

Your ref:
Our ref: 21/00882/F
Please ask for: Miss Sandra Homcenko
Direct dial: 01553 616824
Direct fax: 01553 616652
E-mail: borough.planning@west-norfolk.gov.uk

Mr Will Simper
c/o In House Design
Mr Robert Beetenson
The Ashes
Elsing Road
LYNG
NR9 5RR

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

25 May 2021

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Demolition of existing side extension and rear conservatory. Construction of new side and rear extension and reconfiguration of the roof profile. at 4 Orchard Road Wighenhall St Germans King's Lynn Norfolk PE34 3DS**

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

1. Please provide a Location Plan to scale of 1:1250 or 1:2500
2. Please provide four copies of a drawing, to a recognisable scale, showing a section through the new extension.
3. 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.
4. 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 Miss Sandra Homcenko**

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

Chief Executive – Lorraine Gore

Yours faithfully

A handwritten signature in black ink, appearing to read 'G. Atun'. The signature is fluid and cursive, with a large initial 'G' and a long, sweeping tail.

Executive Director
Environment and Planning

