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**From:** Borough Planning

**Sent:** 04 April 2023 10:40

**Subject:** RE: Application reference 23/00473/F - Scott, Baytree Cottage, West Rudham

Good Afternoon

Thank you for your email with the proposed Plans it appears that the roof lights showing on the elevations are not measuring the same on the floor plan please amend and resubmit , Please could you provide existing floor plans and elevation to a scale of 1:50 or 1:100, and an existing and proposed site plan to a scale of 1:200 or 1:500 .

If you have any further questions, feel free to contact us.

**Amy Davies, Technical Support Officer**

or [borough.planning@west-norfolk.gov.uk](mailto:borough.planning@west-norfolk.gov.uk)

Borough Council of  
King's Lynn &  
West Norfolk



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**From:** Graham Woodcock

**Sent:** 31 March 2023 14:19

**To:** Borough Planning <[borough.planning@West-Norfolk.gov.uk](mailto:borough.planning@West-Norfolk.gov.uk)>

**Subject:** Re: Application reference 23/00473/F - Scott, Baytree Cottage, West Rudham

Hello Jo,

Please find amended drawing showing floorplan with location of the skylight in relation to proposed floorplan.

Hope this proves sufficient for your purpose.

Many thanks

Regards

Graham Woodcock  
[REDACTED]

On 30 Mar 2023, at 13:09, Borough Planning <[borough.planning@West-Norfolk.gov.uk](mailto:borough.planning@West-Norfolk.gov.uk)> wrote:

Hello

This plan doesn't appear to be to scale, at 1:50 the length of the building on your plan is measuring 3.8m and the width measures 1.8m. Please submit the plan so that it is to scale, please also show all openings and the roof lights on the floor plan.

**Regards**

**Jo Wren, Technical Support Officer**  
[REDACTED]

[<image001.jpg>](#) [<image002.png>](#) [<image003.png>](#) [<image004.png>](#) [<image005.png>](#) [<image006.jpg>](#)

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**From:** Graham Woodcock [REDACTED]

**Sent:** 29 March 2023 12:57

**To:** Borough Planning <[borough.planning@West-Norfolk.gov.uk](mailto:borough.planning@West-Norfolk.gov.uk)>

**Subject:** Re: Application reference 23/00473/F - Scott, Baytree Cottage, West Rudham

Attention Luke Swales (or his replacement)

Dear Luke,

Thank you for your message and apologies. I have attached a pdf of the drawings below for review as requested.

I see your last day is today so good luck in your new venture/employment

Regards

Graham Woodcock  
[REDACTED]

On 29 Mar 2023, at 12:29, Borough Planning <[borough.planning@West-Norfolk.gov.uk](mailto:borough.planning@West-Norfolk.gov.uk)> wrote:

Dear Mr Woodcock,

Thank you for your email.

Unfortunately I cannot accept the drawings embedded in a email as I cannot scale them correctly and therefore I cannot validate them.

Please submit the drawings in PDF format as an attachment rather than embedded directly in the email so they can be scaled accordingly.

Hopefully the above makes sense, if you have any further questions, feel free to contact us.

Please note: I will be leaving the authority on the 29<sup>th</sup> March 2023 so any further correspondence after this date will be dealt with by one of my colleagues.

Kind Regards,

**Luke BArch (Hons), Technical Support Officer**

Submit a planning application on-line: <http://www.planningportal.gov.uk>  
Or via email: [borough.planning@west-norfolk.gov.uk](mailto:borough.planning@west-norfolk.gov.uk) or telephone 01553 616234.

[<image001.jpg><image002.png>](#) [<image003.png>](#) [<image004.png>](#) [<image005.png>](#) [<image006.jpg>](#)

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**From:** Graha [REDACTED]

**Sent:** 28 March 2023 10:28

**To:** Borough Planning <[borough.planning@West-Norfolk.gov.uk](mailto:borough.planning@West-Norfolk.gov.uk)>

**Subject:** Application reference 23/00473/F - Scott, Baytree Cottage, West Rudham

[External Email]

[Think before you click on links]

**Attention Luke Swales.**

Dear Luke,

Thank you for your letter dated 22nd March requesting more information reference the above application.

Attached are drawings showing existing and proposed alteration to the garage/carport to create the annexe as described in the application.

There are to be no material changes to the size and external structure except for the addition of velux windows as indicated and the installation of bifold doors to enclose the car port. Scale of drawing is 1:50.

I will also supply an existing and proposed site plan in a separate email

For further reference I have also attached images of the building

I hope this proves sufficient for the purpose.

Regards

Graham Woodcock



<image007.png>

<image008.jpg><image009.jpg>

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This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.

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