

Your ref:  
Our ref: 21/00347/F  
Please ask for: Miss Sandra Homcenko  
Direct dial: 01553 616824  
Direct fax: 01553 616652  
E-mail: borough.planning@west-norfolk.gov.uk

Mr & Mrs Steve & Christine Goymer  
c/o Mr Kevin Lake  
3 Great Molewood  
Hertford  
SG14 2PN  
United Kingdom

**Geoff Hall**  
Executive Director

**Stuart Ashworth**  
Assistant Director Environment and Planning

10 March 2021

Dear Sir or Madam

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

Details: **In fill front elevation recess and project with a single storey flat roof porch and cloak room at Fairholme 54 Common Lane North Runcton King's Lynn Norfolk**

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

1. Please provide Proposed and Existing side elevations
2. 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.
3. As the property lies within an area at risk to flooding, please complete the simplified Matrix and return it. The Matrix can be found at [https://www.west-norfolk.gov.uk/info/20173/information\\_for\\_planning\\_agents/231/flood\\_risk\\_information](https://www.west-norfolk.gov.uk/info/20173/information_for_planning_agents/231/flood_risk_information)

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



King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX  
Tel: (01553) 616200  
DX 57825 KING'S LYNN

Chief Executive – Lorraine Gore

Executive Director  
Environment and Planning

