

Your ref:
Our ref: 24/00583/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**



M Neil Patrick
c/o AXIS Architecture
Mr Steve Burlaga
Talbot Chambers
2-6 North Church Street
SHEFFIELD
S1 2DH

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

8 April 2024

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Demolition of existing UPVC conservatory structure and erection of single storey rear garden room extension at Atherstone House Newton Road Castle Acre King's Lynn Norfolk**

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

1. Confirm the site levels will remain as existing.
Confirm the finished floor levels will match the existing floor levels.

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**

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

