

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  
c/o Strata Architectural  
Unit 12  
Drove Orchards  
Thornham Road  
Holme next The Sea  
Norfolk  
PE36 6LS

**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](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

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

Chief Executive – Lorraine Gore

