

Your ref:
Our ref: 22/02264/F
Please ask for: Miss Joanne Wren
Direct dial: 01553 616233
E-mail: borough.planning@west-norfolk.gov.uk

Mr And Mrs Tooze
c/o John Stephenson
Ashby House
194 Broomhill
Downham Market
Norfolk
PE38 9QY

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

21 December 2022

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Single store and 2 storey extensions to dwelling, construction of car port at Church View Church Road Hilgay Norfolk PE38 0JL**

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

1. There is a window shown on the north elevation that is not on the floor plans. Please amend and resubmit these.

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 Miss Joanne Wren**

Yours faithfully



Executive Director
Environment and Planning

