

Your ref:
Our ref: 21/01956/F
Please ask for: Mrs Lesley Raby
Direct dial: 01553 616818
Direct fax: 01553 616652
E-mail: borough.planning@west-norfolk.gov.uk

OHPM Ltd
c/o 3D Planning Ltd
Tim Slater
Orton Wistow
Peterborough
PE2 6YZ

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

11 October 2021

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Retrospective change of use of former garage to residential annexe to be occupied in association with 1 Church Farm Barns (for a temporary period of 5 years). at 1 Church Farm Barns Back Street Gayton Norfolk PE32 1QR**

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

1. The Community Infrastructure Levy was adopted by the Council on 19 January 2017 and came into force on Wednesday 15 February 2017.

Therefore, you will need to complete the CIL Additional Information Requirement Form 1. You will need to include the applicant's details as the applicant will need to be contacted as the liable party.

The form and guidance notes are available on the Council's website at www.west-norfolk.gov.uk/CIL

Any questions, please contact our CIL Officer, Amanda Driver 01553 616443.

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

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

