



Your ref:	20 Palace Court	<b>Please reply to:</b>	<b>Mr Joshua Wilson</b>
Our ref:	24/02331/FULL	Tel No:	07817095455
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Johanna Molineus Johanna Molineus Architects 22 Great Chapel Street London W1F 8FR		<b>Incomplete Applications</b> 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 & CONSERVATION AREAS) ACT 1990

**Address: Flat 301, 20 Palace Court, London, W2 4HU,**

**Proposal: 2 no. new timber doors within existing window openings to rear courtyard. Replace sliding door to rear courtyard with new sliding door. Replace existing single glazed timber windows with double glazed windows to match existing., ,**

Thank you for your application received on 9 April 2024. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 You have signed Certificate A declaring that nobody other than the applicant has ownership of the building. This is unlikely to be correct, unless you are the sole owner of the building(s) affected by the development, Certificate B should be completed and notice served on the freeholder and all those with a leasehold interest in the property with seven or more years remaining. Please provide a list of names and addresses of those you have served notice on. A copy of the certificate form can be found on the City Council's website. Please use the link below to download a copy of the form.

[www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/ownership-certificates-and-agricultural-land-declaration](http://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/ownership-certificates-and-agricultural-land-declaration)

- 2 Please provide proposed detailed drawings (section through) of the windows.

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 **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 Joshua Wilson

**Mr Joshua Wilson**

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