

Your ref:  
Our ref: 23/02102/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 and Ms Thomas Merritt Harriet O'Rourke  
c/o CBF Architectural Ltd  
Mrs Preja Khanal  
3 Portland Street  
Kings Lynn  
PE30 1PB  
United Kingdom

**Geoff Hall**  
Executive Director

**Stuart Ashworth**  
Assistant Director Environment and Planning

30 November 2023

Dear Sir or Madam

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

Details: **PROPOSED SIDE EXTENSION FOLLOWING DEMOLITION OF SIDE PORCH (CURRENTLY USED AS UTILITY) AT 15 RAILWAY ROAD, DOWNHAM MARKET, PE38 9DX at 15 Railway Road Downham Market Norfolk PE38 9DX**

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

1. 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.
2. Please can you check the scale as part of the site isn't measuring accurate.

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

