

Your ref:
Our ref: 22/01696/F
Please ask for: Luke Swales
Direct dial: 01553 616865
E-mail: borough.planning@west-norfolk.gov.uk

Mrs Rose Mbure-Hunt
c/o Sterne Design
20 Harbord Road
Cromer
NR27 0BP

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

6 October 2022

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Proposed Two Storey Side Extension and Single Storey Rear Extension to 104.
at 104 West Street North Creake Fakenham Norfolk NR21 9LH**

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. On the submitted drawings 22.134.25 EX01 and 22.134.25 PL01, it appears that no roof plans have been submitted. As this is a householder application roof plans will be required. Please provide roof plans to a scale of either 1:50 or 1:100.
3. On the submitted drawings 22.134.25 EX01 and 22.134.25 PL01, it appears that no sections have been submitted. As the proposal is for a 2-storey extension, sections will be required showing finished floor levels and site levels.

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 Luke Swales**

Yours faithfully



Executive Director
Environment and Planning

