



**North
Herts
Council**

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

Miss

First name

Mel

Surname

Loten

Company Name

Letchworth Sports and Tennis Club

Address

Address line 1

Muddy Lane

Address line 2

LETCHWORTH TENNIS CLUB

Address line 3

Town/City

Letchworth Garden City

County

Hertfordshire

Country

United Kingdom

Postcode

SG6 3TB

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

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 (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 will be installing solar panels onto the roof of the main building. We have approval from The Heritage with a landlords consent and have carried out a full survey.

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

Letchworth Sports and Tennis Club has been on this land since May 2005. We lease the land from the Heritage.

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

We have been told we do not need planning permission but we should apply for a Lawful Development Certificate.

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

E(d) - Indoor sport, recreation, or fitness - Excluding motorised vehicles, firearms, swimming, and skating

Information about the proposed use(s)

Select the use class that relates to the proposed use.

E(d) - Indoor sport, recreation, or fitness - Excluding motorised vehicles, firearms, swimming, and skating

Is the proposed operation or use

- ☒ Permanent
☐ Temporary

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

We were advised to apply for one by NHDC and the proposal complies with permitted development rights.

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

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

25/00328/GEN - Letchworth Tennis Club

Date (must be pre-application submission)

17/03/2025

Details of the pre-application advice received

Email received below.

Good afternoon,

Sorry for the delay in getting back to you.

Permitted Development rights for commercial properties are covered under Part 14, Class J. The Town and Country Planning (General Permitted Development) (England) Order 2015

Development would not be permitted if:

- (a) the solar PV equipment or solar thermal equipment would be installed on a pitched roof and would protrude more than 0.2 metres beyond the plane of the roof slope when measured from the perpendicular with the external surface of the roof slope;
- (b) the solar PV equipment or solar thermal equipment would be installed on a flat roof, where the highest part of the solar PV equipment would be higher than 1 metre above the highest part of the roof (excluding any chimney
- (c) the solar PV equipment or solar thermal equipment would be installed [on a roof and] within 1 metre of the external edge of that roof
- (d) – This clause has been Removed in later amendments of the planning act.
- (e) the solar PV equipment or solar thermal equipment would be installed on a site designated as a scheduled monument; or
- (f) the solar PV equipment or solar thermal equipment would be installed on a listed building or on a building within the curtilage of a listed building

If the development would comply with the above criteria, then no planning application would be required. If you would like formal confirmation of this, I would advise that you submit a Lawful Development Certificate. However, if the development would fail any of the above criteria, an application for planning permission would be required.

An application to the Letchworth Garden City Heritage Foundation may also be required for external alterations. I would therefore advise contacting them if you have not done so already.

This is the informal opinion of an officer.

Kind regards,

Henry Thomas
Planning Officer | Development Management
01462 474138

www.north-herts.gov.uk

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

If Lessee or Occupier, please give details of the owner and state whether they have been informed in writing of this application

***** REDACTED *****

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

Mel Loten

Date

08/04/2025