

Your ref:  
Our ref: 24/00357/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 J Tagg  
c/o Holt Architectural  
Mr Scott Brown  
Brambly Hedge  
Dereham Road  
Colkirk  
NR21 7NQ

**Geoff Hall**  
Executive Director

**Stuart Ashworth**  
Assistant Director Environment and Planning

7 March 2024

Dear Sir or Madam

**TOWN AND COUNTRY PLANNING ACT 1990**

Details: **Demolition of existing rear conservatory and construction of new rear flat roofed sun room with lanterns. at 5 Burnham Road Ringstead Hunstanton Norfolk PE36 5LB**

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)

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

A handwritten signature in black ink, appearing to read 'S. Ashworth'.

Executive Director  
Environment and Planning

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

Chief Executive – Lorraine Gore

