

Your ref:	Instillation of CAT ladder to...	Please reply to:	Central Planning Team
Our ref:	21/07191/FULL	Tel No:	2514
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr Chris Moore McBains 26 Finsbury Square London EC1A 2DS		Incomplete Applications Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
			28 October 2021

Dear Sir / Madam

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

Address: 5 Bryanston Place, London, W1H 2DG

Proposal: Installation of external Cat ladder at first floor level to provide access to the roof for maintenance.

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

1 Please provide:

- Existing front and side elevations with correct labelling including a scale bar.
- The proposed elevations you have provided do not have scale bars. Please revise your drawings to include scale bars.

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 **25 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

Central Planning Team

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