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Supporting Statement — Non-Material Amendment

Application under section 96A of the Town and Country Planning Act 1990

Site	Glebe Road Industrial Estate, Glebe Road, Letchworth Garden City, Hertfordshire SG6 1BT
Local planning authority	North Hertfordshire District Council
Permission to be amended	25/01871/FP — granted 12 December 2025
Approved development	Erection of nine dwellings including relocation of access following demolition of existing warehouse building
Applicant	Mr Andrew Dutton
Agent	Pentangle Design Group
Amendment sought	Substitution of approved drawing 3879 60 Rev F with drawing 3879 S002 Rev D, and consequential amendment of condition 7
Job number	3879
Date	19 August 2026

1. Introduction

This statement supports an application under section 96A of the Town and Country Planning Act 1990 for a non-material amendment to planning permission 25/01871/FP, granted by North Hertfordshire District Council on 12 December 2025 for the erection of nine dwellings including relocation of access following demolition of the existing warehouse building at Glebe Road Industrial Estate, Letchworth Garden City.

Two changes are sought, both consequential on one another:

- substitution of approved drawing 3879 60 Rev F (Proposed Site Plan and Location Plan) with drawing 3879 S002 Rev D (Levels and Landscaping); and
- amendment of the drawing reference in condition 7 to match.

The proposal was discussed informally with the case officer, Melissa Tyler, in advance of submission, and a non-material amendment was confirmed as the appropriate route.

2. The amendment

During preparation of the construction information, the layout at the closed end of the access road — the end furthest from the Glebe Road entrance, adjacent to the parking serving Plots 1 to 3 — has been adjusted to provide space for vehicles to turn within the site, so that cars are not obliged to reverse the length of the access road to leave. The change comprises a modest extension of hard surfacing at that point, with a corresponding adjustment to the soft landscaping alongside it. It is confined to that part of the site.

Additional hard surfacing: approximately **10 m²**, with a corresponding reduction in soft landscaping. Figures 1 and 2 show the approved and amended arrangements at the same point.



Figure 1 — Extract from approved drawing 3879 60 Rev F: the closed end of the access road as permitted.

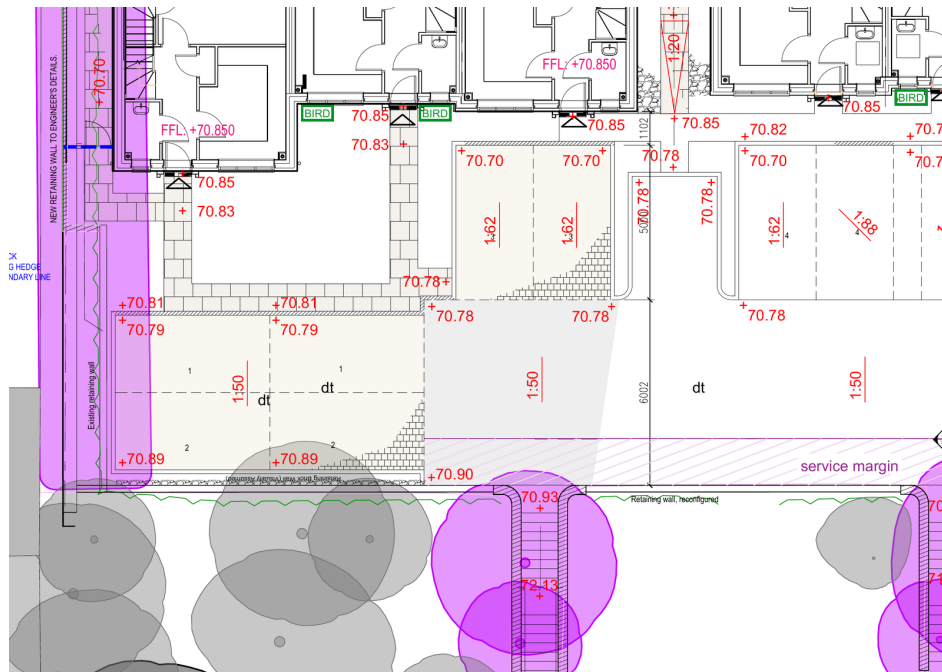


Figure 2 — Extract from drawing 3879 S002 Rev D: the same area as amended, with hard surfacing extended to allow vehicles to turn within the site.

