

Your ref:  
Our ref: 23/00625/F  
Please ask for: Miss Joanne Wren  
Direct dial: 01553 616233  
E-mail: borough.planning@west-norfolk.gov.uk

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



Mr Patrick Finch  
5 Southfield Drive  
West Winch  
Norfolk  
PE33 0PF  
United Kingdom

**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: **Removal of partial mock Tudor timber frame facades that were showing signs of rot and decay from front and west side of house. Cover with weather proof lining and then clad with grey cement board to complement grey windows and improve insulation of house at 5 Southfield Drive West Winch King's Lynn Norfolk PE33 0PF**

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

1. Please submit existing and proposed elevations, these must be done to a scale of 1:1250 or 1:2500. If you send these electronically please send them as pdf documents.

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

A handwritten signature in black ink, appearing to read 'L. Gore'.

Executive Director  
Environment and Planning

