

Your ref:
Our ref: 23/01272/F
Please ask for: Miss Sandra Homcenko
Direct dial: 01553 616824
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 & Mrs Cribb
c/o Vertex Architecture Ltd
Mr Jordan Cribb
2-3 Northgate
Hunstanton
PE36 6EA

2 August 2023

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Conversion of retail unit to 2no. retail units and ground floor flat at Value 4 Money 48 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. Please revise frontage of the building on proposed plans as elevations do not match floor plans.
2. Please clearly indicate access to the new dwelling
3. We have not received any first or second floor plans, please confirm in writing that remaining floors are unaffected by the proposal.
4. The Conservation of Habitats and Species Reg. 2017 (as amended) requires all competent authorities to complete a Habitats Regulations Assessment (HRA) prior to the determination of planning applications. It is the responsibility of the applicant/agent to provide all relevant information necessary for completion and conclusion of the HRA. Please forward completed HRA form, available at:
https://www.west-norfolk.gov.uk/homepage/379/habitat_mitigation_rams
5. 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 June 2023 this was increased to £210.84. Therefore, a fee of £210.84 per dwelling, plus a £55 Administration Fee is payable on completion of a Unilateral Undertaking.

Payment in advance is charged at £210.84 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>

King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX
Tel: (01553) 616200
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Chief Executive – Lorraine Gore

If you pay the fee via BACS - please quote the planning reference in the payment reference, to avoid delays.

6. As this application qualifies for GIRAMS payment we will require Section 111 form along with the fee. Form is available at:
https://www.west-norfolk.gov.uk/homepage/379/habitat_mitigation_rams
7. 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.

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 Sandra Homcenko**

Yours faithfully



Executive Director
Environment and Planning

