

Your ref:
Our ref: 23/00473/F
Please ask for: Luke Swales
Direct dial: 01553 616865
E-mail: borough.planning@west-norfolk.gov.uk

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



Mrs Scott
Bay Tree Cottage
Lynn Road
West Rudham
KINGS LYNN
Norfolk
PE31 8RN

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

22 March 2023

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Creation of a home office/recreational room with facility to allow occasional use by family members and family guests as overnight accommodation by conversion of garage and adjoining open fronted car port to the rear of applicants property at Bay Tree Cottage Lynn Road West Rudham KINGS LYNN Norfolk**

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

1. Please confirm, in writing, that finished floor levels will match existing finished floor levels.
2. 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.
3. Unfortunately, I am unable to accept the submitted documents as part of planning validation. To validate your application, I will require the following drawings in PDF format:
 - o Existing and proposed floor plans to a scale of 1:50 or 1:100
 - o Existing and proposed elevations to a scale of 1:50 or 1:100
 - o Section through the proposal to a scale of 1:50 or 1:100
 - o Existing and proposed site plan to a scale of 1:200 or 1:500

For more information on what is required please see the national validation checklist available on our website. If you are struggling to produce any of the drawings required, you can contact a local planning agent to assist you.

Once this information is received your application will become valid and the application can be passed to the relevant planning officer.

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

Chief Executive – Lorraine Gore

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

A handwritten signature in black ink, appearing to read 'G. Aun', with a stylized, flowing script.

Executive Director
Environment and Planning

