



Your ref:	15 Westbourne Terrace	<b>Please reply to:</b>	<b>Mr Joshua Wilson</b>
Our ref:	24/02229/FULL	Tel No:	07817095455
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Sam Mitchell Sashed LTD Studio 26 52-56 Standard Road London NW10 6EU		<b>Incomplete Applications</b> 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 & CONSERVATION AREAS) ACT 1990

**Address: Flat 3, 15-17 Westbourne Terrace, London, W2 3UN,**

**Proposal: Replacement of single-glazed timber sashes on the front and rear elevations with new replica sashes containing vacuum-insulated glazing, fitted into existing frames and painted white. (Linked to 24/02230/LBC)**

Thank you for your application received on 5 April 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please be advised that this application is invalid.

Please see below.

- There is confusion in the submitted documents, notably the drawings and Design, Access and Heritage Statement about: which windows (or parts of the windows) are to be replaced and what with. In particular, the use of the terms sash/casement is confusing and it is not clear how much of the frames are to be retained or replaced and there is also a lack of assessment of which windows are historic or original.

- The existing drawings do not match the photographs of the detailed profile of the frames in the photographs.

- 0 \*Please collate all requested information in a single submission and send to [planningreception@westminster.gov.uk](mailto: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

Mr Joshua Wilson

**Mr Joshua Wilson**

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