3. Matters that do not change

The amendment does not alter:

- the number, siting, footprint, height or external appearance of the nine dwellings;
- the vehicular access onto Glebe Road, or the visibility splay secured by conditions 5 and 6 (drawing 125/2025/010 P1 is unaffected);
- the level of car or cycle parking provision, including the visitor spaces;
- the bin collection point or refuse collection arrangements;
- boundary treatments, external materials, or site levels beyond the amended area;
- the position of any retained tree, or the root protection areas established under BS 5837:2012.

4. Highway safety

Vehicle tracking carried out at detailed design confirms that a standard "Large Car" design vehicle can turn within the amended area and leave the site in forward gear, rather than reversing the length of the access road. The manoeuvre is shown at Figure 3. The amendment therefore improves on the approved position in highway safety terms. Refuse collection is unchanged and remains at the collection point adjacent to the access road, as approved.

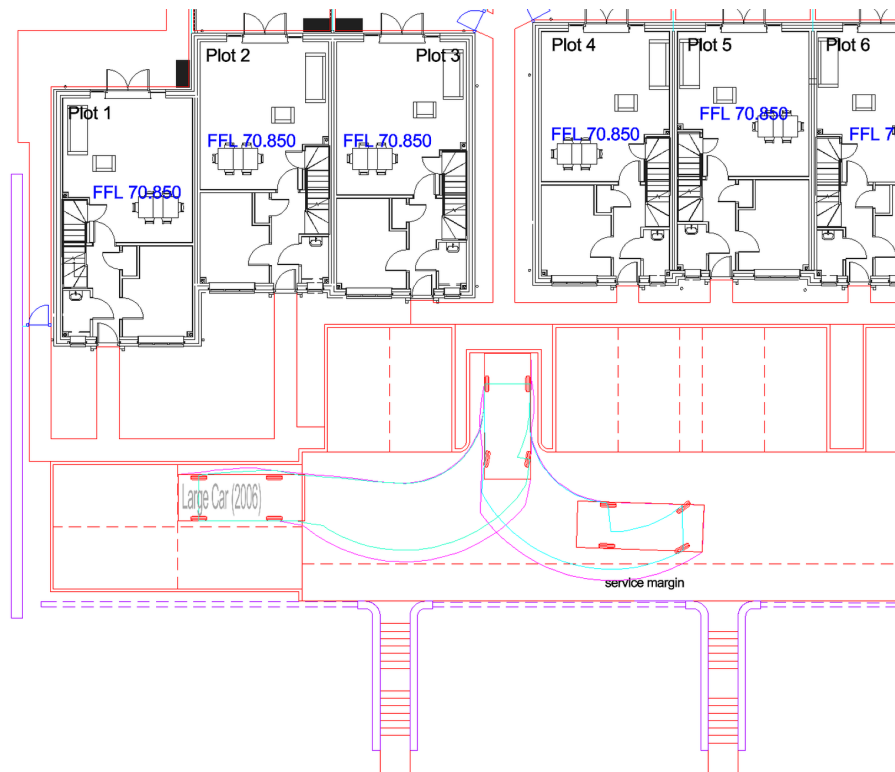


Figure 3 — Vehicle tracking at the closed end of the access road: a Large Car design vehicle turns within the site and leaves in forward gear.

