

Your ref:
Our ref: 21/02185/F
Please ask for: Miss Sandra Homcenko
Direct dial: 01553 616824
Direct fax: 01553 616652
E-mail: borough.planning@west-norfolk.gov.uk

Chris Client of Hereward Services
c/o Hereward Services Limited
Chris Dawson
14 Mill Road
Wisbech
PE14 8AE
United Kingdom

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

15 November 2021

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Conversion of roof space to dwelling, and 2 storey extension to rear at Rose Bank 15 Hall Road Walpole Highway 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 provide four copies of a drawing, to a recognisable scale, showing a section through the new extension.
3. It appears that the submission was missing Existing plans, please forward at your earliest convenience

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

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Chief Executive – Lorraine Gore

