

Your ref:
Our ref: 24/00666/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 Toby Trett
62 Lynn Road
Southery
Downham Market
Norfolk
PE38 0HT

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

10 April 2024

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Demolition & replacement of lean-to utility and poorly constructed brick conservatory with single storey rear extension. at 62 Lynn Road Southery Downham Market Norfolk PE38 0HT**

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

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

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

Chief Executive – Lorraine Gore

