

Covering Letter

To: Development Management (Planning)
North Hertfordshire District Council (NHDC)



Re: Householder Planning Application – **11 Westfield Close, Hitchin, SG5 2HF**

Description: Full Permission Householder: First floor side extension above existing garage and part two storey part single storey rear extension. Insertion of front ground floor window following removal of existing garage doors to facilitate garage conversion into habitable accommodation. Alterations to fenestration. Alteration to front boundary wall. Hard landscaping to front and rear. Provision of one additional front parking space
11 Westfield Close, Hitchin, Hertfordshire, SG5 2HF

Applicant: Gurtej Singh Kalra-Phull

Date: 25/02/2026 (Updated 26/03/2026) Version C

Dear Planning Officer,

Please accept this letter in support of the Householder Planning Application at 11 Westfield Close, Hitchin, SG5 2HF for a two-storey rear and side extension projecting approximately 4 metres to the rear and 2.5m to the side (over the existing garage width). This would bring the house in line with neighbouring properties, whilst respecting their right of light.

The proposal adopts a subservient, hipped (with reduced ridge height) roof form which ensures the extension remains secondary to the main dwelling. By incorporating a hip to the side, the design significantly reduces the massing and physical impact on the boundary with No. 13. The roof pitch and tiles will be an exact match to the host property, ensuring a seamless and sympathetic integration into the Westfield Close street scene. The flat roof on the second storey also contributes to this design.

This extension will add 44sqm of ground floor space and 52sqm of first floor space. The proposal increases impermeable area by less than 50sqm; surface water will be managed via soakaways and appropriate building Regulations. Regarding noise, the proposal is for domestic use only in an established residential area; no noise-generating plant is proposed. There are no trees on or adjacent to the site that will be affected by the proposed foundations.

The proposal has been designed to sit comfortably within the established character of Westfield Close. The immediate area demonstrates a clear pattern of domestic extensions and alterations, and the proposed works respond directly to this context while maintaining a cohesive appearance with the host dwelling and neighbouring properties.

Submitted plans and supporting information

The application includes the required plans and information in accordance with North Herts validation requirements, including:

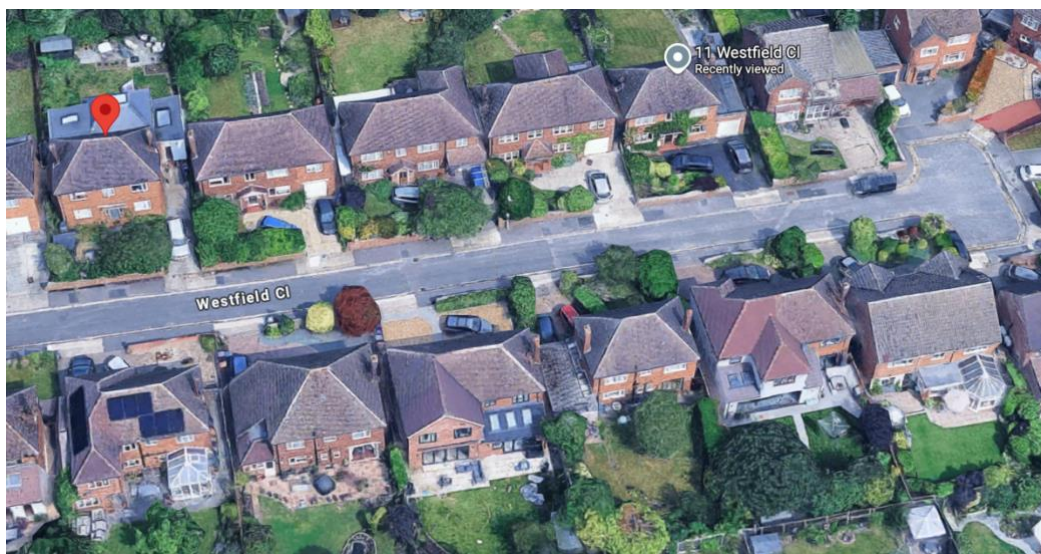
- Street Scene & Impact Statement
 - Current Street/Area pattern
 - Impact of the proposal on the street scene and neighbours
 - Materials to be used
 - Trees
 - Existing & proposed vehicular access and car parking
 - Boundaries treatment
- Location Plan
- 1:500 block plan (with scale bar) showing the site, boundaries and adjoining properties;
- Existing and proposed drawings (plans/elevations/sections as submitted and referenced in the Planning Portal);
- Existing and proposed roof plan (with scale bar)
- Notice under Article 13 on the Owner(s) [Ownership certificate B]

Street Scene & Impact Statement

1. Site and surroundings

11 Westfield Close is a detached dwelling within an established residential street characterised by family housing of similar general scale and form. The street scene demonstrates an established pattern of alterations and extensions which, taken together, create a varied but coherent character.

