

Your ref:	Secure Exec	<b>Please reply to:</b>	<b>Nina Manku</b>
Our ref:	21/02264/FULL	Tel No:	07866033283
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Daniel Nicholson Excel executive Ltd 188 Westferry Road London E14 3RY United Kingdom		<b>Incomplete Applications</b> Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
			13 April 2021

Dear Sir / Madam

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

**Address: 14 Great College Street, London, SW1P 3RX,**

**Proposal: Use of part of basement as a TFL licensed private hire company office (Sui Generis).**

Thank you for your application received on 7 April 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please provide existing and proposed metrically scaled floorplans of the basement with scale bars ideally labelled to show the existing and proposed uses.
- 2 Please provide a clear location plan based on an up-to-date map at a scale of 1:1250 which shows the direction of north and clearly shows the site outlined in red and any other land in the same ownership outlined in blue.
- 3 We require you to submit a completed Community Infrastructure Levy (CIL) Additional Information Form, which will enable us to determine whether your development is liable to pay the Mayor of London's CIL and, if so, to calculate the amount of CIL payable. The form can be downloaded from the Council's website following the link: [www.westminster.gov.uk/cilform](http://www.westminster.gov.uk/cilform) . For more details on the Mayoral CIL, what information must be submitted to accompany your planning application and how to avoid enforcement action please consult the council's website:

<https://www.westminster.gov.uk/planning-building-and-environmental-regulations/community-infrastructure-levy-cil>

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 **11 May 2021**. 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: 07890380503. **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

*Nina Manku*

**Nina Manku**

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

