

Mr Andrew Cossey  
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48 Spencer Hill Road  
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SW19 4EL

Application Ref: **2009/1641/INVALID**  
Associated Ref:  
Please ask for: **Customer Support Team**  
Telephone: 020 7974 5613

20 April 2009

Dear Sir/Madam

### **INCOMPLETE APPLICATION**

Address: **The Lightwell**  
**12-16 Laystall Street**  
**London**  
**EC1R 4PF**

Proposal Description: Display of fascia sign and replacement of existing projecting signs with two new projecting signs.

Thank you for your application received on 03 April 2009.

Your application has been checked and found to be **incomplete** for the following reasons:

- You have filled in the incorrect form. As you are applying for the installation of signage you are required to apply for advertisement consent and fill in the correct form - Consent to display an advertisement form. When responding please quote ref 2009/1641/INVALID and state that you wish to replace the full planning application with an advertisement consent. Please ensure you fill in all the information on the form i.e. details of method of illumination (including colour), size, appearance and light fittings, static or intermittent proposed etc.
- Please provide photos of the existing signs.
- For the projecting signs please mark clearly on the plans the height above the footpath and the distance from the kerb edge.

We cannot start work on your application until we receive all of this information. Please send the information, or inform us by email of your intention to send the information, within 28 days of the date of this letter.



May 6, 2009

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 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 faithfully

Customer Support Team