

Your ref:  
Our ref: 24/00347/RM  
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**



**Geoff Hall**  
Executive Director

**Stuart Ashworth**  
Assistant Director Environment and Planning

BJ Plant Hire  
c/o Swann Edwards Architecture Limited  
Mr R Swann  
Black Barn  
Fen Road  
Guyhirn  
Wisbech  
PE13 4AA  
United Kingdom

6 March 2024

Dear Sir or Madam

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

Details: **RESERVED MATTERS APPLICATION FOR: 3 no. dwellings. at Towler Coaches Ltd 24 Church Road Emneth Wisbech Norfolk**

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

1. 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.paycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage>

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

2. 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)

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.

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

Chief Executive – Lorraine Gore

4. Such plans and drawings as are necessary to deal with the matters reserved in the outline planning permission including:
  - o Existing and proposed elevations to a scale of either 1:50 or 1:100
  - o Existing and proposed floor plans to a scale of either 1:50 or 1:100
  - o Existing and proposed site sections and finished floor and site levels to a scale of either 1:50 or 1:100
  - o 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



Executive Director  
Environment and Planning