Photo A: View showing No. 11 and its immediate neighbours (3D Via Google Earth). Red pin Indicates a similar (but larger & bulkier) two-storey extension approval.



2. Established pattern of development in Westfield Close

The proposed works sit within a context where domestic enlargement is common:

- **Nos. 1, 5, 7, 9 & 20** have undertaken the same front/side style of **extension** as is typical within the street; and
- **Nos. 12, 4 & 8** have undertaken more extensive front works.
- **Nos. 2, 4, 8, 9, 7 & 3** Have undertaken rear extension works
- **No.3** has a scheme approved similar but larger, than ours. **No.3** had a neighbouring property in-line with the existing rear, and their approved scheme went past that. Whereas our neighbour (no.13) is set back approx. 4m from our existing rear. So, there's no overlap. **No.3** has developed 5m+ from previous existing rear wall, on two-storeys, we are proposing only 4m.
- **No. 16, 12, 5 & 2** Have all removed the RHS (from street) Chimney breast externally.
- **West Hill Road & Grays Lane** which are nearby, also shows similar rear two storey development, approved for planning.

As a result, the proposal at No. 11 would follow the prevailing pattern of development, planning acceptances and would not introduce an unfamiliar or discordant form.

Photo evidence – on the last page of this document.

- Photo A2, B, C, D, E, F, G: Examples of nearby extended properties (Nos. 3, 5, 1, 2, 9, 12, 16)
- Photo H: No Loss of light demonstration

3. Impact on the street scene

The design achieves minimal impact on the existing street scene by:

- **Scale and massing:** The extension is proportionate to the host dwelling and designed to maintain a balanced rear elevation.
- **Roof form:** A hipped subservient roof plus flat roof element to the side and rear is included to reduce perceived bulk and provide a softer transition at the side & rear, reflecting hipped roof forms evident locally at numbers 1, 5, 7 and 9 Westfield Close.
- **Fenestration:** Window set-out is designed to align with the host dwelling's existing proportions, creating a coherent appearance.
- **Garage Door:** As per the rhythm and scene of the street, this will be updated to a matching window with the rest of the house.
- **Materials:** Proposed uPVC windows in Chartwell Green and a Chartwell Green composite door provide a consistent external finish and support a sympathetic appearance within the area, with a nod to the heritage of Hitchin as a historic Market Town.

4. Impact on immediate neighbours

The proposal has been designed to avoid unacceptable impacts on neighbouring amenity:

- **Overlooking and privacy:** There are no first-floor side windows proposed, which avoids overlooking to adjoining properties. The one Ground Floor side window is obscured glazing.
- **Overbearing / visual dominance:** The inclusion and continuation of the existing hipped roof plus flat roof element over the side extension reduces massing at the side and assists with an appropriate relationship to neighbouring properties, who have had planning approved for the same. The rear is hipped and subservient too.
- **General outlook:** The extension is typical of domestic enlargement within an area where similar development is prevalent.
- **45° Light:** The rear 2-storey extension is set back from the boundary with no.9, applying a 45° line from the centre of their nearest habitable window, this line does not intersect our proposed extension on ground or first floor. Our proposed extension will take us in-line with no.13 rearmost wall, applying the 45° test here there is no intersection either.
- **21m Back-to-Back:** The distance between our first-floor habitable windows, to the rear of the house (15 West Hill) behind no.11 is over 21m, it is approximately 34m.
- **Shadows:** As the property is North facing, the proposed extension will not result in any significant additional overshadowing of the neighbour's private amenity space at No. 13 or no.9, as the shadow falls predominantly across the applicant's own rear garden. Currently visible via satellite image.

5. Access, parking, boundaries and water

- **Vehicular access and parking:** Site currently has 2 car parking spaces. This will become 3 in total. An addition of +1 car parking spaces, within the existing Drive space. I believe this would comply with Policy 55 of the saved Local Plan and Policy T2 of the emerging Local Plan. The current garage is not suitably large enough for a vehicle (using NHDC's 2.4m x 4.8m plus door opening space) for a car to fit in, so by developing this, we aren't losing any parking space.
- **Drive Access:** As per drawings, there is no change to the boundary wall, no additional dropped kerbs or any change to front access
- **Boundary treatments:** No changes proposed. Existing fences and hedges will remain in place.
- **Trees:** No changes proposed, no trees will be affected as part of the plans. Plan submitted.
- **Water:** All water from the proposed roof addition will be channelled into a Basket & Soakaway system. This will help avoid hydro locking of the drainage systems. All existing soil vents and lateral vents will be used; there will be no alterations to the lateral draining systems. This will be approved by Building Regulations.

