

Your ref:
Our ref: 24/00375/F
Please ask for: Amy Davies
Direct dial: 01553 616879
E-mail: borough.planning@west-norfolk.gov.uk

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



Mr & Mrs Sanctuary
c/o Mr Simon Adams
10 Iveagh Close
Dersingham
Norfolk
PE31 6YH

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

11 March 2024

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **First floor extensions to existing two storey dwelling. at 8A Jermyn Road
King's Lynn Norfolk PE30 4AD**

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

1. Please provide proposed ground floor plans to a scale of 1:50 or 1:100
2. Please provide existing first floor plan to a scale of 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 Amy Davies**

Yours faithfully

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

Executive Director
Environment and Planning

