

Your ref:
Our ref: 23/00271/F
Please ask for: Miss Sandra Homcenko
Direct dial: 01553 616824
E-mail: borough.planning@west-norfolk.gov.uk

PAUL OLDROYD
The Lavenders
St Andrews Lane
Congham
KINGS LYNN
Norfolk
PE32 1DU

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

22 February 2023

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Change of use from residential dwelling to short term holiday let (2 persons) of detached annexe above garage on property. at The Lavenders St Andrews Lane Congham KINGS LYNN Norfolk**

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

1. Location plan submitted appears to show incorrect information. As per National Validation checklist the Location plan should edge the application site in red including an access and amenities and any other land in applicants ownership in blue, scalable plans to either 1:1250 or 1:2500 are required. Subsequently, Site plan should show how the boundaries will be divided between the main dwelling and the holiday let.
2. The Community Infrastructure Levy was adopted by the Council on 19 January 2017 and came into force on Wednesday 15 February 2017.

Therefore, you will need to complete the CIL Additional Information Requirement Form 1. You will need to include the applicant's details as the applicant will need to be contacted as the liable party.

The form and guidance notes are available on the Council's website at www.west-norfolk.gov.uk/CIL

Any questions, please contact our CIL Officer, Amanda Driver 01553 616443.

3. Existing and proposed plans will be required, if there is no changes externally floor plans will be sufficient, please annotate plans as existing and proposed.

If there are proposed changes externally floor plans and elevations as existing and proposed will be required. These should be to a recognisable scale as per National Validation Checklist.

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

Chief Executive – Lorraine Gore

4. A completed Section 111 form is required to record the payment of the GIRAMS/Habitat Mitigation Fee. Please submit this form as soon as the payment has been made.
5. 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.

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.

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 Sandra Homcenko**

Yours faithfully



Executive Director
Environment and Planning

