

Your ref:  
Our ref: 22/02244/F  
Please ask for: Luke Swales  
Direct dial: 01553 616865  
E-mail: borough.planning@west-norfolk.gov.uk

Mrs Jane Partridge  
c/o Trundley Design Services  
Salgate Barn  
Islington Road  
Tilney All Saints  
King's Lynn  
Norfolk  
PE34 4RY

**Geoff Hall**  
Executive Director

**Stuart Ashworth**  
Assistant Director Environment and Planning

19 December 2022

Dear Sir or Madam

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

Details: **Proposed extension and change of use from existing animal hydrotherapy/cattery centre into a residential dwelling at Edenfield Pet Retreat 76 Stow Road Stow Bridge KINGS LYNN Norfolk**

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

1. As the proposal is for a residential dwelling, a Design and access statement will be required to support the application. Please submit a design and access statement for the proposal
2. A Flood Risk Assessment is required to be submitted with this application, as the site lies within an area at risk of flooding.
3. Although you may have answered NO to the question on the application form which asks whether the proposed use would be particularly vulnerable to the presence of contamination, you are required to complete and submit the Screening Assessment Form, which can be found on the Council's website at [www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk). Please click on the following to reach the Questionnaire.  
  
[https://www.west-norfolk.gov.uk/info/20138/contaminated\\_land/204/planning\\_applications\\_on\\_contaminated\\_land](https://www.west-norfolk.gov.uk/info/20138/contaminated_land/204/planning_applications_on_contaminated_land)
4. From the 1st April 2016 the Habitats Regulations Monitoring and Mitigation Contribution levy came into force. The fee must be paid at the planning application submission stage or by entering into a Unilateral Undertaking / S106 agreement if you wish to pay later.

From 1 April 2022 this was increased to £185.93.

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

*Chief Executive – Lorraine Gore*

Therefore, a fee of £185.93 per dwelling, plus a £55 Administration Fee is payable on completion of a Unilateral Undertaking.

Payment in advance is charged at £185.93 per dwelling with no administration fee payable.

If you pay the fee via BACS - please quote the planning reference in the payment reference, to avoid delays.

5. I have amended the description of your proposal to the description stated above on this letter, if you agree to this description change please confirm in writing. If you don't agree to the description change please provide an alternative so I can ammend the description accordingly.

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

