

Your ref:
Our ref: 24/00513/LB
Please ask for: Lynn-Marie Elliott
Direct dial:
E-mail: borough.planning@west-norfolk.gov.uk

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



Ms Kitty Rosser
c/o RAY READ DESIGN LIMITED
Mr Ray Read
70A King Street
Norwich
NR1 1PG
United Kingdom

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

27 March 2024

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Change of use from Art Gallery to residential with small extension. at Grapevine Gallery St Andrews Cottage Overy Road Burnham Market King's Lynn**

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

1. Please provide existing elevations.
2. Please provide a roof plan. This can be part of the site 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 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**

If the above information is not provided, within 28 days of the date of this letter, the application will be returned.

Yours faithfully

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

Executive Director
Environment and Planning

