

**Correspondence address:**

PO Box 10613, Nottingham, NG6 6DW

Telephone: 01462 474000**Householder Application for Planning Permission for works or extension to a dwelling****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

Mrs

First name

Samantha

Surname

Hooton

Company Name

Address

Address line 1

224 Kristiansand Way

Address line 2

Address line 3

Town/City

Letchworth Garden City

County

Country

United Kingdom

Postcode

SG61TU

Are you an agent acting on behalf of the applicant?

- ☐ Yes
- ☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

Insertion of ground floor front window following removal of existing garage door to facilitate conversion of existing garage to habitable living space, front door relocation to create a more spacious hallway, extension of hardstanding to accommodate off-street parking for two cars and removal of existing rear conservatory.

- **Garage Door Replacement:** The existing garage door will be replaced with brickwork and a UPVC window. This will be designed to match the style of the current lounge window, which is located to the right of the front door, ensuring the new façade remains in keeping with the character of the property and surrounding homes.
- **Front Door Relocation:** We propose to move the front door forward to create a more spacious hallway. The repositioned entrance will incorporate the existing front door, alongside brickwork and a UPVC window to match the existing frontage, maintaining architectural consistency and visual balance.
- **Extension of Hardstanding:** In line with the Letchworth Heritage Foundation's guidelines for garage conversions, we are also proposing to extend the existing hardstanding at the front of the property. This will ensure provision for at least two off-street car parking spaces, helping to preserve the functionality and appearance of the streetscape.
- **Rear Conservatory Removal:** Remove existing rear conservatory to reinstate this space as part of the garden area. Our aim is to salvage as many of the bricks as possible for re-use in the replacement of the garage door, ensuring a seamless integration of the new walled area with the existing property.

We believe this proposal is sensitive to the existing character of the property and the local area, while also meeting the practical needs of our family.

Has the work already been started without consent?

- ☐ Yes
☒ No

Materials

Does the proposed development require any materials to be used externally?

- ☒ Yes
☐ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:

Other

Other (please specify):

Garage Door

Existing materials and finishes:

White metal up and over manual garage door

Proposed materials and finishes:

Brick to match existing brickwork and white UPVC window to match existing windows

Type:

Doors

Existing materials and finishes:

Navy blue front door

Proposed materials and finishes:

To re-use the existing navy blue front door

Type:

Walls

Existing materials and finishes:

N/A 1 - Wall does not yet exist as we plan to create as part of the front door relocation N/A 2 - Wall does not yet exist as we plan to create as part of the garage door replacement

Proposed materials and finishes:

Brick to match existing brickwork

Type:

Windows

Existing materials and finishes:

N/A 1 - Window does not yet exist as we plan to install as part of the front door relocation N/A 2 - Window does not yet exist as we plan to install as part of the garage conversion

Proposed materials and finishes:

White UPVC window/s to match existing windows within the property

Type:

Vehicle access and hard standing

Existing materials and finishes:

Single car parking space, made of paving blocks.

Proposed materials and finishes:

Double car parking space, made of paving blocks to match those in current situ

Are you supplying additional information on submitted plans, drawings or a design and access statement?

☐ Yes

☒ No

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

☐ Yes

☒ No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

☐ Yes

☒ No

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

☐ Yes

☒ No

Is a new or altered pedestrian access proposed to or from the public highway?

☐ Yes

☒ No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

☐ Yes

☒ No

Parking

Will the proposed works affect existing car parking arrangements?

☒ Yes

☐ No

If Yes, please describe:

As described; increasing hard standing from one car space to two.

Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

☒ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

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

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- ☒ Yes
☐ No

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ Yes
☒ No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural holding" has the meaning given by reference to the definition of “agricultural tenant” in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

☒ The Applicant

☐ The Agent

Title

Mrs

First Name

Samantha

Surname

Hooton

Declaration Date

24/06/2025

☒ Declaration made

Declaration

I/We hereby apply for Householder planning permission 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

Samantha Hooton

Date

11/07/2025