



**North
Herts**
Council

Correspondence address:

PO Box 10613, Nottingham, NG6 6DW

Telephone: 01462 474000

Application for Approval of Details Reserved by Condition

Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number	68
Suffix	
Property Name	
Address Line 1	Queen Street
Address Line 2	
Address Line 3	Hertfordshire
Town/city	Hitchin
Postcode	SG4 9TS

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
518578	228942
Description	

Applicant Details

Name/Company

Title

Mr and miss

First name

B and A

Surname

Jones and Webb

Company Name

Address

Address line 1

68 Queen Street

Address line 2

Address line 3

Town/City

Hitchin

County

Hertfordshire

Country

Postcode

SG4 9TS

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of the Proposal

Please provide a description of the approved development as shown on the decision letter

Single storey rear extension with associated access steps. Insertion of two rear rooflights and internal alterations to facilitate loft conversion into habitable space.

Reference number

25/02760/LBC

Date of decision (date must be pre-application submission)

22/12/2025

Please state the condition number(s) to which this application relates

Condition number(s)

3 and 4

Has the development already started?

- ☐ Yes
- ☒ No

Part Discharge of Conditions

Are you seeking to discharge only part of a condition?

- ☐ Yes
- ☒ No

Discharge of Conditions

Please provide a full description and/or list of the materials/details that are being submitted for approval

Proposed bricks: London Imperial, London stock - image submitted

External doors and windows to be softwood painted off white to match existing

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

☐ Yes

☒ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

☒ The agent

☐ The applicant

☐ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

☐ Yes

☒ No

Declaration

I/We hereby apply for Approval of details reserved by a condition (discharge) as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

George Neocleous

Date

05/02/2026