

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
2. 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.
3. Please mark on floor plan to specify that they are proposed plans.
4. Please confirm if site levels are to remain as existing.

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

