



Your ref:	Windows Opening/Double glazin...	Please reply to:	Mr Anthony Perera
Our ref:	24/02249/LBC	Tel No:	07866034072
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Layth Tukmachi Flat 5, 75 Gloucester Terrace London W2 3DH United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		15 April 2024	

Dear Sir / Madam

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

Address: Flat 5, St James's Court, 75 Gloucester Terrace, London, W2 3DH,

Proposal: Removal and replacement of two new windows to match existing including creation of a second bedroom by creating a wall when the windows are opened.

Thank you for your application received on 7 April 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please confirm if you are installing a new window, if so planning permission required, as your proposed drawings seem to show two new windows.
- 2 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.

- 3 *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 **13 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

Mr Anthony Perera

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

