

**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	94
Suffix	A
Property Name	
Address Line 1	Tilehouse Street
Address Line 2	
Address Line 3	Hertfordshire
Town/city	Hitchin
Postcode	SG5 2DW

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

Easting (x)	518366	Northing (y)	228896
Description			

Applicant Details

Name/Company

Title

Mr

First name

Brent

Surname

Smith

Company Name

Address

Address line 1

1, MEWS COURT

Address line 2

22 BANCROFT

Address line 3

Town/City

Hitchin

County

Hertfordshire

Country

United Kingdom

Postcode

SG5 1JW

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

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

Please add details of all persons notified

Name of person notified:

***** REDACTED *****

House name:

Number:

6

Suffix:

Address line 1:

Tilehouse Street

Address Line 2:

Town/City:

Hitchin

Postcode:

SG5 1DW

Date notice served:

10/04/2025

Description of Your Proposal

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

Minor amendment to permission reference 24/01623/FP to incorporate panel of patent glazing in front roof slope, replacing existing patent glazing in rear roof slope with two conservation type triple glazed rooflights and minor internal alterations including repositioning of WC.

Reference number

24/01623/FP

Date of decision

25/02/2025

What was the original application type?

Full 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

Minor amendment to permission reference 24/01623/FP to incorporate panel of patent glazing in front roof slope, replacing existing patent glazing in rear roof slope with two conservation type triple glazed rooflights and minor internal alterations including repositioning of WC.

Please state why you wish to make this amendment

To improve the thermal efficiency of the building and to provide internal garden area capable of being open to the air.

Are you intending to substitute amended plans or drawings?

- ☒ Yes
- ☐ No

If yes, please complete the following details

Old plan/drawing numbers

610/01 Floor Plans as Existing
610/02 Elevations and Section as Existing
610/04A Elevations and Section as Proposed
610/07 Floor Plans as Proposed
610/05 Location Plan

New plan/drawing numbers

610/10 Plans as Proposed
610/11 Elevations & Section as Proposed
610/12 Detail of Patent Glazing

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

Brent Smith

Date

10/04/2025