, London, W1J 5AU,**

**Proposal: Partial rebuild and remodelling of existing mews, extension to existing basement and erection of a retractable glazed canopy from the mews building enclosing the external terrace/courtyard.**

Thank you for your application received on 3 April 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 In accordance with Policy CM33(F) Local environmental impacts and/or Policy 45 Basement development in the City Plan 2019-2040, please submit a signed proforma of Appendix A of the council's Code of Construction Practice, to confirm that you will comply with the relevant parts. Please note that this does not need to have been approved by the Environmental Inspectorate at this stage. A copy of Appendix A and further details of the code of construction practice can be found on our website: [www.westminster.gov.uk/planning-building-and-environmental-regulations/code-construction-practice/appendices](http://www.westminster.gov.uk/planning-building-and-environmental-regulations/code-construction-practice/appendices).

Please forward this information to the above email address by **7 May 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

**Fraser Fikrie**

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