

Your ref:	13a Motcomb St - LB and PP	Please reply to:	Fraser Fikrie
Our ref:	21/06733/FULL	Tel No:	0753424 7967
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Christian Leigh Leigh & Glennie Ltd 6 All Souls Road Ascot SL5 9EA		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		5 October 2021	

Dear Sir / Madam

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

Address: Basement And Ground Floor, 13 Motcomb Street, London, SW1X 8LB,

Proposal: Replacement of windows, installation of 4 condenser units to rear lower ground floor in existing service yard, and internal works at the upper floors. (Linked with 21/06734/LBC)

Thank you for your application received on 1 October 2021. 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.

<https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/ownership-certificates-and-agricultural-land-declaration>

- 2 Please provide:

- Existing elevations annotating the 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.

Please forward this information to the above email address by **2 November 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

Fraser Fikrie

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

