Your ref:
Our ref: 22/01232/F
Please ask for: Mr Steve Fitzgerald
Direct dial: 01553 616218
E-mail: borough.planning@west-norfolk.gov.uk

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

Mr Pillip Kallmeier
c/o Welcome Home Architecture
Mr Craig Rudd
80 Norburn
Bretton
Peterborough
PE3 8NU
United Kingdom

11 August 2022

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Proposed Detached Garage on Existing Concrete Slab, and Single Storey Extension to Existing Dwelling at Rose Cottage Wisbech Road Church End West Walton WISBECH**

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

1. 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.

2. 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 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 Mr Steve Fitzgerald**

Yours faithfully

Executive Director