

Your ref:
Our ref: 23/00287/F
Please ask for: Miss Joanne Wren
Direct dial: 01553 616233
E-mail: borough.planning@west-norfolk.gov.uk

Mrs T and Mr S Betts and Parr
c/o Unity Building Design
Simon Sutton
10 Whin Common Road
Denver
Downham Market
PE38 0DX
United Kingdom

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

27 February 2023

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Proposed extensions and alterations to existing cottage with associated demolitions of existing side and rear extensions at Potsford Cottage Northwold Road Methwold Thetford Norfolk**

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

1. As the property lies within an area at risk to flooding, please complete the simplified Matrix and return it. The Matrix can be found at https://www.west-norfolk.gov.uk/info/20173/information_for_planning_agents/231/flood_risk_information
2. There is a door shown on the front elevations that is not shown on the ground floor layouts. Please amend these plans.

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 Miss Joanne Wren**

Yours faithfully



Executive Director
Environment and Planning

