

DELEGATED FILE NOTE

CASE OFFICER: ...Alex Howard.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/02400/FPH	Installation of dormer window and rooflight to existing rear roofslope, and installation of window to existing gable end to facilitate conversion of loftspace into habitable accommodation, following removal of existing chimney breast and installation of support to chimney stack (development has commenced).	35 North Avenue Letchworth Garden City Hertfordshire SG6 1DH

Submitted Plan Nos

Location Plan Site Plan Existing Elevations Existing Loft Floor and Roof Plan Proposed Dormer Side
Elevation Proposed Loft Floor and Roof Plan Dormer Roof Plan View Proposed Elevations Dormer Roof
Section Plan

1.0 Policies

D1	Sustainable design
D2	House exts, replcmnt dwellings outbuild
D3	Protecting living conditions
HE1	Designated heritage assets
SECN12	Achieving well-designed places
SECN16	Conserve + enhance historic environment

2.0 **Site History**

- 2.1 **22/02954/FPH** - Erection of detached timber annexe to rear garden (as amended by plans received 22nd December 2022).

Conditional Permission

3.0 **Representations**

- 3.1 **Neighbour Representations** – None received.
- 3.2 **Letchworth Heritage Foundation** – Granted First Stage Approval.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

- 4.1.1 The site is a semi-detached dwelling located on the south-east side of North Avenue, Letchworth. The site is within the Conservation Area.

4.2 **Proposal**

- 4.2.1 Planning Permission is sought for the installation of dormer window and rooflight to existing rear roof slope, and installation of window to existing gable end to facilitate conversion of lofts space into habitable accommodation, following removal of existing chimney breast and installation of support to chimney stack (development has commenced).

4.3 **Key Issues**

- 4.3.1 **Design:** The proposal is for the installation of a dormer window and rooflight on the rear elevation, and new side facing window to facilitate a loft conversion. The dormer is a very modest element, set in and down from the main dwellings ridge and eaves, comprising a flat roof and finished in hanging tiles. The rooflight and additional window are very modest elements given their nature, finished in white uPVC/conservation style. The proposal, which is a modest rear element relative to the scale of the host dwelling that will utilise sympathetic materials, is considered acceptable in form, scale and appearance. The dormer will not be visible from the street scene. The proposal would comply with Policy D1 and D2 of the Local Plan.

- 4.3.2 **Heritage:** The site is within the Conservation Area. Therefore, consideration is given as to the impact of the proposal upon this heritage asset. Section 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (LBCA Act) requires that in the exercise of planning powers, in conservation areas “*special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area*”. Policy HE1 of the Local Plan states that “*Planning permission for development proposals affecting Designated Heritage Assets or their setting will be granted where they: c) Will lead to less than substantial harm to the significance of the designated heritage asset, and this harm is outweighed by the public benefits of the development, including securing the asset’s optimum viable use*”. This is reinforced by paragraph 215 of the NPPF.

The proposal is modest in scale and utilises appropriate materials. The primary element in this case is the dormer window, which will not be visible from the street scene and therefore will not be viewed in the context of the Conservation Area. Moreover, the neighbour 2 doors down at N0.31 which is also within the Conservation Area benefits from an almost identical rear dormer/rooflight, such that the proposal is considered to be an acceptable form of development in the Conservation Area and will not result in harm, in line with Policy HE1 of the Local Plan.

- 4.3.3 **Impact on neighbours:** The site benefits from two immediate neighbours, No’s 33 and 37 and further neighbours beyond the long rear garden. Given the modest scale and appropriate siting of the development, and subject to a condition that the 2nd floor window will be obscure glazed and non-opening above 1.7m above finished floor level to maintain mutual privacy, it is considered that the development will not result in any adverse impacts on the reasonable living conditions and well-being of these neighbours in respect of overdominance, loss of privacy and loss of daylight/sunlight. The proposal complies with Policy D3 of the Local Plan.

- 4.3.4 **BNG:** Exempt from BNG requirements.

4.4 **Conclusion**

- 4.4.1 The development would be in accordance with the relevant local and national planning policies.

4.5 **Alternative Options**

- 4.5.1 None applicable

5.0 **Recommendation**

- 5.1 That planning permission be **GRANTED** subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall be carried out wholly in accordance with the details specified in the application and supporting approved documents and plans listed above.

Reason: To ensure the development is carried out in accordance with details which form the basis of this grant of permission.

Proactive Statement:

Planning permission has been granted for this proposal. Discussion with the applicant to seek an acceptable solution was not necessary in this instance. The Council has therefore acted proactively in line with the requirements of the Framework (paragraph 38) and in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Signed  Anne McDonald	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 24 February 2026	