

Your ref:
Our ref: 21/00979/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 Wix
Cassiobury
31 The Green
North Runcton
King's Lynn
Norfolk
PE33 0RB

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

17 May 2021

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Extension and loft conversion at Cassiobury 31 The Green 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. The proposed north elevation shows 2 roof lights however the roof plan only shows one, please amend where necessary.
2. 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

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

