

Your ref:
Our ref: 23/00875/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**



Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

Mr and Mrs Shaw
c/o Roger Balmer Design
Mr Roger Balmer
Fountain House Studio
The Street
East Bergholt
Colchester
CO7 6TB
United Kingdom

13 June 2023

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Replacement of front porches, outbuilding and rear gate together with associated alterations to the rear courtyard at Little Cottage East Harbour Way Burnham Overy Staithe Norfolk PE31 8JF**

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

1. As the property lies within an area at risk to flooding, please complete the simplified Matrix and return it. The Matrix can be found at https://www.west-norfolk.gov.uk/info/20173/information_for_planning_agents/231/flood_risk_information

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

Executive Director
Environment and Planning

