

**Correspondence address:**

PO Box 10613, Nottingham, NG6 6DW

Telephone: 01462 474000

Application for Removal or Variation of a Condition following Grant of Planning Permission or Listed Building Consent

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	28
Suffix	
Property Name	
Address Line 1	Common Rise
Address Line 2	
Address Line 3	Hertfordshire
Town/city	Hitchin
Postcode	SG4 0HN

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

Easting (x)	Northing (y)
519444	230029

Description

Applicant Details

Name/Company

Title

Ms

First name

Madhavi

Surname

Kotecha

Company Name

Address

Address line 1

28 Common Rise

Address line 2

Address line 3

Town/City

Hitchin

County

Hertfordshire

Country

United Kingdom

Postcode

SG4 0HN

Are you an agent acting on behalf of the applicant?

- ☐ Yes
- ☒ No

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

25/00645/FPH Two storey and part single storey rear extension and front porch following demolition of existing rear element. Erection of rear outbuilding (as amended by plans received 29th May 2025)

Reference number

25/00645/FPH

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

16/06/2025

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

Condition number(s)

2

Has the development already started?

- ☒ Yes
- ☐ No

If Yes, please state when the development was started (date must be pre-application submission)

30/06/2025

Has the development been completed?

- ☐ Yes
- ☒ No

Condition(s) - Variation/Removal

Please state why you wish the condition(s) to be removed or changed

To regularise the as-built dimensions of the outbuilding, which has a reduced footprint compared to the approved plans and has been submitted following advice from the planning officer

If you wish the existing condition to be changed, please state how you wish the condition to be varied

Condition 2 to be varied to substitute the approved plans with the revised drawings submitted with this application, reflecting the as-built dimensions of the outbuilding.

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

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

25/03175/S73 - 28 Common Rise, Hitchin Outbuilding

Date (must be pre-application submission)

21/01/2026

Details of the pre-application advice received

Dear Madhavi

I am emailing with regards to your application /home extension works. I understand that Kayleigh was due to visit your home yesterday. Unfortunately, she is on sick leave currently, and I do not know when she is expected to return. I understand that she has a concern that your garden outbuilding has not been built in accordance with the approved details as approved under application 25/00645/FPH. The plans for this application show:

With the outbuilding being on the boundary line with no.30 and set off the boundary with no.26. Whereas, the building appears to have been built set off the boundary with no.30 and closer to no.26. If you wish to submit amended plans showing the location and details of the outbuilding as built, to be considered under this live S73 application I can accept them.

Telephone call - further to this, on 21st January 2026, discussed submitting as a new S73 for Outbuilding regularisation drawings.

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

☒ Yes

☐ No

Is any of the land to which the application relates part of an Agricultural Holding?

☐ Yes

☒ No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

*** "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.**

**** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.**

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

☒ The Applicant

☐ The Agent

Title

Ms

First Name

Madhavi

Surname

Kotecha

Declaration Date

03/02/2026

☒ Declaration made

Declaration

I/We hereby apply for Removal/Variation of a condition 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

Andrew Callington

Date

03/02/2026