

**Correspondence address:**

PO Box 10613, Nottingham, NG6 6DW

Telephone: 01462 474000**Application for a Non-Material Amendment Following a Grant of Planning Permission****Town and Country Planning 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

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x) Northing (y)

Description

Applicant Details

Name/Company

Title

Mr & Mrs

First name

Dylan and Flora

Surname

Balbirnie and Barton

Company Name

Address

Address line 1

6 Chaomans

Address line 2

Address line 3

Town/City

Letchworth Garden City

County

Hertfordshire

Country

United Kingdom

Postcode

SG6 3UB

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Agent Details

Name/Company

Title

Mr

First name

Michael

Surname

Collins

Company Name

Michael Collins Architects Ltd.

Address

Address line 1

second floor

Address line 2

99 Bancroft

Address line 3

Town/City

Hitchin

County

Hertfordshire

Country

United Kingdom

Postcode

SG41NQ

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Eligibility

Does the applicant have an interest in the part of the land to which this amendment relates?

- ☒ Yes
- ☐ No

If the applicant is not the sole owner, has notification under Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) been given?

- ☐ Yes
- ☐ No
- ☒ Not applicable

Description of Your Proposal

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

Part single storey, part two storey rear extension following demolition of rear conservatory and single storey element, erection of rear pergola, conversion of the garage to habitable accommodation, alterations to fenestration, creation of new openings, addition of timber cladding, creation of terrace, and landscaping.

Reference number

24/00284/FPH

Date of decision

04/06/2024

What was the original application type?

Householder planning permission

For the purpose of calculating fees, which of the following best describes the original development type?

- ☒ **Householder development:** Development to an existing dwelling-house or development within its curtilage
- ☐ **Other:** Anything not covered by the above category

Non-Material Amendment(s) Sought

Please describe the non-material amendment(s) you are seeking to make

1. Change of the frame cladding at the rear from zinc to aluminium, RAL 7013; 2. Replacement of the current UPVC window at the front by aluminium window instead of white timber windows; 3. Location of the ASHP in the rear garden; 4. level of the two-storey parapet raised by 5 cm; 5. External seamless balustrade to sliders at the rear (internal previously); 6. Removal of the rooflight at the rear; 7. Iroko cladding instead of oak cladding at the front and the rear

Please state why you wish to make this amendment

Changes due to value engineering of the project and technical considerations regarding the construction package, especially for ventilation purposes of the flat roof.

Are you intending to substitute amended plans or drawings?

☒ Yes

☐ No

If yes, please complete the following details

Old plan/drawing numbers

188 - 001 Rev A; 188 - 007 Rev A; 188 - 007 Rev A; 188 - 009 Rev A

New plan/drawing numbers

188 NMA - 005 Site Plan; 188 NMA - 007 Elevations; 188 NMA - 008 Elevations; 188 NMA - 009 Elevations; 188 NMA - 010 Elevations; 188 NMA - 012 Roof Plan

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

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
- ☒ No

Declaration

I/We hereby apply for Non-Material Amendment 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

Michael Collins

Date

17/03/2026