

Your ref:
Our ref: 23/00237/F
Please ask for: Luke Swales
Direct dial: 01553 616865
E-mail: borough.planning@west-norfolk.gov.uk

Mr W McCoo
c/o Studio 11 Architecture
Miss Emma Gower
Studio 11 Architecture
Kings Lynn Innovation Centre
King's Lynn
PE30 5BY
United Kingdom

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

16 February 2023

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Proposed single and two storey extension. at Ivy House West Drove South
Walpole Highway Wisbech 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. On your drawing it says "Do not scale directly from this drawing." As part of the national validation checklist all drawings must be true to their stated scales, therefore please amend the drawings to remove this.

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

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Chief Executive – Lorraine Gore

