

**Correspondence address:**

PO Box 10613, Nottingham, NG6 6DW

Telephone: 01462 474000

Application for a Lawful Development Certificate for a Proposed Use or Development

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

Mr

First name

Paul

Surname

Winchester

Company Name

Address

Address line 1

44 Cowslip Hill

Address line 2

Address line 3

Town/City

Letchworth

County

Country

United Kingdom

Postcode

SG64EZ

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Description of Proposal

Does the proposal consist of, or include, the carrying out of building or other operations?

- ☒ Yes
☐ No

If Yes, please give detailed description of all such operations (includes the need to describe any proposal to alter or create a new access, layout any new street, construct any associated hard-standings, means of enclosure or means of draining the land/buildings) and indicate on your plans (in the case of a proposed building the plan should indicate the precise siting and exact dimensions)

We are looking to install PV solar panels on the front and rear roofs of the property, through the councils Solar Together scheme.

Does the proposal consist of, or include, a change of use of the land or building(s)?

- ☐ Yes
☒ No

Has the proposal been started?

- ☐ Yes
☒ No

Grounds for Application

Information about the existing use(s)

Please explain why you consider the existing or last use of the land is lawful, or why you consider that any existing buildings, which it is proposed to alter or extend are lawful

This is a residential property.

Please list the supporting documentary evidence (such as a planning permission) which accompanies this application

NA

Select the use class that relates to the existing or last use.

Please select...

Information about the proposed use(s)

Select the use class that relates to the proposed use.

Please select...

Is the proposed operation or use

- ☒ Permanent
☐ Temporary

Why do you consider that a Lawful Development Certificate should be granted for this proposal?

The design for the solar panels meets all requirements specified by NHDC

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

First Name

Surname

Reference

Date (must be pre-application submission)

Details of the pre-application advice received

Re: Solar Panels

Dear Paul,

Thanks for your enquiry regarding solar panels at 44 Cowslip Hill, Letchworth.

The installation of solar panels and equipment on residential buildings and land may be 'permitted development' with no need to apply to the local authority for planning permission. There are, however, important limits and conditions, detailed below:

Planning Permission: Solar equipment mounted on a house or a block of flats or on a building within the curtilage

All the following conditions must be observed:

Equipment on a building should be sited, so far as is practicable, to minimise the effect on the external appearance of the building and the amenity of the area.

When no longer needed equipment should be removed as soon as reasonably practicable.

If solar equipment is to be installed on a flat roof on Article 2(3)* land then the developer must apply to the local planning authority for prior approval.

All the following limits must be met:

On a pitched roof, panels should not be installed above the highest part of the roof (excluding the chimney) and should project no more than 200mm from the roof slope or wall surface.

On a flat roof the highest part of the solar PV equipment cannot be more than 600mm higher than the highest part of the roof (excluding chimney).

The panels must not be installed on a building that is within the grounds of a listed building or on a site designated as a scheduled monument. If your property is in a conservation area, or in a World Heritage Site, panels must not be fitted to a wall which fronts a highway.

* Designated land includes national parks and the Broads, Areas of Outstanding Natural Beauty, conservation areas and World Heritage Sites.

Note - If you are a leaseholder you may need to get permission from your landlord, freeholder or management company. Also, you may need to get consent from the heritage foundation. Their contact details can be found on their website Contact Us - Letchworth Garden City Heritage Foundation

I should advise you that the above is an informal Officer opinion and does not constitute a formal decision of the Council. If you would like a formal determination, you are able to make an application for a Certificate of Lawfulness (Lawful Development Certificate). More information can be found via the North Herts website or the Planning Portal website (www.planningportal.co.uk)

Kind regards

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

Interest in the Land

Please state the applicant's interest in the land

- ☒ Owner
- ☐ Lessee
- ☐ Occupier
- ☐ Other

Declaration

I/We hereby apply for Lawful development: Proposed use 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

Paul Winchester

Date

12/08/2025

Amendments Summary

Updated the boundaries, and included design plans, as requested by email.