

Your ref:  
Our ref: 22/00002/F  
Please ask for: Mrs Rebecca Bush  
Direct dial: 01553 616825  
Direct fax: 01553 616652  
E-mail: borough.planning@west-norfolk.gov.uk

Elizabeth Swinburn  
c/o Arcitek Building Design Ltd  
Mr Shane Reeve  
Anglia House  
21 Hamburg Way  
North Lynn Industrial Estate  
King's Lynn  
PE30 2ND

**Geoff Hall**  
Executive Director

**Stuart Ashworth**  
Assistant Director Environment and Planning

10 January 2022

Dear Sir or Madam

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

Details: **Conversion of existing un-used cottage to 2x 2-bed holiday lets at Dovecote House Church Road Walpole St Peter Norfolk PE14 7NS**

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

1. Will the holiday lets be using Dovecote Houses garden etc. We only ask as regards to the location plan you need to edge the new work in red and any other adjoining land owned by your clients edge in blue.
2. As the site is within FZ2/3a a Flood Risk Assessment may be required to be submitted with this application. As this is a conversion a simplified report should be sufficient, however, you will need to check this is our flooding officer Peter Jermany on Peter.jermany@west-norfolk.gov.uk.
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](https://www.west-norfolk.gov.uk/info/20173/information_for_planning_agents/231/flood_risk_information)
4. 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.

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

*Chief Executive – Lorraine Gore*

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

5. 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.

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 Rebecca Bush**

Yours faithfully



Executive Director  
Environment and Planning

