

Miss Grace Liu
Rolfe Judd Planning
Old Church Court
Claylands Road
London
SW8 1NZ

Application Ref: **2010/1265/INVALID**
Associated Ref:
Please ask for: **Customer Support Team**
Telephone: 020 7974 5613

17 March 2010

Dear Sir/Madam

INCOMPLETE APPLICATION

Address: 143 Adelaide Road, London, NW3 3QE

Proposal Description: Retention of existing use of 5 bedroom self contained unit above existing pub (Class A4)

Thank you for your application received on 10 March 2010.

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.

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.

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

Customer Support Team

Incomplete Reasons Schedule

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Please review the items listed here as reasons for your application being incomplete.

It will assist with the checking of your new information if you can complete and return this sheet with your information, indicating what incomplete reasons have been addressed. Where you have not fully met the requirement or do not believe the information is necessary, please use the space provided to give reasons you believe should be taken into account.

In order to improve our service to all applicants, we would also appreciate if you could provide details as to whether you sought any guidance prior to your submission, and what form this took

Camden Website ☐ Planning Portal website ☐ Duty Planner phonecall ☐ Duty Planner appointment etc. ☐ Other ☐

Please provide details.....

| Invalid Reason | Included Y/N | Comments or reason if not included |
|--|-----------------|------------------------------------|
| The fee for your application is £335.00. Please submit this to the council so that we can continue validating your application. | | |
| You are required to provide a site location plan with the site outlined in red on a 1:1250 Ordnance Survey based plan and any adjoining land in the applicant's control outlined in blue | | |