

Mr Paul Sweeney
Studio 303 Ltd
27-32 Old Jewry
LONDON
EC2R 8JN

Application Ref: **2007/3915/INVALID**
Associated Ref: **2007/3914/NEW**
Please ask for: **Hugh Miller**
Telephone: 020 7974 2624

23 August 2007

Dear Sir/Madam

INCOMPLETE APPLICATION

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

Proposal Description: Works associated with the change of use from office, to office plus conferencing and occasional banqueting (B1 and Sui Generis) with internal repairs, decoration and upgrading of services.

Thank you for your application received on 06 August 2007.

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

- ✓ 1 • Need details of the pipe runs of the fan coil units to be shown on drawings. If these are to be encased, please submit plan, elevation sections details at scale 1:20.
- ✓ 2 • The works of alterations as shown on drawing no.481/022 Rev.F in particular the plant room area are unclear. Is a new partition to be installed in this area, if so please clarify with new drawings fully annotated.
- ✓ 3 • Please provide a schedule of all works affecting the building fabric which are proposed to improve access for the disabled, including detailed section, elevations of the new handrails and their method of fixing.
- 4 • Please provide existing and proposed door schedule including sections, elevations of all new doors at scale 1:10 (elevations) and 1:5 sections as well as method of upgrading existing doors.
- 5 • Please provide elevation/section drawings of the proposed external condenser units showing in relationship to the boundary enclosure at scale 1:50.

We cannot start work on your application until we receive this information.



August 28, 2007

You can send the information to us via email. By using email you will only need to send a single copy of each of the items we have listed. Please send the information we have requested as an attachment to your message. Please ensure that the drawings are submitted at the required scale and can be printed on A3 or A4 size paper. Notes on attaching electronic files can be found at

<http://www.camden.gov.uk/ccm/content/environment/planning-and-built-environment/planning-applications/your-guide-to-planning-applications/your-guide-to-online-planning-applications.en>

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.

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 3 copies of all drawings and information are provided or 5 copies, if accompanied by a Listed Building or Conservation Area Consent application.**

Yours Faithfully

Culture and Environment Directorate