



Your ref:		Please reply to:	Zaynah Coowar
Our ref:	24/02163/LBC	Tel No:	07790387666
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Miss Ellen Bailey Gerald Eve One Fitzroy 6 Mortimer Street London SW1T 3JJ United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
			11 April 2024

Dear Sir / Madam

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

Address: Venture House, 27 - 29 Glasshouse Street, London, W1B 5DF,

Proposal: Erection of a setback rooftop extension, and a double mansard extension with new dormer windows to the Glasshouse Street elevation including new amenity terraces; alterations to Glasshouse Street chimneys and new plant equipment and screening; new retail shopfront, new office reception entrance and glazing; new service entrance; enlargement of the office reception at ground floor, infilling the atrium to provide additional office accommodation (Use Class E) at first floor, and the relocation of the goods corridor on the ground floor; and other associated works. (Linked to 24/02160/FULL)

Thank you for your application received on 2 April 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 We have emailed you separately on your linked lead application with full details of what information is required to make your applications valid.

Please forward this information to the above email address by **9 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

Zaynah Coowar

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