

Your ref:
Our ref: 22/00770/F
Please ask for: Miss Sandra Homcenko
Direct dial: 01553 616824
E-mail: borough.planning@west-norfolk.gov.uk

Mr Steven Stork
Three Trees
21 Graham Drive
Middleton
PE32 1RL
undefined

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

18 May 2022

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **RETROSPECTIVE APPLICATION: A single storey extension to the rear of the bungalow.
at Three Trees 21 Graham Drive Middleton King's Lynn Norfolk**

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

1. Please provide existing floor plans, existing elevations and existing roof plan.
Please provide proposed floor plans, proposed elevations, and proposed roof plan separately.

Please title your plans for clarity, for example: "existing floor plan"; "proposed side elevation"
2. 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.
3. Please confirm if you agree to change the description to: "A single storey extension to the rear of the bungalow"
4. Please confirm scaling on your block plan, this should be done to either 1:200 or 1:500
5. Please revise your floor plans, it appears that door details have been drawn instead of windows, please amend

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

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

Chief Executive – Lorraine Gore

proposed development in all correspondence and **mark it for the attention of Miss Sandra Homcenko**

Yours faithfully

A handwritten signature in black ink, appearing to read "G. Atun". The signature is fluid and cursive, with a large initial "G" and a long, sweeping tail.

Executive Director
Environment and Planning

