

Your ref:  
Our ref: 21/01868/F  
Please ask for: Mrs Lesley Raby  
Direct dial: 01553 616818  
Direct fax: 01553 616652  
E-mail: borough.planning@west-norfolk.gov.uk

Ashwicken Farms Ltd  
c/o Swann Edwards Architecture  
Fen Road  
Guyhurn  
Wisbech  
Cambs  
PE13 4AA

**Geoff Hall**  
Executive Director

**Stuart Ashworth**  
Assistant Director Environment and Planning

24 September 2021

Dear Sir or Madam

### **TOWN AND COUNTRY PLANNING ACT 1990**

Details: **Proposed Barn Conversion at Mintlyn Farm Queen Elizabeth Way Bawsey Norfolk**

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](http://www.west-norfolk.gov.uk/CIL)

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

2. From the 1st April 2016 the Habitats Regulations Monitoring and Mitigation Contribution levy came into force. The fee must be paid at the planning application submission stage or by entering into a Unilateral Undertaking / S106 agreement if you wish to pay later.

Therefore, a fee of £55 per dwelling, plus a £55 Administration Fee is payable on completion of a Unilateral Undertaking.

Payment in advance is charged at £55 per dwelling with no administration fee payable.

If you pay the fee via BACS - please quote the planning reference in the payment reference, to avoid delays.

3. Although you may have answered NO to the question on the application form which asks whether the proposed use would be particularly vulnerable to the presence of contamination, you are required to complete and submit the Screening Assessment

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*Chief Executive – Lorraine Gore*

Form, which can be found on the Council's website at [www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk). Please click on the following to reach the Questionnaire.

[https://www.west-norfolk.gov.uk/info/20138/contaminated\\_land/204/planning\\_applications\\_on\\_contaminated\\_land](https://www.west-norfolk.gov.uk/info/20138/contaminated_land/204/planning_applications_on_contaminated_land)

4. A Flood Risk Assessment is required to be submitted with this application, as the site lies within an area at risk of flooding.
  
5. 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](https://www.west-norfolk.gov.uk/info/20173/information_for_planning_agents/231/flood_risk_information)

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

