

Your ref:
Our ref: 24/00576/F
Please ask for: Miss Joanne Wren
Direct dial: 01553 616233
E-mail: borough.planning@west-norfolk.gov.uk

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



Mr Daniel Reed
c/o Planning By Design
Mr Mislav Omazic
167-169, Great Portland Street
London
W1W 5PF
United Kingdom

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: **Change of use from vacant butchers shop (class E) to 1-bedroom dwellinghouse (C3) and replace the existing asbestos roof with red tiles at (Methwold Old Butchers Shop Old Cottage) 25B High Street Methwold Thetford Norfolk**

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

1. Although you may have answered NO to the question on the application form which asks whether the proposed use would be particularly vulnerable to the presence of contamination, you are required to complete and submit the Screening Assessment Form, which can be found on the Council's website at www.west-norfolk.gov.uk. Please click on the following to reach the Questionnaire.

https://www.west-norfolk.gov.uk/info/20138/contaminated_land/204/planning_applications_on_contaminated_land

2. A completed Section 111 form and the Shadow HRA Assessment form are required to validate this application. The forms can be found under the following link:

https://www.west-norfolk.gov.uk/homepage/379/habitat_mitigation_rams

3. 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.

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

Chief Executive – Lorraine Gore

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.e-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.

4. This Council have adopted the Community Infrastructure Levy (CIL) which came into force on Wednesday 15 February 2017.

You need to complete the CIL Additional Information Requirement Form 1, ensuring that the proposed and any existing internal floor area is included at Section 6 , and where appropriate the Lawful Use details at Section 7 have been completed.

The form and guidance notes are available on the Council's website at www.west-norfolk.gov.uk/CIL

Any questions relating to CIL, please contact our CIL Officer(s) via email CIL@west-norfolk.gov.uk

5. Please extend the red line on your location and block plan, this should include access to the highway.

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 Miss Joanne Wren**

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

Yours faithfully



Executive Director
Environment and Planning

