

Your ref:	Installation of air condition...	<b>Please reply to:</b>	<b>Rayhan Ali</b>
Our ref:	21/06002/FULL	Tel No:	07866033247
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Andrew Lester P. D. Associates 3 Pitcairne Court 5 Donovan Place London N21 1RZ United Kingdom		<b>Incomplete Applications</b> Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		13 September 2021	

Dear Sir / Madam

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

**Address: Flat 35, Imperial Court, 55-56 Prince Albert Road, London, NW8 7PT,**

**Proposal: Installation of air conditioning unit on balcony.**

Thank you for your application received on 31 August 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 Please provide Existing Front elevation and section drawings.
  - 2 Some or all of the drawings submitted with your application do not include a scale bar, please amend. This is required as we have moved to an electronic way of working and no longer print paper copies of drawings.
  - 3 Please provide manufacturers specifications including technical data, size and colour of the proposed plant equipment.
- 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 October 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

Rayhan Ali

**Rayhan Ali**

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