

Your ref:
Our ref: 23/00627/F
Please ask for: Amy Davies
Direct dial: 01553 616879
E-mail: borough.planning@west-norfolk.gov.uk

Borough Council of
**King's Lynn &
West Norfolk**



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Mr Jonas Rossi
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St. Peters Road
Sheringham
NR26 8QY

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

27 April 2023

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Change of use of ground floor from C3 Dwelling house into E(b) for the sale of food and drinks for consumption mostly on the premises, subdivision of upper floors to create two 1 bedroomed flat units with general alterations and renovation of dilapidated building. at 42 Westgate Hunstanton Norfolk PE36 5EL**

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

1. 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.

2. 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. You can either call us to make a card payment, or pay on line at <https://ip.e-paycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage>

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 Amy Davies**

Yours faithfully



Executive Director
Environment and Planning

