

Your ref:  
Our ref: 21/02459/LB  
Please ask for: Mrs Joanne Rahman  
Direct dial: 01553 616233  
Direct fax: 01553 616652  
E-mail: borough.planning@west-norfolk.gov.uk

Mr Richard Bennett  
Linden Cottage  
48 High Street  
Northwold  
Thetford  
Norfolk  
IP26 5LA

**Geoff Hall**  
Executive Director

**Stuart Ashworth**  
Assistant Director Environment and Planning

20 December 2021

Dear Sir or Madam

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

Details: **Application for listed building consent for internal works, replacement windows, removal of lean to, removal of conservatory and replace with a sympathetic orangery at Linden Cottage 48 High Street Northwold Thetford Norfolk**

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

1. Please submit a Heritage Statement, this should include the listing, a history of the site and an explanation of the impact that the proposed works will have on the listed building.
2. Can you please submit a block plan, this should show the proposed development and any site boundaries. The block plan should be done to a scale of 1:100 or 1:200.
3. Can you please submit a roof plan. This should be done to a scale of 1:50 or 1:100, alternatively you can add a roof plan to your block plan.
4. Please submit existing elevations and floor plans, these should be done to a scale of 1:50 or 1:100
5. Please submit proposed elevations and floor plans, these should be done to a scale of 1:50 or 1:100.

Please also make it clear on these plans the windows that are being replace.

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 Joanne Rahman**

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

*Chief Executive – Lorraine Gore*

Yours faithfully

A handwritten signature in black ink, appearing to be 'G. A. M.', written in a cursive style.

Executive Director  
Environment and Planning