6. Materials and finishes

- External finishes are intended to be sympathetic to the host dwelling and surrounding properties. Proposed windows will be uPVC in Chartwell Green, with a Chartwell Green composite door, reflecting the established "heritage" character within the area while maintaining a consistent and coherent appearance.
- Roof tiles will match the existing and Bricks will match the existing.

7. Rear Garden Slope

- As per drawings, there is a slight rearward slope, indicated on drawings we would install a composite brown-wood effect decking here to allow a step down to existing ground level.

Conclusion

Westfield Close contains a strong and established pattern of property enlargement and alteration.

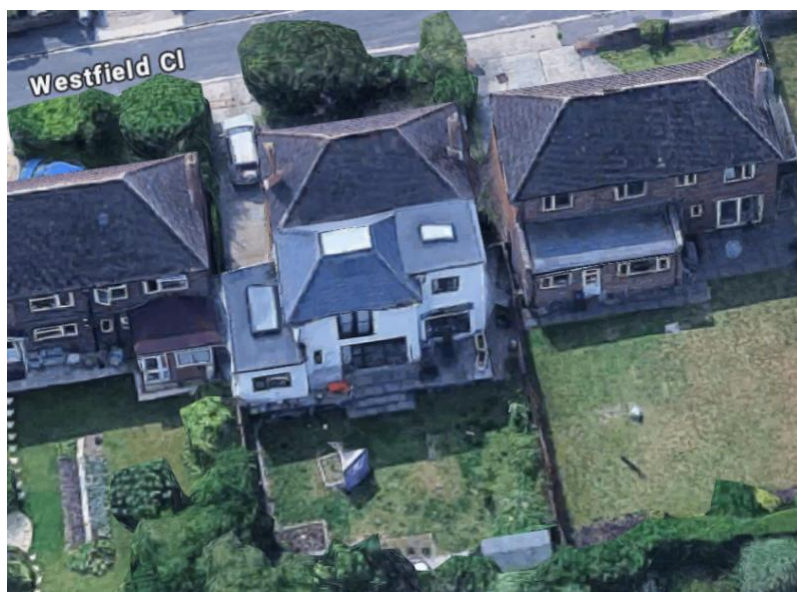
The proposed two-storey side and rear extension at 11 Westfield Close has been designed to integrate with the host dwelling and to reflect local roof forms and detailing, with materials and fenestration chosen to ensure a coherent appearance. With no first-floor side windows, the proposal also avoids overlooking impacts.

All proposed plans are aligned with previous approved planning permission and designs on this street, and nearby streets. Public view of the rear extension would be very limited, and the frontage would match the street.

The development therefore represents an appropriate and sympathetic proposal that will not harm the character of the street scene or the amenity of neighbouring occupiers.

Photo Evidence of similar approvals on Westfield Close:

Photo A2, 3 Westfield Close, SG5 2HF (Larger than our proposed and using non-matching render / colour / roof type). They have a 2-storey extension next to the neighbouring house, where there is no aligned-existing 2-storey built. Our proposal is building next to existing 2-storey.



