

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. 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.
3. 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.
4. Please submit a simplified flood risk matrix form. Please put the following on the form: Flood Zone 2, Flood Zone 3A and Other Matters (Dry Island)


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

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

*Chief Executive – Lorraine Gore*



Executive Director  
Environment and Planning