Condition 7 requires the on-site car and cycle parking and turning area to be implemented in accordance with drawing Ref-60F. If the substitution is agreed, that reference should be altered to the substituted drawing, so that the condition does not require the applicant to build the arrangement being amended. Section 96A(3)(b) of the 1990 Act expressly permits existing conditions to be removed or altered as part of a non-material change, and the applicant invites the Council to exercise that power. The condition would otherwise read:

"Prior to the first occupation of the development hereby permitted the proposed onsite car and cycle parking and turning area shall be implemented in accordance with the approved drawing (Ref-S002 Rev D) and retained thereafter available for that specific use."

No other change to the condition, or to its stated reason, is sought.

5. Landscaping and biodiversity

The amended arrangement is already shown on the soft landscaping drawing MH10546-3 Rev B, prepared by Maydencroft and submitted in support of the discharge of condition 18. Approved drawing 3879 60 Rev F differs from it in this respect. The purpose of this application is in part to resolve that inconsistency now, on the record, rather than leave it to be discovered later.

On biodiversity net gain, the position is straightforward. The area of additional hard surfacing falls within land already shown as "Built linear features" on the BNG Post-Intervention Map (Maydencroft drawing 002 Rev 1, reproduced at section 2.2 of the Habitat Management and Monitoring Plan, MH10546 Rev 1, May 2026). It does not encroach on any of the habitat parcels the scheme relies on to deliver its gain.

The habitat creation and enhancement targets set out at section 2.3 of the HMMP are therefore unaffected:

- 0.0469 ha of other woodland; broadleaved, enhanced from poor to moderate condition;
- 0.0088 ha of modified grassland created;
- 0.013 km of line of trees created.

The committed gains of 0.22 habitat units and 0.01 hedgerow units — a 108.53% net gain in habitat units and 210.82% in hedgerow units — are unchanged. No change is sought to the biodiversity gain condition imposed under paragraph 13 of Schedule 7A to the 1990 Act, which section 96A(3A) places outside the scope of a non-material amendment in any event.

No retained tree is felled, lopped or otherwise affected, and conditions 15 and 16 are unaffected.

6. Why the change is not material

Section 96A(1) permits the local planning authority to make a change to a planning permission where it is satisfied the change is not material. Section 96A(2) requires regard to be had to the effect of the change, together with any previous changes, on the permission as originally granted. This is the first amendment sought to permission 25/01871/FP.

There is no statutory definition of "non-material"; the judgement is one of fact and degree for the authority. On the facts of this case:

- **Scale.** A small, localised area of additional hard surfacing at the closed end of a private access road.
- **Location.** Wholly internal to the site, at its furthest point from Glebe Road, behind retained trees and the approved planting. It will not be perceptible from the public realm.
- **Character and appearance.** No change to the dwellings, their materials or the boundary treatments. The layout reads as approved.
- **Residential amenity.** The amended area adjoins no residential boundary other than the development's own parking court. No neighbouring occupier is affected and no party consulted on the original application could be prejudiced.
- **Highway safety.** Improved, for the reasons at section 4.
- **Ecology and landscape.** No change to the habitat commitments or the committed net gain, and consistent with the landscaping already submitted under condition 18.
- **Conditions.** No condition is rendered unenforceable or incapable of compliance. The single consequential amendment to condition 7 is a change of drawing reference only.

Had the amended layout formed part of the application as submitted, it would not have altered the officer's assessment or the planning balance struck in granting permission. The change is properly characterised as non-material.

7. Conclusion

Approval is sought under section 96A for the substitution of approved drawing 3879 60 Rev F with drawing 3879 S002 Rev D, and for the consequential amendment of the drawing reference in condition 7. The change is small in scale, confined to the interior of the site, invisible from the public realm, neutral in landscape and biodiversity terms and beneficial in highway safety terms. It is not material, and its approval would align the approved plans with the landscaping information already before the Council under condition 18.

8. Documents submitted

- Application form and fee
- This supporting statement
- Drawing 3879 S002 Rev D — Levels and Landscaping (substitute plan)
- Drawing 3879 60 Rev F — Proposed Site Plan and Location Plan (for comparison)
- Drawing MH10546-3 Rev B — Soft Landscaping Specification, Maydencroft (already submitted under condition 18)