

Your ref:
Our ref: 24/00026/F
Please ask for: Mrs Lesley Raby
Direct dial: 01553 616818
E-mail: borough.planning@west-norfolk.gov.uk

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



Mr & Mrs Robert Howlett
c/o Peter K Childs
Mr Peter Childs
'Willow Lodge'
Ryston Road
West Dereham
Kings Lynn
Norfolk
Pe33 9rq
United Kingdom

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

8 January 2024

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Proposed 1 Bedroom Ground Floor Annex within existing outbuilding at Elm Tree Farm 167 Leziat Drive Ashwicken King's Lynn Norfolk**

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

1. This Council have adopted the Community Infrastructure Levy (CIL) which came into force on Wednesday 15 February 2017.

You need to complete the CIL Additional Information Requirement Form 1, ensuring that the proposed and any existing internal floor area is included at Section 6, and where appropriate the Lawful Use details at Section 7 have been completed.

The form and guidance notes are available on the Council's website at www.west-norfolk.gov.uk/CIL

Any questions relating to CIL, please contact our CIL Officer(s) via email CIL@west-norfolk.gov.uk

2. From the 1st April 2016 the Habitats Regulations Monitoring and Mitigation Contribution levy came into force. The fee must be paid at the planning application submission stage or by entering into a Unilateral Undertaking / S106 agreement if you wish to pay later.

From 1 June 2023 this was increased to £210.84. Therefore, a fee of £210.84 per dwelling, plus a £55 Administration Fee is payable on completion of a Unilateral Undertaking.

Payment in advance is charged at £210.84 per dwelling with no administration fee payable. You can either call us to make a card payment, or pay on line at <https://ip.e-paycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage>

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

Chief Executive – Lorraine Gore

If you pay the fee via BACS - please quote the planning reference in the payment reference, to avoid delays.

3. A completed Section 111 form is required to record the payment of the GIRAMS/Habitat Mitigation Fee. Please submit this form as soon as the payment has been made.
4. Shadow HRA Assessment form will need to be submitted with this application please follow the link below :

Habitat mitigation (RAMS) | Borough Council of King's Lynn & West Norfolk (west-norfolk.gov.uk)

5. Although you may have answered NO to the question on the application form which asks whether the proposed use would be particularly vulnerable to the presence of contamination, you are required to complete and submit the Screening Assessment Form, which can be found on the Council's website at www.west-norfolk.gov.uk. Please click on the following to reach the Questionnaire.

https://www.west-norfolk.gov.uk/info/20138/contaminated_land/204/planning_applications_on_contaminated_land

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 Mrs Lesley Raby**

Yours faithfully



Executive Director
Environment and Planning

