

Your ref:  
Our ref: 23/00276/F  
Please ask for: Amy Davies  
Direct dial: 01553 616879  
E-mail: borough.planning@west-norfolk.gov.uk

Mr Lee M Cossey  
c/o Waite And Wallage Architects  
34 Bridge Street  
King's Lynn  
Norfolk  
PE30 5AB

**Geoff Hall**  
Executive Director

**Stuart Ashworth**  
Assistant Director Environment and Planning

14 February 2023

Dear Sir or Madam

**TOWN AND COUNTRY PLANNING ACT 1990**

Details: **Extension of dwelling and conversion of detached garage to create annexed accommodation. at Hall House 4 Commonsides West Winch Norfolk PE33 0NJ**

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

1. Please can you specify what the annex is being used for as a habitat fee may be required .
2. It appears on the south elevation (plan 3/430/4C) is showing a window on the first floor but it doesn't seem to be showing on the first floor plan (plan 3/430/3C) please amend and resubmit.

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 Amy Davies**

Yours faithfully



Executive Director  
Environment and Planning

