

Your ref:
Our ref: 22/00455/F
Please ask for: Miss Sandra Homcenko
Direct dial: 01553 616824
E-mail: borough.planning@west-norfolk.gov.uk

Mrs Holly Smith
Church End House
Church Lane
Burnham Thorpe
Kings Lynn
PE31 8FL
United Kingdom

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

6 April 2022

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Replacement of 9 single glazed Crittall windows on the 1950's extension on the south, east and north sides of the building. These will be replaced with aluminium framed narrow profile double glazed units. These will be in white as existing. at Nelson Memorial Hall Church Lane Burnham Thorpe King's Lynn Norfolk**

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

1. Apologies however it appears that Location and Block plans are out of scale, when using your measurement to draw on our system the polygon looks very different to the plan you have provided, in places it does not reach some of the boundaries. Please revise and forward amended plans.
It may be useful to use more up to date plans on www.planningportal.co.uk or www.buyaplan.co.uk

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
Environment and Planning

