

Your ref:  
Our ref: 23/02030/F  
Please ask for: Valera Lvov  
Direct dial: 01553 616865  
E-mail: borough.planning@west-norfolk.gov.uk

Borough Council of  
**King's Lynn &  
West Norfolk**



Fieldside Farm  
Mrs Yvonne Bartram  
178 Wisbech Road  
Littleport  
Ely  
CB6 1RA  
United Kingdom

**Geoff Hall**  
Executive Director

**Stuart Ashworth**  
Assistant Director Environment and Planning

17 November 2023

Dear Sir or Madam

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

Details: **Change of use of house and garage to dog breeding business at Aviary House  
Mill Drove Southery DOWNHAM MARKET Norfolk**

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

1. Please check the location plan, currently it appears to exclude the access and the dwelling house as they are not within the red line. 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.
2. A Flood Risk Assessment is required to be submitted with this application, as the site lies within an area at risk of flooding.
3. At the time of writing, the application fee has not been received. The fee for this type of application is £462.

You can pay your fee in the following ways:-

1. Send a cheque made payable to "BCKLWN" - please quote the application reference number on the back of the cheque.
2. BACS - Account Number 00148342 Sort Code: 20 17 68 - please quote the application reference number on your payment.
3. Telephone the number at the top of this letter and pay by debit or credit card.
4. Please confirm if any development is taking place on the site. If development is taking place please provide the following:
  - (1) - Block plan of the site showing any site boundaries to a scale of 1:100 or 1:200
  - (2) - Existing and proposed elevations to a scale of either 1:50 or 1:100
  - (3) - Existing and proposed floor plans to a scale of either 1:50 or 1:100

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Chief Executive – Lorraine Gore

(4) - Existing and proposed site sections and finished floor and site levels to a scale of either 1:50 or 1:100

(5) - Roof plans to a scale of either 1:50 or 1:100

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 Valera Lvov**

Yours faithfully

A handwritten signature in black ink, appearing to read 'G. Atun', with a stylized flourish at the end.

Executive Director  
Environment and Planning

