

**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 & Mrs

First name

G.

Surname

Mann

Company Name

Address

Address line 1

3 Hitchin Hill Path

Address line 2

Address line 3

Town/City

Hitchin

County

Hertfordshire

Country

Postcode

SG4 9EU

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

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 (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)

The proposal is to add an entrance porch at the front of the property.

Please note that previously the property benefitted from an entrance porch but this was removed by a previous owner circa 2007 following successful planning application.

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

The property is use class C3; a private semi-detached dwelling house . Entry is from Hitchin Hill Path via the front garden and the principal entrance door opens into the living room area. The current property owners would like to create a front porch where coats and shoes could be left and which is separated from the Living Room. The proposal has been designed to meet the criteria of permitted development Class D - Porches; that is, the proposed footprint ground area when measured externally does not exceed 3 square metres; the structure is no greater than 3m above ground level; and no part of the proposed porch is within 2 metres of any boundary of the curtilage of the dwellinghouse with a highway.

It should be noted that previously the property did benefit from an enclosed front porch, but this was removed by a previous owner circa 2007 when the property was extended and renovated following successful planning application.

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

In support of the application please find drawings illustrating the site location, Site Block Plan, existing floor and roof plan, existing elevations and proposed floor and roof plan and elevations. Please refer to supporting drawings reference 2025-265-PD-101, 2025-265-PD-102 and 2025-265-PD-501a.

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

C3 - Dwellinghouses

Information about the proposed use(s)

Select the use class that relates to the proposed use.

C3 - Dwellinghouses

Is the proposed operation or use

- ☒ Permanent
☐ Temporary

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

The proposal has been designed to meet the criteria of permitted development Class D - Porches; that is, the proposed footprint ground area when measured externally does not exceed 3 square metres; the structure is no greater than 3m above ground level; and no part of the proposed porch is within 2 metres of any boundary of the curtilage of the dwellinghouse with a highway.

It should be noted that previously the property did benefit from an enclosed front porch, but this was removed by a previous owner circa 2007 when the property was extended and renovated following successful planning application.

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

applicant enquiry via nhdc portal

Date (must be pre-application submission)

06/03/2025

Details of the pre-application advice received

Planning Officer called the applicant and discussed the proposal via telephone following initial query raised on the NHDC portal on/ around 6th March 2025.

The planning officer advice received was that planning application for a new porch would not be required on the proviso that the new porch met the criteria set out under Class D of The Town and Country Planning (General Permitted Development) (England) Order 2015. The officer advised that a Certificate of Lawful Development application was appropriate.

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

Sarah Coughlan

Date

28/03/2025