

Your ref:	13a Motcomb St - LB and PP	Please reply to:	Fraser Fikrie
Our ref:	21/06734/LBC	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 AND 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 21/06733/FULL)

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 We have emailed you separately on your linked lead application with full details of what information is required to make your applications valid.

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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