

Your ref:
Our ref: 23/01809/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**



Mrs Deborah Parsons
115 Station Road
Terrington st Clement
Terrington St Clement
Norfolk
PE34 4PL
United Kingdom

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

17 October 2023

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Extension to the side of house for a kitchen / dining area at 115 Station Road
Terrington St Clement KINGS LYNN Norfolk PE34 4PL**

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

1. Please provide a block plan of the site showing any site boundaries to a scale of 1:100 or 1:200. Also either a separate roof plan or the roof plan may be linked with the block plan. Please can you also confirm if site levels are 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

A handwritten signature in black ink, appearing to read 'S. Ashworth'.

Executive Director
Environment and Planning

