

Gemma David (Ref:GLD/GK/6/1)  
Cushman & Wakefield, Healey &  
Baker  
43-45 Portman Square  
London  
W1A 3BG

Application Ref: **2005/4269/INVALID**  
Associated Ref: **2005/4268/NEW**  
**2005/2464/P**  
Please ask for: **Gareth Wilson**  
Telephone: 020 7974 3060

17 October 2005

Dear Sir/Madam

Town and Country Planning Acts 1990 (as amended)  
**INCOMPLETE APPLICATION**

Address: **2 - 3 Bloomsbury Square**  
London  
**WC1A 2RL**

Proposal Description: Change of use from B1(office) to D1 (non-residential institution).

Thank you for your application received on 11 October 2005.

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

- You are required to submit 5 sets of all drawings and information with respect to your Planning application (as stated on Council forms - you have submitted different forms). You have submitted 1 set. Please submit a further 4 sets of all drawings and information to complete this requirement.
- Please submit 5no. copies of existing and proposed floor plans at a scale of 1:50 or 1:100.

Your application cannot be processed until the above points are satisfied. On return, please quote the application number and **ensure 5 copies of all drawings and information are provided or 10 copies, if accompanied by a Listed Building or Conservation Area Consent application form.**

