

Your ref:  
Our ref: 22/01975/F  
Please ask for: Luke Swales  
Direct dial: 01553 616865  
E-mail: borough.planning@west-norfolk.gov.uk

Lady Mary-Ann Williams  
c/o Ian H Bix And Associates Ltd  
Sandpiper House  
Leete Way  
West Winch  
King's Lynn  
Norfolk  
PE33 0ST

**Geoff Hall**  
Executive Director

**Stuart Ashworth**  
Assistant Director Environment and Planning

7 November 2022

Dear Sir or Madam

### **TOWN AND COUNTRY PLANNING ACT 1990**

Details: **Widening of access from Burnham Road including part demolition and rebuilding of part front wall to improve visibility from access point,. General repairs to roadside wall,landscaping garden area including enhanced parking and turning area to front of house. Addition of porch to front of house and extension to rear of house for boot room/rear entrance, extension to south elevation for conservatory, upgrading driveway surface areas, erection of new and replacement gates, general overhaul and repairs to house and outbuilding including re-roofing. at Manor Farm 57 Burnham Road South Creake Fakenham Norfolk**

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

1. In the description for the proposal, you state "removal of non-native and dead trees". As the proposal lies within a conservation area, a separate application is required for any works to trees within the conservation area. Please submit this application I can send the forms if required. I have removed this element from the description of this application.
2. On the submitted proposed site plan, there is an outbuilding labelled "outbuilding for conversion", however it appears that no information for the conversion of this outbuilding have been submitted. Please submit existing and proposed elevations and floor plans to a recognisable scale regarding the conversion of the outbuilding.
3. On the submitted drawing 2486-15D titled Proposed floor plans and elevations, there appears to be a new roof light shown on the floor plans, however the roof light in question is not shown on the roof plan on the submitted proposed site plan. Please show this window on the roof plan and resubmit.
4. On the submitted drawing 2486-15D titled proposed floor plans and elevations, there appears to be a new dormer window shown on the north elevation, however the floor plans and the roof plan do not appear to show this dormer window. Please amend the drawings to show the dormer and resubmit.

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*Chief Executive – Lorraine Gore*

5. A flood risk has been submitted with this application; however, it does not appear to be the flood risk matrix that can be accepted as part of planning validation. Please submit a simplified flood risk matrix and mark the following on the form: Flood Zone 2, Flood Zone 3A, Flood Zone 3B, Fluvial Climate Change, Surface Climate Change.

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

