



Planning and Building Control
2 Bristol Avenue
Colindale
London
NW9 4EW

Mr Brian Glandonl
BGA
36 Herbert Street
Hemel Hempstead
HP2 5HW

contact: [REDACTED]
tel: 020 8359 3965
email: [REDACTED]
date: 22 January 2020
our ref: 20/0309/FUL

Dear Sir or Madam,

Town and Country Planning Act 1990

SITE: Land Rear Of 2 Boltmore Close, London, NW4 1EX

PROPOSAL: Erection of a two storey dwelling with rooms in the roofspace

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 **12 February 2020**.

1. Please supply existing plans if applicable
2. I have amended the site address slightly can you confirm it is rear as it is not so clear from the plans
3. Please supply plans clearly showing any parking, refuse and recycling if applicable

Until the above is received, the application will not proceed. If we do not hear from you by **12 February 2020** 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 20/0309/FUL.

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

Yours faithfully,

Vetting and Registration Unit