

DELEGATED FILE NOTE

CASE OFFICER: ...William Thompson.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/03119/FPH	Raising roof height of existing rear detached garage, alterations to fenestration including insertion of rear doors to facilitate conversion of garage to home office and store	36 Coleridge Close Hitchin Hertfordshire SG4 0QX

Submitted Plan Nos

02 01 SK01

1.0 Policies

D1 Sustainable design

D2 House exts, replcmnt dwellings outbuild

D3 Protecting living conditions

T2 Parking

SECN12 Achieving well-designed places

SECN14 Meeting climate change,coastal,flooding

2.0 **Site History**

2.1 None relevant

3.0 **Representations**

3.1 **Neighbour Consultation** – One received in support by no.37 Coleridge Close

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

- 4.1.1 The application site accommodates a two storey, semi-detached dwelling situated on Coleridge Close, Hitchin. The site benefits from a rear garden and existing garage outbuilding. The garage is sited along the north-east boundary and constructed on a higher level than the rear curtilage of neighbouring property, no.37 Coleridge Close.

4.2 **Proposal**

- 4.2.1 *“Raising roof height of existing rear detached garage, alterations to fenestration including insertion of rear doors to facilitate conversion of garage to home office and store.”*

4.3 **Key Issues**

- 4.3.1 The key issues for consideration are as follows:

- The acceptability of the design of the proposed development and its impact on the character and appearance of the area.
- The impact of the proposed development on the living conditions of neighbouring properties.
- Access and parking matters.
- The impact of the proposed development on the environment.

Design

- 4.3.2 Policy D1 of the Local Plan requires that development proposals respond positively to the site's local context, retain existing vegetation and minimise the visual impact of street furniture and parking provision. Policy D2 of the Local Plan requires outbuildings be of a design which does not harm the character and appearance of the site, or the locality. These policies are broadly consistent with Section 12 of the National Planning Policy Framework.
- 4.3.3 The existing brick garage is sited parallel with the northeast boundary. The existing garage has a monopitch roof, with a maximum height of 2.4m and a minimum height of 2.2m. The existing garage measures 3m in width, and 5.5m in depth. A metal garage door features on the southeast elevation, and a uPVC window to the northwest elevation.

- 4.3.4 The proposal seeks to convert the garage to a home office/store, incidental to the host dwelling. To facilitate the conversion, the proposal seeks to raise the roof height to a maximum of 2.85m and a minimum of 2.65m. The width and depth of the garage is to remain as existing. Timber garage doors are to replace the existing metal doors, and uPVC rear doors to replace the existing rear uPVC window. Brickwork is to match existing.
- 4.3.5 The increase in height would be minimal, and the proposed replacement doors are of acceptable designs and materials. Therefore, the proposal would not have an adverse impact on the character of the site or locality.
- 4.3.6 Therefore, the proposal is considered to accord with Policies D1 and D2 of the Local Plan, as well as Section 12 of the National Planning Policy Framework.

Impact on Neighbours

- 4.3.7 A core planning principle set out in the NPPF is to always seek to secure a good standard of amenity for all existing and future occupants of land and buildings. This principle is reflected in the provisions of Policy D3 of the NHLP.
- 4.3.8 Regarding neighbour amenity, the horizontal massing is not proposed to change, therefore no.35 Coleridge Close would be negligibly affected. No.37 Coleridge Close has written in support. The garage is constructed on a higher level than the neighbouring curtilage at no.37 but is placed alongside an existing outbuilding within the no.37's curtilage. The replacement doors would face the wider curtilage/host dwelling and would not overlook neighbouring properties. Therefore, given the minimal proposed increase in height and existing built form, it is not considered that the proposal would cause such harm to neighbour amenity, as to be objectionable, in terms of overdominance or overshadowing or loss of privacy.
- 4.3.9 As such, the proposal complies with Policy D3 of the Local Plan and Section 12 of the NPPF.

Highways and Parking:

4.3.10 The proposal does not include an increase in the number of bedrooms, but the garage conversion would reduce on-site parking provision. The site would maintain sufficient space for 2no. parking spaces. As such, the proposal complies with Policy T2 of the NHLP.

Environmental Implications

4.3.11 The proposed development would be consistent with the criteria set out in Policy D1 of the NHLP '*Sustainable Design*'. There are no other significant environmental implications as a result of the proposed development.

Biodiversity Net Gain:

4.3.12 This is a form of development which is exempt from BNG Legislation, defined under article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015 due it falling under the scope of the 'de minimis' exemption.

4.4 **Conclusion**

4.4.1 In the absence of material planning reasons to the contrary it is my view that planning permission is **GRANTED**.

4.5 **Alternative Options**

4.5.1 None.

4.6 **Pre-Commencement Conditions**

4.6.1 None.

5.0 **Recommendation**

5.1 That planning permission be **GRANTED** for the following reasons:

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall be carried out wholly in accordance with the details specified in the application and supporting approved documents and plans listed above.

Reason: To ensure the development is carried out in accordance with details which form the basis of this grant of permission.

Proactive Statement:

Planning permission has been granted for this proposal. Discussion with the applicant to seek an acceptable solution was not necessary in this instance. The Council has therefore acted proactively in line with the requirements of the Framework (paragraph 38) and in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Signed  Anne McDonald	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 4 February 2026	