

Your ref:
Our ref: 21/00167/F
Please ask for: Miss Sandra Homcenko
Direct dial: 01553 616824
Direct fax: 01553 616652
E-mail: borough.planning@west-norfolk.gov.uk

Mr Paul Softley
c/o FBI CAD & Design Solutions
Mr Paul Softley
8 Feltwell Road
Southery
Downham Market
PE38 0NW
United Kingdom

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

10 February 2021

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Demolition of existing lean to sunroom and rebuild with blockwork and render and pitched roof. at 11 Foresters Avenue Hilgay Downham Market Norfolk PE38 0JU**

I have received a planning application as detailed above but cannot process it until I receive some more information:

1. It appears that there is a window missing for porch entry on the Existing Floor Plan.

Once this information is received your application will become valid and the application can be passed to the relevant planning officer.

To enable us to deal with the additional information requested efficiently could you please ensure you quote the Application Number detailed at the top of this letter along with the name of the officer detailed on this letter. Could you also clearly state the location and details of the proposed development in all correspondence and **mark it for the attention of Miss Sandra Homcenko**

Yours faithfully



Executive Director
Environment and Planning

