

Ms Amy Swain
The Manor House
39 High Street
Swinderby
Lincoln
Lincolnshire
LN6 9LW

14th May 2024

Dear Sir/Madam

Notification of Receipt of Application

Application Reference: 24/0518/LBC

Proposal: Replace 9 casement windows front elevation, four windows on the east and west gable ends on the third floor.

Location: The Manor House 39 High Street Swinderby

Date Registered: 10th May 2024

Terminal Date: 5th July 2024

The above application has now been registered and the Council will aim to determine your application by the terminal date shown above, which is a statutory time period prescribed by Government. In most cases, the Council will deal with applications well within this time period. In the event that your application has not been decided by this date, you have the right to lodge an appeal against its non-determination to the Secretary of State. Further details of this are set out in the attached note.

It will help the Council if in all communications you quote the application number, **24/0518/LBC** and the case officer's name, **Chloe Croker**.

Planning applications go through many consultation stages and processes, once validated they are passed to a Planning Officer, who will fully assess the application. For the initial 3-5 weeks, your application will go through many consultation phases, site notices may be erected and site visits carried out. During this time, if the Planning Officer requires further information from you, he/she will contact you.

Following these initial weeks, the Officer will continue to closely monitor your application, receiving consultation responses, answering questions raised from third parties etc. Once the application is at a point a decision can be made, the Officer will write his/her report and it will then be passed to the Principal Development Officer for sign off. Following sign off, your decision will be sent to you. If your application is called to Planning Committee, your application will follow a slightly different path, details of which can be found on our website.

You can track your application online at www.n-kesteven.gov.uk/planningonline . By entering your unique Application reference number, found at the top of this letter, in the basic search box, you can view all documents submitted and any responses received, you can also register to receive email alerts to notify you when comments are received.

Please note: Officers from this division will need to inspect the application site and may wish to take photographs to show to the planning committee. It is not possible to say exactly when this will be, but if you have any objections to this please let the department know as soon as possible. We may also display a Site Notice at the property, you may remove this once the date stated upon it has lapsed.

If you have submitted a 'Community Infrastructure Levy: Additional Information Requirements Form' with your application, you will be informed if your development is CIL chargeable when your application is determined. This information will be provided as an 'informative' on your decision notice. The actual amount payable will be calculated after the Council has received your 'Form 1: Assumption of Liability'. Any additional CIL forms submitted with your application, including exemptions, will be acknowledged after your application has been determined. In the meantime, if you have any queries regarding CIL, please contact the Council's Compliance team at cilenquiries@n-kesteven.gov.uk

Yours faithfully

Technical Administration Team
Planning Services

Notes

1. **Description of Proposal**

Please read carefully the proposal description at the head of the letter. This may vary from the one that you wrote on your application form. We may have changed the description, following thorough examination of your application, to one that reflects more accurately what we understand to be your proposal(s). Unless we hear from you to the contrary, in writing, we will assume that you are agreeable to any revisions made.

2. **Time Period within which the Council is allowed to make a Decision**

The Council will aim to make a decision on your application within eight weeks of the date when it was received in proper form (thirteen weeks for major applications). This is a target set by central Government and if no decision has been reached after this date, you have the right to lodge an appeal to the Secretary of State. This will result in the application being determined by a Government-appointed Inspector instead of the Council. You may, however, agree to the Council taking longer than statutory period to determine your application. In all circumstances where this is the case, the Council will make a decision as soon as possible after the eight or thirteen week period. To avoid unnecessary exchanges of correspondence, the Council will assume you agree to an extension of the prescribed period for determination unless notified otherwise in writing.

If however, you wish to exercise your right to appeal, then you can obtain the relevant forms from the Planning Inspectorate at the following address:

The Planning Inspectorate
Temple Quay House
2 The Square
Temple Quay
Bristol

BS1 6PN

Web: [Planning Inspectorate - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Planning Inspectorate will issue guidance notes on how it will deal with your application, including the time-scales involved. You should also notify the Council as soon as possible after the eight or thirteen week period that you are intending to appeal.

