

Your ref:
Our ref: 21/02427/F
Please ask for: Mrs Lesley Raby
Direct dial: 01553 616818
Direct fax: 01553 616652
E-mail: borough.planning@west-norfolk.gov.uk

Mr Edward & Mrs Lesley Perrott
Lower Lea House
Church Road
Little Thurlow
Haverhill
Suffolk
CB9 7JQ

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

16 December 2021

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Retrospective renovations and repairs to existing utilities building. at The Old Post Office Walsingham Road Burnham Thorpe Norfolk PE31 8HL**

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

1. The application fee of £206.00 is payable.
You can pay your fee in the following ways:-
 1. Send a cheque made payable to "BCKLWN" - please quote the application reference number on the back of the cheque.
 2. BACS - Account Number 00148342 Sort Code: 20 17 68 - please quote the application reference number on your payment.
 3. Telephone the number at the top of this letter and pay by debit or credit card.
2. Provide a location plan to a scale of 1:2500 or 1:1250 with the application site outlined in red.
3. 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
4. Provide the existing and proposed roof plan.
5. Confirm the scale of the elevation plans you have submitted as they don't appear to match the measurements on the block plan.

Once this information is received your application will become valid and the application can be passed to the relevant planning officer.

King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX
Tel: (01553) 616200
DX 57825 KING'S LYNN

Chief Executive – Lorraine Gore

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

A handwritten signature in black ink, appearing to read 'G. Aun', with a stylized, cursive flourish at the end.

Executive Director
Environment and Planning