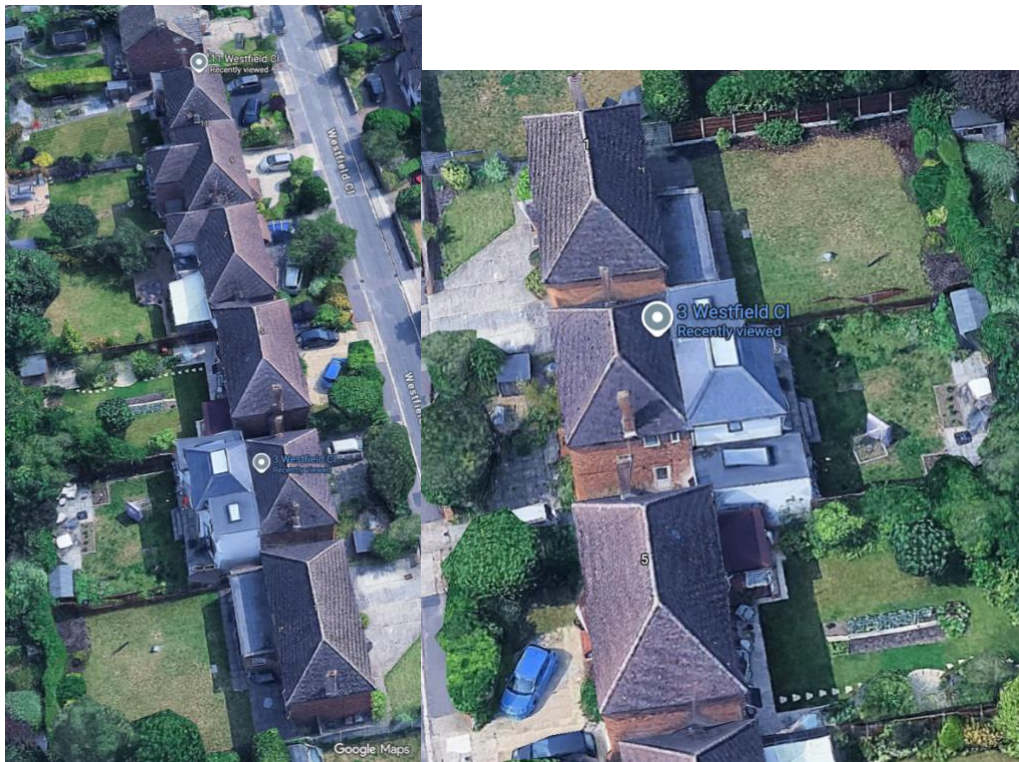


Photo B, 5 Westfield Close, SG5 2HF



Photo C, 1 Westfield Close, SG5 2HF



Photo D, 9 Westfield Close, SG5 2HF



Photo E, 5 Westfield Close, SG5 2HF



Photo F, 12 Westfield Close, SG5 2HF

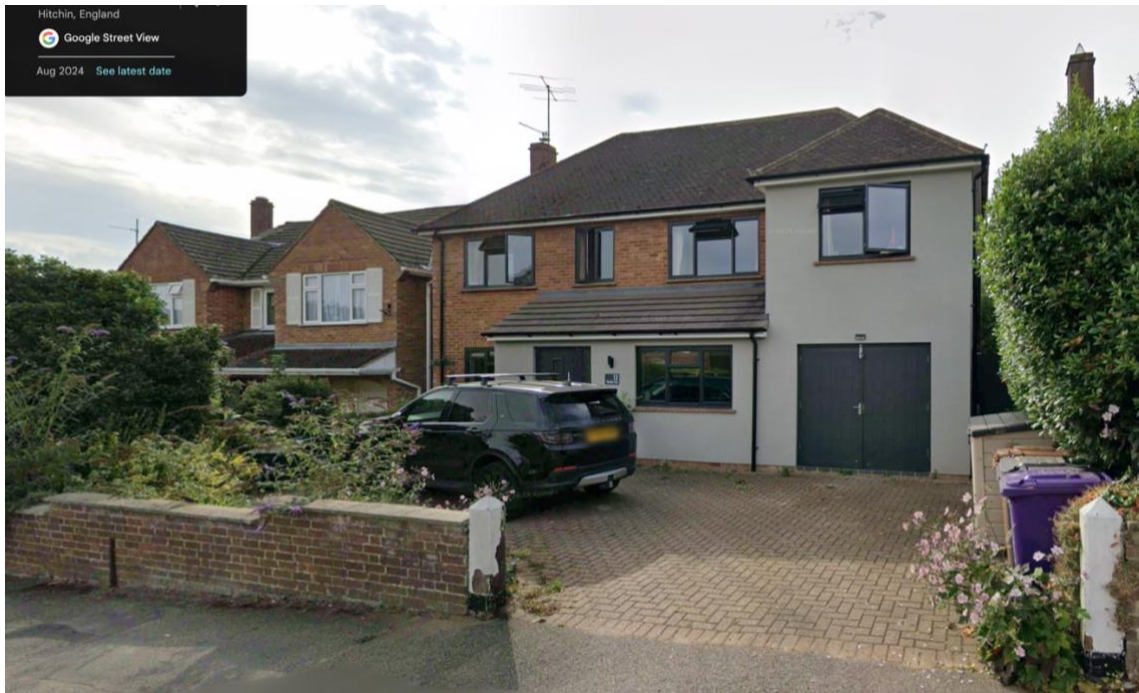


Photo G, 16 Westfield Close, SG5 2HF



Photo Evidence of 45° Light access from rear windows of adjacent properties and showing scale of development in line with neighbours existing. (Proposed Roof Plan super-imposed onto satellite view of street). Looking at neighbouring shadows, ours would also fall solely into our land:

