

Your ref:  
Our ref: 21/01753/F  
Please ask for: Miss Sandra Homcenko  
Direct dial: 01553 616824  
Direct fax: 01553 616652  
E-mail: borough.planning@west-norfolk.gov.uk

Mr Voutt  
c/o Sawyer Architecture  
Mr Matt Sawyer  
Bridge Farm  
200 Station Road  
PE33 0JG

**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: **Removal of existing single storey lean-to, with construction of new two storey extension, and internal alterations to existing ground floor layout at rear of property. at 12 Oxborough Road Stoke Ferry King's Lynn Norfolk PE33 9TA**

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

1. Please provide a plan showing correct position of proposed roof lights on the Floor plan
2. Although you have already provided existing and proposed Roof Plans, it appears that the Proposed Site plan is missing roof lights, please forward amended plan
3. Please provide four copies of a drawing, to a recognisable scale, showing a section through the new extension.

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

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Chief Executive – Lorraine Gore

