

Your Ref :  
Our Ref : 21/0736/PNND  
Contact : Planning Technical Administration Team  
Email : [planning@n-kesteven.gov.uk](mailto:planning@n-kesteven.gov.uk)

Mr Mike Sibthorpe  
Mike Sibthorpe Planning  
Logan House  
Lime Grove  
Grantham  
NG31 9JD

13th May 2021

Dear Sir/Madam

### **Notification of Receipt of Prior Approval Application**

**Application Reference:** 21/0736/PNND

**Proposal:** Prior approval for a proposed change of use from offices (Class B1 (a)) to dwelling (class C3) and for associated operational development.

**Location:** Ac Plastic Development Station Yard Station Road

**Date Registered:** 19th April 2021

**Terminal Date:** 14th June 2021

I acknowledge receipt of your application received on the above date. The application fulfils the requirements of the relevant legislation in terms of its initial validation and therefore you should receive determination as to whether prior approval is required or not within 56 days of the aforementioned date on which the Council received your application. If the case officer requires further information in order to fully assess the application they will be in touch.

Please note that in order to protect customers and staff and control the spread of the Covid-19 virus, in line with the Prime Minister's statement, the planning department has moved towards more agile ways of working. This means that at this stage your application has gone through a simpler validation check of basic information/requirements, rather than the full check of all constraints, and therefore the planning officer allocated to your application may request further information from you during the course of the application. If on this further examination, we find that your application is incomplete, we may invalidate it at this stage. We have taken this approach to try get applications registered as quickly as possible and prevent any unnecessary delays in the processing of applications. If you have any questions about your application please email the planning officer named below. Please note that a time extension may be required on the application due to current restrictions on site visits and also to allow neighbouring properties to be consulted in line with statutory guidance, the case officer will contact you about this in due course.

If you have any concerns or general queries regarding the progress of your application, then please contact the Planning Administration Section for assistance. It will help the Council if in all communications you quote the application number, **21/0736/PNND** and the case officer's name, **Tom Siddons**. You can track your application online at [www.n-kesteven.gov.uk/planningonline](http://www.n-kesteven.gov.uk/planningonline).

Yours faithfully

*Technical Administration Team*

**Planning Services**