



Your ref:	204a GPS - Condition 25	Please reply to:	Rayhan Ali
Our ref:	24/02535/ADFULL	Tel No:	07866033247
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr - - DP9 c/o Agent London SW1Y 5NQ United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		23 April 2024	

Dear Sir / Madam

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

Address: 204A Great Portland Street, London, W1W 5NP,

Proposal: Details of the ventilation system pursuant to Condition 25 of planning permission dated 14 August 2020 (RN: 18/10588/FULL) ,

Thank you for your application received on 18 April 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please amend the application form to input applicant details. This is because we need to check whether or not the Certificate of Ownership is correct and we can't do that if we don't know who the applicant is. (You can download a copy from the portal and amend it, please do not amend on the portal as this duplicates the documents) .
- 2 *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 **21 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

Rayhan Ali

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