

Your ref:  
Our ref: 23/01700/F  
Please ask for: Lynn-Marie Elliott  
Direct dial:  
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

C/O Agent Paul Softley  
c/o FBI CAD And Design Solutions  
Paul Softley  
Oaklea  
8 Feltwell Road  
Southery  
Downham Market  
Norfolk  
PE38 0NW

28 September 2023

Dear Sir or Madam

### **TOWN AND COUNTRY PLANNING ACT 1990**

Details: **"Retrospective" Extension to rear of the property at 65 Recreation Drive  
Southery Downham Market Norfolk PE38 0NB**

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](https://www.west-norfolk.gov.uk/info/20173/information_for_planning_agents/231/flood_risk_information)
2. Please confirm if site levels are to remain as existing.
3. Please mark on floor plan to specify that they are proposed plans.
4. The annotation on the drawing(s) submitted with your application refers to the drawing being not to scale. Please remove any such reference for the purposes of the planning application.

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 Lynn-Marie Elliott**

Yours faithfully

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

*Chief Executive – Lorraine Gore*



Executive Director  
Environment and Planning

