

Your ref:
Our ref: 21/01770/F
Please ask for: Mrs Joanne Rahman
Direct dial: 01553 616233
Direct fax: 01553 616652
E-mail: borough.planning@west-norfolk.gov.uk

Mr Spaxman
c/o Mr Joshua Thomas
1st Floor
16 Wright Street
Hull
East Yorkshire
HU2 8JU

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

6 September 2021

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Proposed conservatory to rear of existing dwelling at The Arches 15 Church Road Emneth Wisbech Norfolk**

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

1. 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
2. Please confirm, in writing, that finished floor levels will match existing finished floor levels.
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.

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



King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX
Tel: (01553) 616200
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Chief Executive – Lorraine Gore

Executive Director
Environment and Planning

