

Your ref:
Our ref: 22/01343/F
Please ask for: Mrs Lesley Raby
Direct dial: 01553 616818
E-mail: borough.planning@west-norfolk.gov.uk

Mr S Robertson
c/o Vertex Architecture
2-3 Northgate Precinct
Hunstanton
Norfolk
PE36 6EA

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

25 August 2022

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Single storey side extension and conversion of garage to annexe at Bridge Cottage Walsingham Road 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. The Community Infrastructure Levy was adopted by the Council on 19 January 2017 and came into force on Wednesday 15 February 2017.

Therefore, you will need to complete the CIL Additional Information Requirement Form 1. You will need to include the applicant's details as the applicant will need to be contacted as the liable party.

The form and guidance notes are available on the Council's website at www.west-norfolk.gov.uk/CIL

Any questions, please contact our CIL Officer, Amanda Driver 01553 616443.

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 Mrs Lesley Raby**

Yours faithfully

King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX
Tel: (01553) 616200
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Chief Executive – Lorraine Gore



Executive Director
Environment and Planning

