

<b>FOR OFFICE USE ONLY</b>	
Ref:	_____
Date valid:	_____
Flood zone:	_____
Fee full:	_____
Outline:	_____
Other:	_____
Cannot specify at this stage:	_____

**PRE-APPLICATION ENQUIRY**

Applicant Name and Address:

WIMBOTSHAM PARISH COUNCIL  
 c/o SWANN EDWARDS ARCHITECTURE LTD.

Agent Name and Address: RUSSELL SWANN. SWANN EDWARDS  
 ARCHITECTURE LTD. BLACK BARN, FEN ROAD, GERRARD

Tel No: 01945 450 694 E-Mail Address: applications@swannedwards.co.uk

Site Address: RECREATION GROUND, WIMBOTSHAM

Description of Proposal: PROPOSED OUTLET HALL

Proposed Applicant Type, ie. Full, Reserved Matters, Outline etc:

Do you wish to meet with the Planning Officer? YES / NO if YES, please enclose relevant fee)

What is the existing use of the site? RECREATION GROUND

What is the site area: 15725 M<sup>2</sup>

*If your proposal involves new floorspace (other than residential dwellings) please specify new floorspace measured externally.*

Please submit:

- 4 copies of this Form
- 4 copies of a location plan, to a scale of 1:1250 or 1:2500 marking the land, to which this enquiry relates, in red. Any other land which the applicant has an interest in can be marked in blue
- 4 copies of a block plan, to a scale of 1:200 or 1:500 showing the new work and the red/blue lines as above
- 4 copies of floorplans and elevations (if enquiry would result in a full or reserved matters application being made)
- 4 copies of other information to help explain the scheme, for example draft design and access statement, photographs, street scenes, relevant site history etc.

Signed: [Signature] Date: 22-12-2021

On behalf of: SWANN EDWARDS ARCHITECTURE LIMITED.



The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of determining your Pre-Application Advice submitted to the Planning Department. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case The Town and Country Planning Act 1990 (as amended), Planning (Listed Buildings and Conservation Areas) Act 1990, The Town and Country Planning (Control of Advertisements) (England) Regulations 2007.

Your data will be used for this specific purpose and may also be shared between Council departments and other agencies where there is lawful authority to do so.

You can find more information about our retention policy on our website; see <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You may see copies of the data held about you and ask for it to be corrected or deleted.

You can find more information about Data Protection and the Council's Data Protection Officer, on our website; see <https://www.west-norfolk.gov.uk/dataprotection>

If you are unhappy with the way your personal information is being handled you can contact the Independent Information Commissioner; see <https://ico.org.uk>

#### Declaration

I understand the personal information collected on this form will be used by the Borough Council of King's Lynn and West Norfolk to deal with my request and will be retained securely. I understand this information will only be disclosed to other agencies in connection with processing my request.

I understand the personal information provided on this form is subject to the provisions of the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force in the UK from 25 May 2018(GDPR).

You can find out more detailed information about our [Privacy Policy](#) on our privacy notice page.

The provisions of The Freedom of Information Act bind the Council, as a public authority, and therefore it should be presumed that information supplied to the Council is likely to be disclosed under the above Act. If you want information to remain confidential, you should state clearly why. Information sent to the Council "in confidence" may still be disclosed under the above Act. Before sending such information you are advised to take legal advice if there are fears that disclosure would prejudice you in some commercial way.