

Your ref:
Our ref: 23/02034/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**



Mr. Robert Tilson
c/o En-plan
Simon Smith
Missenden
Back Lane
Bomere Heath
Nr Shrewsbury
SY4 3PH
United Kingdom

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

16 November 2023

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Replace existing sash windows. at West Croft 27 Crown Street Methwold
Thetford Norfolk**

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

1. We do require the location plan to be to scale as all drawings must be drawn true to the stated scale. Please check and amend the measurements of the location plan.

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

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

Executive Director
Environment and Planning

