

Your ref:
Our ref: 21/00596/F
Please ask for: Mrs Lesley Raby
Direct dial: 01553 616818
Direct fax: 01553 616652
E-mail: borough.planning@west-norfolk.gov.uk

Mr Adrian Samways
100 Fen Road
Watlington
Kings Lynn
PE33 0HY
United Kingdom

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

21 April 2021

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **New enclosed porch to side of dwelling at Charnwood 12 Cedar Grove 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 confirm the floor level with match existing and that the site levels will remain as existing.
2. Provide a roof plan of the porch
3. The block plan needs to show the porch attached to the dwelling and plotted to scale

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 Lesley Raby**

Yours faithfully



Executive Director
Environment and Planning

