

Your ref:
Our ref: 22/00949/F
Please ask for: Miss Sandra Homcenko
Direct dial: 01553 616824
E-mail: borough.planning@west-norfolk.gov.uk

Mr & Mrs Glover
c/o Gary Johns Architects
Mr Gary Johns
44 Silver Street
Ely
CB7 4JF

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

22 June 2022

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Retrospective planning application for 3no. outbuildings sited to rear of property. Change of use of agricultural land to domestic garden at 2A The Drove Barroway Drove Norfolk PE38 0AJ**

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

1. Please provide Floor plans to scale of either 1:50 or 1:100 for all three outbuildings.
2. Fee for Change of use application is £462.00, please note calculations will be revisited following receipt of floor plans and there may be additional fees payable
3. Please provide Existing and Proposed Block plans to scale of either 1:200 or 1:500
4. Please amend Location plan, the site applicable to the change of use should be edged in red and any other adjoining land in applicants ownership should be edged in blue.
5. 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.
6. 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.

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

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

Chief Executive – Lorraine Gore

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

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

Executive Director
Environment and Planning

