

DELEGATED FILE NOTE

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

**APPLICATION
REFERENCE**

**BRIEF DESCRIPTION OF
DEVELOPMENT**

APPLICATION SITE

26/00695/LDCP

Insertion of 2 no. rooflights in existing
rear roof slope to facilitate loft
conversion to habitable space

35 Warren Close

Letchworth Garden City

Hertfordshire

SG6 4EH

Submitted Plan Nos

Location plan SG7-4EH-35-01-Rev-A

1.0 Policies

2.0 **Site History**

2.1 No site history.

3.0 **Representations**

3.1 No consultation required.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

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

4.1.2 The site is setback from the highway and benefits from a rear garden. Alike many dwellings along Warren Close, the pair of semis have staggered roof forms; no.35 Warren Close has a higher ridge and eaves height than neighbouring dwelling no.36 Warren Close, including an eaves overhang.

4.2 **Proposal**

4.2.1 A Certificate of Lawfulness (proposed) is sought for insertion of 2 no. rooflights in existing rear roof slope.

4.3 **Key Issues**

4.3.1 The key issues for consideration are whether the proposed development would require a specific planning permission, or be considered 'permitted development' in line with the Town and Country Planning (General Permitted Development) (England) Order 2015, Schedule 2, Part 1, Class C, as amended.

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

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 rooflights would protrude a maximum of 0.07m above the roof slope and therefore 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 this 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 roof lights would be to the rear slope only and therefore comply with this criteria.

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, Class C of the Town and Country Planning (General Permitted Development) (England) Order 2015, as amended.

Signed  Thomas Howe	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 31 March 2026	