

Your ref:  
Our ref: 23/01987/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 Daniel Camp  
18 Park Crescent  
Magdalen  
Kings Lynn  
PE34 3BU  
United Kingdom

**Geoff Hall**  
Executive Director

**Stuart Ashworth**  
Assistant Director Environment and Planning

9 November 2023

Dear Sir or Madam

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

Details: **Retrospective: Single Storey garden shed with attached summer house. at 18 Park Crescent Wiggenhall St Mary Magdalen King's Lynn Norfolk PE34 3BU**

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

1. As the property lies within an area at risk to flooding, please complete the simplified Matrix and return it. The Matrix can be found at [https://www.west-norfolk.gov.uk/info/20173/information\\_for\\_planning\\_agents/231/flood\\_risk\\_information](https://www.west-norfolk.gov.uk/info/20173/information_for_planning_agents/231/flood_risk_information)
2. In accordance with the National Validation Checklist, which became mandatory on 6 May 2008, we will require information regarding site levels. If site levels are to change, please provide four copies of a site survey drawing, alternatively, if site levels are to remain unchanged, this can be annotated on the relevant plan or advised in writing.
3. Please provide a block plan of the site showing any site boundaries to a scale of 1:100 or 1:200.
4. Please provide elevations to a scale of either 1:50 or 1:100.
5. Please provide floor plans to a scale of either 1:50 or 1:100.
6. Please provide roof plans to a scale of either 1:50 or 1:100. This can be part of the block plan.

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

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

*Chief Executive – Lorraine Gore*

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 'G. Atkinson'. The signature is fluid and cursive, with a large initial 'G' and a long, sweeping tail.

Executive Director  
Environment and Planning

