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*emailed*

*28/10*

Application Ref: **2011/5355/INVALID**  
Associated Ref:  
Please ask for: **Scott Seide**  
Telephone: 020 7974 5613

28 October 2011

Dear Madam

**INCOMPLETE APPLICATION**

Address: UCL Language Centre, 26 Bedford Way, London, WC1H 0AP  
Proposal Description: Partial refurbishment and reconfiguration of existing office, teaching and laboratory space at fourth floor level of university building (Class D1).

Thank you for your application received on 18 October 2011.

Your application has been checked and found to be **incomplete** for the reasons listed on the attached schedule. We cannot start work on your application until we receive all of this information.

It would assist us if you could return the attached schedule with your additional information indicating what additional information you have provided, and giving a reason for not including anything you do not feel is necessary.

If you do not reply within 21 days of the date of this letter, or inform us by email of your intention to send the information, we may close the application and do no further work on the file.

You can send the information to us via email. Please use the application reference number quoted above and the words 'Incomplete planning application' in the subject line of your email and send it to [env.devcon@camden.gov.uk](mailto:env.devcon@camden.gov.uk)

Please read the [guidance notes](#) on our website for attaching electronic files before sending your email.

By using email you do not need to send additional paper copies. Please send the information we have requested as an attachment to your message ensuring that the drawings are submitted at the required scale and can be printed on A3 or A4 size paper. Always show the scale and print size on drawings and a north point where necessary. Please name and number all documents and drawings clearly and uniquely, store existing and proposed drawings (plans, elevations, sections) in separate clearly titled files. **(Do not send multiple drawings in one file)**

If you want to send the information as paper copies please use the address at the top of this letter, quote the application reference and **ensure 4 copies of all drawings and information are provided.**

Yours sincerely

Scott Seide  
Customer Support Team