



**North
Herts**
Council

PUBLIC NOTICE

Proposal Affecting a Conservation Area

Town and Country Planning Act 1990

Notice is hereby given that the following planning application has been received by

North Hertfordshire District Council

Planning Control, Council Offices, Gernon Road,
Letchworth, Herts SG6 3JF

CASE REFERENCE NUMBER: 25/03239/FP

LOCATION: Maintenance House, 3 - 4 Portmill Lane, Hitchin, Hertfordshire, SG5 1DJ,

DESCRIPTION: Installation of front canopy, front access ramp and solar panels to existing front, rear and side roofslopes. Alterations to fenestration.

The application details may be viewed on the Council's web site at www.north-herts.gov.uk/planning (the case reference number will be required).

Any person who wishes to make representations about the proposal should submit them on-line at <https://pa2.north-herts.gov.uk/online-applications> or in writing to Planning Control, North Hertfordshire District Council at PO Box 10613, NG6 6DW quoting the above case reference number by 25 February 2026 (23 days from the date of this notice). I cannot treat your views as confidential and anonymous representations will not be accepted but hope this will not prevent you from writing if you feel so inclined. I would also make you aware that the names and addresses of all people making comments together with their view will be available on the website. The Council's decision (once issued) will be published on the website. The Council's Privacy Notice is available on our website: <https://www.north-herts.gov.uk/home/council-data-and-performance/data-protection/information-management-gdpr>

There are many areas in the District which have a local parish or town council and these groups are consulted on applications which fall within their own areas. They will then provide a view of each application back to the Local Planning Authority. If you wish to see if you live in an area with a local parish or town council or if you wish to contact them for help or advice please refer to the Council's website which has a list of contact details - <https://www.north-herts.gov.uk/parish-councils-and-parish-meetings>

You may wish also to contact your local Ward Councillor(s) whose name(s) you will find below:

Hitchin Priory Ward

Councillor Keith Hoskins MBE
Councillor Chris Lucas

SHAUN GREAVES
DEVELOPMENT AND CONSERVATION MANAGER

Date: 2 February 2026