

Your ref:
Our ref: 21/01801/LB
Please ask for: Mrs Lesley Raby
Direct dial: 01553 616818
Direct fax: 01553 616652
E-mail: borough.planning@west-norfolk.gov.uk

Mr Thomas Gardner
10 Holbeck Row
London
SE15 1QA

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

10 September 2021

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Listed Building Application: Expansion of existing dwelling cottage into adjacent workshop including refurbishment of existing structure, insertion of new windows and doors, demolition and rebuilding of existing derelict rear lean-to, and new storage outbuilding and external works. at Waterside Cottage 10 Common Drove Northwold Thetford Norfolk**

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

1. Please re-name your Design and Access Statement as a Heritage Statement for this Listed Building Application.
2. Provide a floor plan for the storage building.

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 Lesley Raby**

Yours faithfully



Executive Director
Environment and Planning

