

Development Management
North Hertfordshire District Council
Council Offices
Gernon Road
Letchworth
Herts
SG6 3JF

Dear North Hertfordshire District Council

Application: 24/01279/FP (Full Planning Permission Granted)

Proposal: Conversion of roof space to create one 2-bed flat including insertion of No.3 front dormer windows, No.1 rear dormer window and No.4 rear rooflights.

Plan Nos: 23 HSBC EX11 B 23 HSBC EX12 A 23 HSBC PE11 D 23 HSBC PE12 C 23 HSBC SL01

We write in respect to the above planning permission granted 3rd September 2024 and now duly enclose the following documents and make confirmations to discharge conditions 2 and 3.

Condition 2: Before the development hereby permitted is commenced, approval of the details of the siting, design and external appearance of the development, the means of access thereto and the landscaping of the site (hereinafter called "the reserved matters") shall be obtained in writing from the Local Planning Authority. Reason: To comply with the provisions of Article 3 of the Town and Country Planning (General Development Procedure) Order 1995 as amended.

Applicant response: *There are no changes proposed to the external appearances of the property including landscaping other than what has been provided on the accompanying plans to the application. The means of access, siting and design remain unchanged with the exception of the new dormer additions which are detailed in condition 3 and roof lights. This condition type appears to relate to a reserved matters application whereas full planning permission has been granted. For this reason we are unclear on what further information is required to be submitted beyond the application drawings and supporting information contained with the original application. We have also sought clarification from the councils duty planning officer who considers there may be a clerical error in entering this condition. Please kindly clarify if required or otherwise confirm no further action is required.*

Condition 3: Full metric scale details of the 3no. front and 1no. rear dormer windows including window joinery and a 1:1 section detail of the glazing system including the glazing bar profile, shall be submitted to, and approved in writing by the Local Planning Authority prior to the formation of the dormers. Thereafter, the dormers shall be implemented in accordance with the approved details. **Reason:** To ensure that special regard is paid to protecting the special architectural and historic interest and integrity of the grade II listed building under Section 16(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 and Policy HE1 of the North Hertfordshire Local Plan 2011-2031.

Applicant response: *Please find enclosed design details for the new 3 x front dormers and 1 x rear dormer including window joinery prepared by specialist conservation and heritage Architect Richard Measures of Measures Scarfe Architects. Drawing ref: 924:1186/PL100 and 924:1186/PL101. Please note the building is not designated grade II listed.*

Should you have any further queries in respect the responses made please do not hesitate to contact on the details supplied.

Yours sincerely,

Vishal Luthra