

Your ref:
Our ref: 21/00897/F
Please ask for: Miss Sandra Homcenko
Direct dial: 01553 616824
Direct fax: 01553 616652
E-mail: borough.planning@west-norfolk.gov.uk

Mrs Karen Tweddle
c/o Swann Edwards Architecture
Jamie Burton
Fen Road
Guyhurn
Wisbech
Cambs
PE13 4AA

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

27 May 2021

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Proposed Rooflights, Replacement Windows, New Windows and Window/Door Alterations at The Long Cottage 68 - 69 Church Road Flitcham Norfolk PE31 6BS**

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

1. Please provide Design and Access Statement.

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**

Yours faithfully



Executive Director
Environment and Planning

