

Alvin Osei-Tutu
3 Larkin Place
Royston
Herts
SG8 5UR

14th May 2026

Dear Neighbour,

**Town and Country Planning Act 1990
Notice Under Article 13 of the Town and Country Planning (Development
Management Procedure) (England) Order 2015**

We write to inform you that an application for Full Planning Permission is being submitted to North Herts Council in relation to 3 Larkin Place, Royston, Herts. SG8 5UR.

The proposed development is described as follows:

“Change of use from Class C3(b) (use as a dwellinghouse by up to three residents living together as a single household and receiving care) to Class C2 (residential institution). Insertion of ground floor front window following removal of garage door to facilitate garage conversion.”

This notice is being served pursuant to Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 and accompanies Certificate B submitted as part of the planning application.

The purpose of this letter is to formally notify adjoining owners and occupiers of the proposed application. Following submission and validation of the application, the Local Planning Authority will undertake its own consultation process and details of the application will be made publicly available should you wish to review the documents or make any representations.

Should you have any questions in the meantime, please feel free to contact us.

Yours faithfully,



Alvin Osei-Tutu