



6th July 2026

Development Management

North Hertfordshire District Council
Council Offices
Gernon Road
Letchworth
Herts
SG6 3JF

Dear Sir/Madam,

Ref: Approval notice 25/02465/LBC

Description: Internal alterations to facilitate conversion of existing basement to additional office space.

Address: Upton House, Baldock Street, Royston, Hertfordshire, SG8 5AY

Applicant: Mr J Mills

Please find enclosed the necessary information to discharge the pre-commencement planning conditions attributed to the above referenced approval notice.

Condition 1 – Compliance – 3 years

Condition 2 – Please find enclosed photographs of the ground floor and basement areas in the position of the proposed new staircase

Condition 3 – Please find enclosed a photograph of the existing basement windows (all the same). These consist of a modern single glazed timber 2 pane casement, with a fixed glazed pane and a side hung opening casement and are of no historic value.

Condition 4 - The proposal includes the replacement of these windows with an opening double-glazed casement window with trickle ventilators to the head to allow access into the light wells for maintenance and ventilation. Joinery details for the new windows are provided.

Condition 5 – Please find enclosed drawing 22605_200B and Delta membrane drawing detail DW-522-1-(C), which provide the proposed tanking details for the basement

Condition 6 – As will be noted from the submitted drawing 22605_200B, the storage room between offices 2 and 3 are proposed to remain untanked, thereby maintaining the existing ceiling and wall finishes.

We trust that the enclosed information is sufficient to discharge the conditions and await formal confirmation as such.

Yours sincerely

A black rectangular box redacting the signature of Chris McCrae.

Chris McCrae

Director – Campbell McCrae Ltd

cc. client and contractor

Encl. Dwg 22605 – 200B, 22605 – 203, Delta membrane dwg DW-522-1-C, photomontage of the basement/ground floor (stair position), photomontage of existing basement windows, joinery details for replacement windows

Photomontage – Condition 2

Below is a series of photos provided to illustrate the existing basement and ground floor areas in the position of proposed the new stair

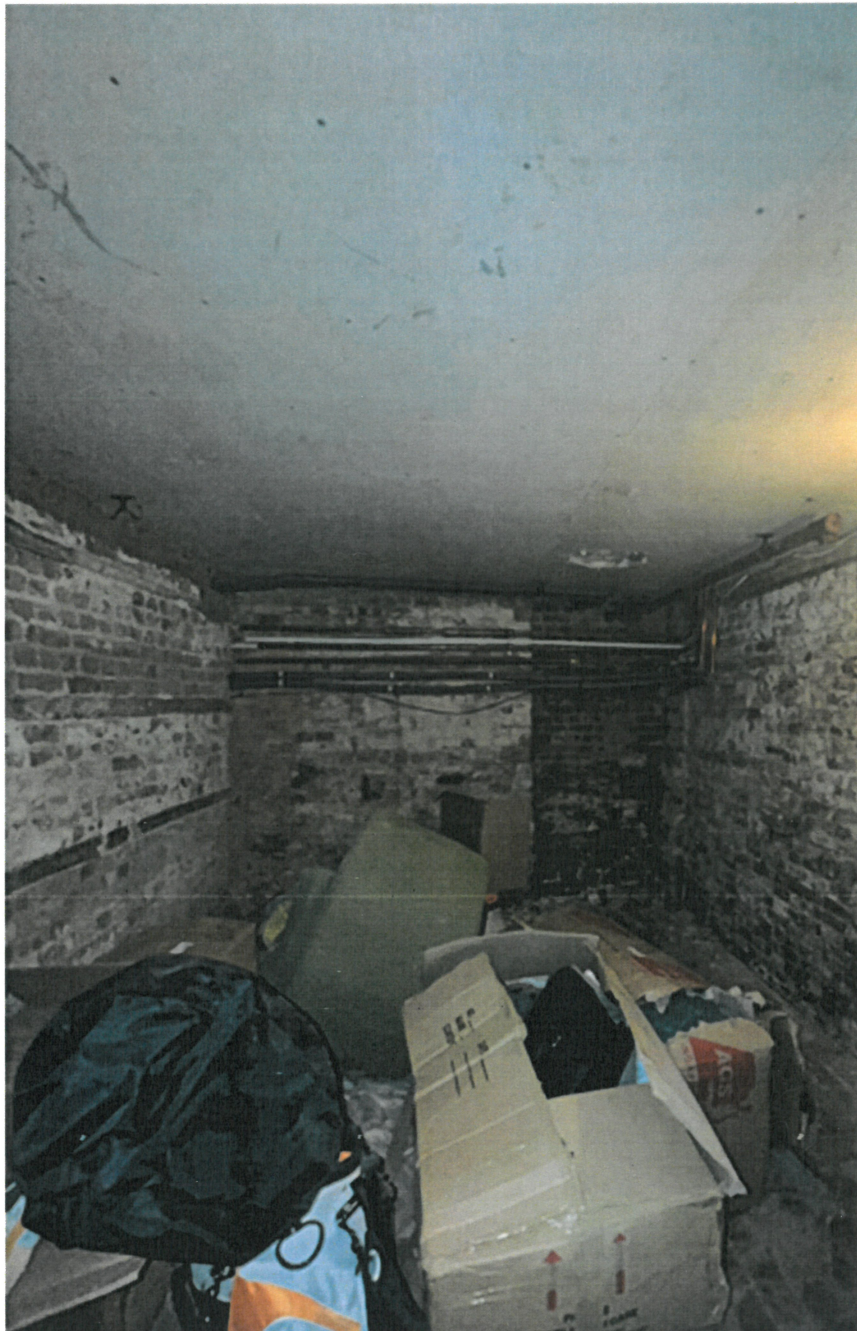


Image of the basement taken from the doorway – stair to be located against the right hand wall



Image of the ground floor showing the area below the existing stair where the new stair is proposed

Photomontage – Condition 3

Below is a series of photos provided to illustrate the existing basement windows which are proposed to be removed and replaced (See joinery details)

