

Your ref:
Our ref: 21/00440/F
Please ask for: Mrs Rebecca Bush
Direct dial: 01553 616825
Direct fax: 01553 616652
E-mail: borough.planning@west-norfolk.gov.uk

Mr & Mrs M & S Stevens
Compass Cottage
Gong Lane
Burnham Overy Staithe
King's Lynn
Norfolk
PE31 8JG

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

25 March 2021

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Two storey extension to existing house at Compass Cottage Gong Lane
Burnham Overy Staithe King's Lynn Norfolk**

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

1. For some reason I can't print off your location plan, could you please send this again. Please note the red line on the location plan and block plan must match.
2. Unfortunately we will need existing elevations as well and floor plans to scale.
3. Please provide four drawings to a recognisable scale, showing existing and proposed site levels. If the site levels are to remain unchanged, please provide the drawings annotated as existing and proposed.

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 Mrs Rebecca Bush**

Yours faithfully



Executive Director
Environment and Planning

