

**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

First name

Cian

Surname

Hynes

Company Name

Address

Address line 1

4 ALEXANDRA ROAD

Address line 2

Address line 3

Town/City

HITCHIN

County

Country

United Kingdom

Postcode

SG5 1RB

Are you an agent acting on behalf of the applicant?

- ☐ Yes
- ☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

The proposal is for the construction of a single-storey timber outbuilding within the rear garden of the property. The structure will have an external width of approximately 4.5 metres and a depth of 3.5 metres, with an overall height of 2.729 metres, keeping the building comfortably below typical height thresholds for garden structures.

The outbuilding will be finished with 70mm cedar slat cladding, chosen for its high-quality appearance and suitability within a residential setting. The roof will be a flat, low-profile design finished with black EPDM, ensuring a durable, unobtrusive, and visually discreet form when viewed from surrounding properties.

The building is intended for incidental use associated with the enjoyment of the main dwelling and has been designed to sit sensitively within the garden setting, using natural materials and a restrained height to minimise visual impact on neighbouring properties.

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:

Walls

Existing materials and finishes:

Proposed materials and finishes:

Cladding - 70mm Cedar Slat

Type:

Roof

Existing materials and finishes:

Proposed materials and finishes:

Roofing - EPDM Black

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

- ☒ Yes
☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

Outhouse Details.
Width - 4.5m
Depth - 3.5m
Height - 2.729m
Deck Depth - 0.4m
Cladding - 70mm Cedar Slat
Roofing - EPDM Black

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

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings.

These are included within drawing "4 Alexandra Outhouse_30 March 2026" as outlined on the location plan. These trees are on neighbouring properties or outside of the site demise

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

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

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

26/00785/GEN - 4 Alexandra Road, SG5 1RB

Date (must be pre-application submission)

25/03/2026

Regarding my enquiry about an outbuilding:

I was advised the property is not in a Conservation Area and not affected by an Article 4 Direction. To avoid needing planning permission, the proposal must fall under permitted development.

Outbuildings fall under Class E, Part 1 of the GPDO. I was referred to:

- The Town and Country Planning (General Permitted Development) (England) Order 2015
- Technical Guidance

The officer provided the following legislation:

“Class E – buildings etc incidental to the enjoyment of a dwellinghouse

Permitted development

E. The provision within the curtilage of the dwellinghouse of—

- (a) any building or enclosure, swimming or other pool required for a purpose incidental to the enjoyment of the dwellinghouse as such, or the maintenance, improvement or other alteration of such a building or enclosure; or
- (b) a container used for domestic heating purposes for the storage of oil or liquid petroleum gas.

Development not permitted

E.1 Development is not permitted by Class E 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;
- (b) the total area of ground covered by buildings, enclosures and containers within the curtilage (other than the original dwellinghouse) would exceed 50% of the curtilage;
- (c) any part of the building would be on land forward of the principal elevation;
- (d) the building would have more than one storey;
- (e) the height would exceed—
 - (i) 4m (dual-pitched roof),
 - (ii) 2.5m within 2m of the boundary,
 - (iii) 3m in any other case;
- (f) eaves height would exceed 2.5m;
- (g) it would be within the curtilage of a listed building;
- (h) it would include a verandah, balcony or raised platform;
- (i) it relates to a dwelling or microwave antenna;
- (j) container capacity exceeds 3,500 litres.”

I was advised the proposal does not comply with E.1(f) (eaves/roof height over 2.5m) and E.1(e)(ii) (within 2m of the boundary).

As this was only a general enquiry, the officer could not formally confirm PD compliance. For a formal decision, I was advised to apply for a Lawful Development Certificate (Proposed) via the Planning Portal, ideally after amending the design to meet Class E.

As currently designed, the outbuilding is unlikely to be permitted development. If no amendments are made, a Householder Planning Permission application would be required and assessed against design and neighbour amenity. This advice was noted as an informal officer opinion

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

Mr

First Name

Cian

Surname

Hynes

Declaration Date

30/03/2026

☒ 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

Cian Hynes

Date

15/04/2026

Amendments Summary

Updated drawings to include metric scale bars and all elevations as requested