

Your ref:  
Our ref: 23/00037/F  
Please ask for: Luke Swales  
Direct dial: 01553 616865  
E-mail: borough.planning@west-norfolk.gov.uk

Mr And Mrs Mason  
c/o AJS Architecture Ltd  
Mr Antony Smith  
Cleveland House, Old Station Road  
CB8 8QE  
Newmarket  
CB8 8QE  
United Kingdom

**Geoff Hall**  
Executive Director

**Stuart Ashworth**  
Assistant Director Environment and Planning

11 January 2023

Dear Sir or Madam

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

Details: **Proposed new roof to create second floor accommodation along with rear dormer window and associated works at Himley House 47 Hythe Road Methwold Thetford Norfolk**

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

1. Please provide four copies of a drawing, to a recognisable scale, showing a section through the new extension.
2. 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.
3. In the drawing notes it states "This drawing must not be scaled". Please remove this as all drawings must be true to their stated scales.

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

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

Chief Executive – Lorraine Gore

