

DELEGATED FILE NOTE

CASE OFFICER: ...Tabitha Kaye.....

**APPLICATION
REFERENCE**

**BRIEF DESCRIPTION OF
DEVELOPMENT**

APPLICATION SITE

26/01344/LDCP

Insertion of rear dormer window, front
and rear roof lights and second floor
side window to facilitate loft conversion

21 Highfield
Letchworth Garden City
Hertfordshire
SG6 3QD

Submitted Plan Nos

Location Plan Site Plan P1 P2 P3 P4

1.0 Policies

2.0 **Site History**

- 2.1 **19/01036/NMA:** Reduction in width of the rear addition, reduction in the depth of the first floor rear element, replacement of lean-to roof to the front extension with a flat roof (as non material amendment to planning permission reference 18/00408/FPH granted 24/07/2018). **Agreed.**
- 2.2 **18/00408/FPH:** Part two storey, part single storey rear extension following demolition of existing conservatory and single storey front porch extension (as amended by plans received 31 May 2018). **Conditional Permission.**

3.0 **Representations**

- 3.1 No consultation required.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

- 4.1.1 The application site accommodates a two-storey semi-detached dwelling on Highfield, Letchworth Garden City. The site is within the Letchworth settlement boundary.

4.2 **Proposal**

- 4.2.1 A Certificate of Lawfulness (proposed) is sought for the insertion of rear dormer window, front and rear roof lights, and second floor side window to facilitate loft conversion.

4.3 **Key Issues**

- 4.3.1 The key issues for consideration are whether the proposed developments would require a specific planning permission or be considered 'permitted development' in line with the Town and Country Planning (General Permitted Development) Order 2015 (hereafter 'GPDO').

4.3.2 *Dormer Extension*

Dormer roof extensions are covered by Schedule 2, Part 1, Class B of the GPDO:

Class B – additions etc to the roof of a dwellinghouse

Permitted development

B. The enlargement of a dwellinghouse consisting of an addition or alteration to its roof.

Development not permitted

B.1 Development is not permitted by Class B if—

(a) permission to use the dwellinghouse as a dwellinghouse has been granted only by virtue of Class G, M, MA, N, P, PA, or Q of Part 3 of this Schedule (changes of use);

The proposal complies with this criterion.

(b) any part of the dwellinghouse would, as a result of the works, exceed the height of the highest part of the existing roof;

The proposal complies with this criterion.

(c) any part of the dwellinghouse would, as a result of the works, extend beyond the plane of any existing roof slope which forms the principal elevation of the dwellinghouse and fronts a highway;

The proposal complies with this criterion.

(d) the cubic content of the resulting roof space would exceed the cubic content of the original roof space by more than—

- (i) 40 cubic metres in the case of a terrace house, or**
- (ii) 50 cubic metres in any other case;**

The proposal complies with these criteria.

(e) it would consist of or include—

- (i) the construction or provision of a verandah, balcony or raised platform, or**
- (ii) the installation, alteration or replacement of a chimney, flue or soil and vent pipe;**

The proposal complies with these criteria.

(f) the dwellinghouse is on article 2(3) land

The dwellinghouse is not on article 2(3) land.

(g) the dwellinghouse is built under Part 20 of this Schedule (construction of new dwellinghouses); or

The proposal complies with this criterion.

(h)the existing dwellinghouse has been enlarged in reliance on the permission granted by Class AA (enlargement of a dwellinghouse by construction of additional storeys).

The proposal complies with this criterion.

Conditions

B.2 Development is permitted by Class B subject to the following conditions—

(a)the materials used in any exterior work must be of a similar appearance to those used in the construction of the exterior of the existing dwellinghouse;

The proposal complies with this criterion.

(b)the enlargement must be constructed so that—

(i)other than in the case of a hip-to-gable enlargement or an enlargement which joins the original roof to the roof of a rear or side extension—

(aa)the eaves of the original roof are maintained or reinstated; and

(bb)the edge of the enlargement closest to the eaves of the original roof is, so far as practicable, not less than 0.2 metres from the eaves, measured along the roof slope from the outside edge of the eaves; and

(ii)other than in the case of an enlargement which joins the original roof to the roof of a rear or side extension, no part of the enlargement extends beyond the outside face of any external wall of the original dwellinghouse;

The proposal complies with these criteria.

(c)any window inserted on a wall or roof slope forming a side elevation of the dwellinghouse must be—

(i)obscure-glazed, and

(ii)non-opening unless the parts of the window which can be opened are more than 1.7 metres above the floor of the room in which the window is installed.

The proposal complies with these criteria.

The proposed dormer extension therefore complies with the requirements of Schedule 2, Part 1, Class B of the GPDO, and constitutes permitted development.

4.3.3 Front and Rear Rooflights

Rooflights are covered by Schedule 2, Part 1, Class C of the GPDO:

Class C – other alterations to the roof of a dwellinghouse

Permitted development

C. Any other alteration to the roof of a dwellinghouse.

Development not permitted

C.1 Development is not permitted by Class C if—

(a) permission to use the dwellinghouse as a dwellinghouse has been granted only by virtue of Class G, M, MA, N, P, PA or Q of Part 3 of this Schedule (changes of use);

The proposal complies with this criterion.

(b) the alteration would protrude more than 0.15 metres beyond the plane of the slope of the original roof when measured from the perpendicular with the external surface of the original roof;

The proposal complies with this criterion.

(c) it would result in the highest part of the alteration being higher than the highest part of the original roof;

The proposal complies with this criterion.

(d) it would consist of or include—

- (i) the installation, alteration or replacement of a chimney, flue or soil and vent pipe, or**
- (ii) the installation, alteration or replacement of solar photovoltaics or solar thermal equipment;**

The proposal complies with these criteria.

(e) the dwellinghouse is built under Part 20 of this Schedule (construction of new dwellinghouses).

The proposal complies with this criterion.

Conditions

C.2 Development is permitted by Class C subject to the condition that any window located on a roof slope forming a side elevation of the dwellinghouse must be—

- (a) obscure-glazed; and**
- (b) non-opening unless the parts of the window which can be opened are more than 1.7 metres above the floor of the room in which the window is installed.**

The proposal complies with these criteria.

The proposed front and rear rooflights therefore comply with the requirements of Schedule 2, Part 1, Class C of the GPDO, and constitute permitted development.

4.4 **Conclusion**

4.4.1 A Certificate of Lawfulness (proposed) can be issued on the basis that the proposal constitutes permitted development by virtue of Schedule 2, Part 1, Classes B and C of the Town and Country Planning (General Permitted Development) (England) Order 2015, as amended.

Signed  Naomi Reynard	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 25 June 2026	