

Your ref:
Our ref: 22/00323/F
Please ask for: Mrs Rebecca Bush
Direct dial: 01553 616825
E-mail: borough.planning@west-norfolk.gov.uk

Glen Cripps
c/o Design Spec Ltd
Mr James Collinson
Suite 1C
Warren House
10-20 Main Road
Hockley
Essex
SS5 4QS

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

14 March 2022

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Proposed internal alterations and extension to the rear of the property for an additional single storey utility room at Station Farm House Station Road Ten Mile Bank Norfolk PE38 0ER**

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

1. We don't appear to have received a location plan. Please provide to a scale of 1:1250 or 1:2500 with the site edged in red and any other adjoining land owned by your client edged in blue.
2. We also require a block plan to a scale of 1:200 or 1:500 showing site boundaries and new work.
3. In accordance with the National Validation Checklist, which became mandatory on 6 May 2008, we will require information regarding site levels. If site levels are to change, please provide four copies of a site survey drawing, alternatively, if site levels are to remain unchanged, this can be annotated on the relevant plan or advised in writing.
4. Please confirm, in writing, that finished floor levels will match existing finished floor levels.
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

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 Rebecca Bush**

Yours faithfully

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

Executive Director
Environment and Planning

