

Your ref:
Our ref: 21/01321/F
Please ask for: Mrs Joanne Rahman
Direct dial: 01553 616233
Direct fax: 01553 616652
E-mail: borough.planning@west-norfolk.gov.uk

Tim Mitchell
c/o RTK Stamford
Ross Thain
20 Belton Street
Stamford
PE9 2EF
United Kingdom

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

5 July 2021

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Erection of the new shed and greenhouse at The Parsonage Creake Road
Burnham Thorpe 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 submit a proposed roof plan, this should be done to a scale of 1:50 or 1:100.
2. 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.
3. The red line on your location/block plans should edge the curtilage of the dwelling. Please amend and resubmit your location and block plans.

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 Joanne Rahman**

Yours faithfully



Executive Director
Environment and Planning

King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX
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Chief Executive – Lorraine Gore

