

Application for Lawful Development Certificate for a Proposed use or Development

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority website

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".

Address Line 1

35 Florence Street

Address Line 2

-

Address Line 3

-

Town/City

Hitchin

County

Hertfordshire

Postcode

SG5 1QZ

Description of site location must be completed if postcode is not known:

Easting (x)

518895

Northing (y)

229922

Description of site location

-

Applicant Details

Name/Company

Title

Miss

First Name

Dulcie

Surname

Buckenham

Address

Address Line 1

35 Florence Street

Address Line 2

-

Address Line 3

-

Town/City

Hitchin

County

Hertfordshire

Country

-

Postcode

SG5 1QZ

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]

Agent Details

Name/Company

Title

Mr

First Name

Chris

Surname

Ellerbeck

Company Name

-

Address

Address Line 1

Beechcroft

Address Line 2

Riverside Avenue

Address Line 3

-

Town/City

Broxbourne

County

-

Country

United Kingdom

Postcode

EN10 6RA

Contact Details

Primary number

[REDACTED]

Secondary number

-

Fax number

-

Email Address

[REDACTED]

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

Alterations to roof including rear box dormer window and two front rooflight to facilitate loft conversion

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

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

P/D

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

drawings attached

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

C3

Select the use class that relates to the proposed use

C3

Is the proposed operation or use

permanent

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

p/d

Parking

Will the proposed works affect existing car parking arrangements?

☐ Yes

☒ No

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?

Applicant

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

☐ Yes

☒ No

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 Application for Lawful Development Certificate for a Proposed use or Development 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 agree to the outlined declaration

Signed

Chris Ellerbeck

Date

16/04/2026