

Our Ref : 23/1520/HOUS  
Contact : Chloe Croker  
Email : [planning@n-kesteven.gov.uk](mailto:planning@n-kesteven.gov.uk)

Emma Salter  
Heighington Parish Council  
Parish Council Office  
Jubilee Hall  
High Street  
Heighington  
Lincoln  
LN4 1JS

5th January 2024

Dear Emma Salter

**Notification of Receipt of Planning Application**  
**Planning Application Reference: 23/1520/HOUS**  
**Proposal: Installation of bay window to front elevation (retrospective)**  
**Location: 16 Sunningdale Grove Heighington Lincoln Lincolnshire LN4 1SP**

The above planning application has been received by the District Council on 5th January 2024,

The application can be viewed online at [www.n-kesteven.gov.uk/planningonline](http://www.n-kesteven.gov.uk/planningonline), enter the planning application reference in to the search box. Any comments which your Council wish to make must be received by the District Council by **January 29th, 2024** otherwise they may not be taken into account because of the time-scales in which we have to operate.

You can make comment on the application via Planning Online, simply log in to your account and the comments will automatically come to us. Or alternatively you can email your comments to [planning@n-kesteven.gov.uk](mailto:planning@n-kesteven.gov.uk).

The initial assessment is that the application will be decided under delegated powers by the Head of Planning, Economic and Cultural Services. This will be subject, however, to further consideration following the receipt of the comments of your Council. Should it be decided that the application will need to be referred to a Planning Committee for determination then you will be notified.

The Council promotes applicants to engage in pre-application discussions with the Planning Department prior to a planning application being formally submitted. This is to allow for the early identification of relevant issues and to ensure that the correct level of information submitted in connection with a proposal etc.

The planning application forms will indicate whether any such pre-application discussions have taken place with the Council. However, it must be stressed that any opinions expressed are those by a Planning Officer and do not prejudice any future consideration of a formal planning application by the Council, including a decision taken by the Planning Committee.

The consideration of a planning application requires a full and detailed appraisal of the proposal and including consideration of comments from neighbours, Parish/Town Councils, elected representatives and technical bodies, and which may alter the views originally expressed.

Yours faithfully  
Planning Services