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| Your ref: | 38 Grosvenor Gardens | Please reply to: | Christina Sriramula |
| Our ref: | 21/02547/FULL | Tel No: | 07866033879 |
| | | Fee Queries: | 0207 641 6500; |
| | | Email: | planningreception@westminster.gov.uk; |
| Mr Nicola Cotti CGTWORKS Unit 55 Kingspark Business Centre 152-178 Kingston Road New Malden KT3 6PJ | | Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL | |
| | | | 21 April 2021 |

Dear Sir / Madam

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

Address: 38 Grosvenor Gardens, London, SW1W 0EB

Proposal: Installation of replacement windows. Linked to 21/02548/LBC

Thank you for your application received on 19 April 2021. I am writing to inform you that your application is incomplete for the following reason(s):

1 Please provide the following:

- EXISTING and PROPOSED elevations (highlighted to show windows affected)

Your plans and drawings must be accurate and drawn to a recognised metric scale, include a scale bar, with any precise dimensions stated for important details. You must give each plan a distinctive reference number.

INFORMATIVES:

You are advised that, from the information you have provided, we can't ascertain exactly what additional details/plans will be required. You are advised that further details may be required after we receive your response to this letter.

Please ensure that ALL files submitted to the council are named in accordance within our file naming conventions in order to speed up the time it takes us to process your application <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/making-planning-application>

0 *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 **19 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

Christina Sriramula

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

