

Your ref:
Our ref: 21/01764/F
Please ask for: Mrs Lesley Raby
Direct dial: 01553 616818
Direct fax: 01553 616652
E-mail: borough.planning@west-norfolk.gov.uk

MR J GOODMAN-STEPHENS
c/o ANGLIAN HOME IMPROVEMENTS
Mrs SARAH WRIGHT
NATIONAL ADMINISTRATION CENTRE
PO BOX 65
NORWICH
NR6 6EJ
NORFOLK

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

7 September 2021

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **TO ERECT A CONSERVATORY at 9 Field Lane Gaywood King's Lynn Norfolk PE30 4AX**

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

1. provide a roof plan
2. Confirm the site levels will remain the same and confirm that the finished floor level will match existing floor levels.

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

