

Your ref:
Our ref: 22/00977/F
Please ask for: Miss Sandra Homcenko
Direct dial: 01553 616824
E-mail: borough.planning@west-norfolk.gov.uk

Andrew Derrick
2 Canopy Lane
Newhall
Harlow
CM17 9LQ
United Kingdom

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

24 June 2022

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **I am proposing to station a mobile home in the grounds of my property above. The mobile home will be stationed within the curtilage of my home. The mobile home would be of timber construction and composite wood claded, which falls within the definition of the Caravan Act in terms of design, mobility, size and construction. The mobile home would be used for an annexe by family members as an integral part of the overall use of the house as a single dwelling. It would share services, facilities and access with the house. at Rose Cottage 59 The Drove Barroway Drove DOWNHAM MARKET Norfolk**

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

1. Unfortunately because the supplied drawings are not in PDF format, we are unable to print them to scale. Therefore, please provide all drawings as a PDF at your earliest convenience.
2. From the 1st April 2016 the Habitats Regulations Monitoring and Mitigation Contribution levy came into force. The fee must be paid at the planning application submission stage or by entering into a Unilateral Undertaking / S106 agreement if you wish to pay later.

From 1 April 2022 this was increased to £185.93.

Therefore, a fee of £185.93 per dwelling, plus a £55 Administration Fee is payable on completion of a Unilateral Undertaking.

Payment in advance is charged at £185.93 per dwelling with no administration fee payable.

If you pay the fee via BACS - please quote the planning reference in the payment reference, to avoid delays.

3. A Flood Risk Assessment is required to be submitted with this application, as the site lies within an area at risk of flooding.

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

Chief Executive – Lorraine Gore

4. Please provide plans to scale as per National Validation Checklist available on https://www.west-norfolk.gov.uk/info/20077/planning_applications/548/planning_application_validation_checklists

Plans required include:

Existing and Proposed Block Plans

Location plan

Elevations

Floor Plans

Roof plans (can be integrated with Block plan)

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
6. Fee for this application is £462.00 please make outstanding payment of £256.00 on number above by using your Credit or Debit Card, or by BACS on the Account number: 00148342 and Sort Code:20-17-68. Please quote the Planning Reference number upon your payment
7. 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.

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

