

Your ref:
Our ref: 24/00056/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**



Mrs. Kathryn Gray
c/o T J Goodwin & Associates
Mr. Tim Goodwin
Rowan Cottage
Heydon Road, Corpusty,
Norwich,
NR11 6QQ
United Kingdom

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

15 January 2024

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Insertion of 3 Velux Conservation Roof Windows to north roof slope of single storey rear projection; combination of two external openings to south wall of single storey rear projection and formation of single larger opening with powder coated aluminum sliding doors; replacement of existing access door to rear gable wall of single storey rear wing with glazed timber window; mounting of solar PV panels on south roof slope to single storey rear wing. at The Porch House Hall Lane Thornham Hunstanton Norfolk**

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

1. Please amend the drawings. Drawings annotated "Not to Scale" or "Do Not Scale" or similar wording will result in the application being invalidated. All drawings must be drawn true to the stated scale(s).
2. Please provide a Roof plans to a scale of either 1:50 or 1:100
3. Can you confirm if you are happy to shorten the proposal description to the following;
"Alterations and repairs to the existing building and installation of Solar PV panels."

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



Executive Director
Environment and Planning

