

Your ref:  
Our ref: 21/00120/F  
Please ask for: Miss Sandra Homcenko  
Direct dial: 01553 616824  
Direct fax: 01553 616652  
E-mail: borough.planning@west-norfolk.gov.uk

Mr and Mrs Gale  
c/o James Henman Architects  
Mr James Henman  
17 Hall Staithe  
Fakenham  
NR21 9BW  
United Kingdom

**Geoff Hall**  
Executive Director

**Stuart Ashworth**  
Assistant Director Environment and Planning

5 February 2021

Dear Sir or Madam

### **TOWN AND COUNTRY PLANNING ACT 1990**

Details: **Conversion and extension of an existing outbuilding to create a new residential annexe at Hamilton House Lynn Road Gayton King's Lynn Norfolk**

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

1. In accordance with the National Validation Checklist, which became mandatory on 6 May 2008, we will require information regarding site levels. If site levels are to change, please provide four copies of a site survey drawing, alternatively, if site levels are to remain unchanged, this can be annotated on the relevant plan or advised in writing.

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

