



Development Management & Building  
Control Service  
Barnet House, 1255 High Road  
London, N20 0EJ

Mr David Mansoor  
Drawing and Planning Ltd  
Mercham House  
25-27 The Burroughs  
London  
NW4 4AR

contact: [REDACTED]  
tel: 020 8359 3000  
email: [REDACTED]  
date: 14 June 2018  
our ref: **18/3667/FUL**

Dear Sir or Madam,

**Town and Country Planning Act 1990**

**SITE:** 24 Sydney Grove, London, NW4 2EH

**PROPOSAL:** Conversion of existing dwelling into 2no self-contained flats involving single storey side/rear extension. Associated refuse/recycling store and amenity space

Your recent submission in respect of the above is **incomplete**. Before we can proceed with your application we need you to provide the following information by **5 July 2018**.

1. The plans submitted include the wording 'Do Not Scale'. Please confirm that we can scale from the drawings for planning purposes.

Until the above is received, the application will not proceed. If we do not hear from you by **5 July 2018** your application will be returned, incurring an administrative charge. The charge will be 25% of the application fee, up to a maximum of £250. This charge is non-refundable and non-transferable to any further submission.

Please clearly mark all documents sent to us with the reference number **18/3667/FUL**.

Once all the required information has been received, you will receive a written acknowledgement.

Yours faithfully,

Vetting and Registration Unit