

Your ref:  
Our ref: 22/02031/F  
Please ask for: Luke Swales  
Direct dial: 01553 616865  
E-mail: borough.planning@west-norfolk.gov.uk

Mr And Mrs M Creighton  
c/o Greg Saberton Design  
Mr Greg Saberton  
Tom's Hole Barn  
Branch Bank  
Prickwillow  
Ely  
Cambridgeshire  
CB7 4UR

**Geoff Hall**  
Executive Director

**Stuart Ashworth**  
Assistant Director Environment and Planning

14 November 2022

Dear Sir or Madam

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

Details: **Two storey side extension and alterations including new front porch at Ringmoor House 3 Ringmore Road Southery Downham Market Norfolk**

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. Please provide four copies of a drawing, to a recognisable scale, showing a section through the new extension.
3. It appears that there is a window drawn on the floor plan on submitted drawing 03/2964/22 titled Ground floor plan as existing that isn't drawn on the corresponding side elevation on the submitted drawing 05/2964/22 titled Elevations as existing, please add this window to the corresponding side elevation and resubmit.
4. At the time of writing, the application fee of £206 has not been received.  
You can pay your fee in the following ways:-
  1. Send a cheque made payable to "BCKLWN" - please quote the application reference number on the back of the cheque.
  2. BACS - Account Number 00148342 Sort Code: 20 17 68 - please quote the application reference number on your payment.
  3. Telephone the number at the top of this letter and pay by debit or credit card.

Once this information is received your application will become valid and the application can be passed to the relevant planning officer.

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

*Chief Executive – Lorraine Gore*

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

A handwritten signature in black ink, appearing to read 'G. Aun', with a stylized, flowing script.

Executive Director  
Environment and Planning

