

Your ref:
Our ref: 23/00804/CU
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**



Mrs Deborah Buckley
Martins Place
93 Main Street
Hockwold cum Wilton
Thetford
Norfolk
IP26 4LN

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

9 May 2023

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Change of use from children's day nursery to residential dwelling. The property was originally a 6 bed house with attached 3 bed annex and it is proposed to return it to this at Martins Place 93 Main Street Hockwold cum Wilton Thetford Norfolk**

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

1. 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.

2. Thank you for your floor plans but these are not labelled. Please submit two sets of floor plans, one labelled as existing and one labelled as proposed. These should be done to a scale of 1:50 or 1:100.
3. Can you please submit a location plan. A location plan identifies the land to which the application relates drawn to an identified scale and showing the direction of North. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. Location plans should be to a scale of either 1:1250 or 1:2500.

Once this information is received your application will become valid and the application can be passed to the relevant planning officer.

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

Chief Executive – Lorraine Gore

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

A handwritten signature in black ink, appearing to read 'G. Aun', written in a cursive style.

Executive Director
Environment and Planning

