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Phone 01483 415753

23rd April 2026

Melissa Tyler
Development Management
North Hertfordshire District Council
Council Offices
Gernon Road
Letchworth Garden City
Hertfordshire
SG6 3JF

Dear Melissa,

RADCLIFFE HOUSE, OLD CHALTON ROAD, HITCHIN, SG5 2DW

External alterations to windows and doors, roof alterations with installation of inset balconies and dormer windows, hard and soft landscaping alterations, refuse storage and cycle stores

- 1.1 This application is submitted on behalf of our client, Metric + Maker Limited ("the Applicant"), to the Local Planning Authority ("LPA") at North Hertfordshire District Council ("NHDC") as a full planning application ("the Application") for external alterations and associated landscaping enhancements at Radcliffe House, Old Charlton Road Hitchin, SG5 2DW ('the Application Site').

Description of development

- 1.2 The proposed description of development for the Application is as follows:

External alterations to windows and doors, roof alterations with installation of inset balconies and dormer windows, hard and soft landscaping alterations, refuse storage and cycle stores ("the Proposed Development").

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- 1.3 We attach our supporting documents within this cover letter as set out in Tables 1 and 2.

TABLE 1: SCHEDULE OF SUPPORTING DOCUMENTS	
Document	Author
Covering Letter, Application Form and Ownership Certificates	Planit Consulting
Flood Risk Assessment	Water Environment Ltd
Preliminary Ecological Appraisal	MKA Ecologist
Statutory Biodiversity Net Gain Metric and Report	MKA Ecologist
Arboricultural Method Statement and Tree Survey	Barton-Hyett
Transport Statement	i-Transport
Heritage Statement	Planit Consulting
Design and Access Statement	Opstead

TABLE 2: DRAWING SCHEDULE	
Drawing Title	Drawing Number
Architectural drawings prepared by Opstead	
Site Location Plan	133-OP-PL-SP-A-101
Existing Site Plan	133-OP-PL-SP-A-102
Proposed Site Plan	133-OP-PL-SP-A-103
Existing Basement Floor Plan	133-OP-PL-EP-A-001
Existing Ground Floor Plan	133-OP-PL-EP-A-002
Existing First Floor Plan	133-OP-PL-EP-A-003
Existing Second Floor Plan	133-OP-PL-EP-A-004
Existing Third Floor Plan	133-OP-PL-EP-A-005
Existing Roof Plan	133-OP-PL-EP-A-006
Existing Elevations and Sections	133-OP-PL-EE-A-001
Existing Elevations and Sections	133-OP-PL-EE-A-002
Existing Elevations and Sections	133-OP-PL-EE-A-003
Existing Elevations and Sections	133-OP-PL-EE-A-004
Existing Elevations and Sections	133-OP-PL-EE-A-005
Existing Elevations and Sections	133-OP-PL-EE-A-006
Existing Elevations and Sections	133-OP-PL-EE-A-007
Existing Elevations and Sections	133-OP-PL-EE-A-008
Proposed Basement Plan	133-OP-PL-PP-A-101
Proposed Ground Floor Plan	133-OP-PL-PP-A-102
Proposed First Floor Plan	133-OP-PL-PP-A-103
Proposed Second Floor Plan	133-OP-PL-PP-A-104
Proposed Third Floor Plan	133-OP-PL-PP-A-105
Proposed Roof Plan	133-OP-PL-PP-A-106
Proposed Elevations and Sections	133-OP-PL-PE-A-101
Proposed Elevations and Sections	133-OP-PL-PE-A-102
Proposed Elevations and Sections	133-OP-PL-PE-A-103
Proposed Elevations and Sections	133-OP-PL-PE-A-104
Proposed Elevations and Sections	133-OP-PL-PE-A-105
Proposed Elevations and Sections	133-OP-PL-PE-A-106
Proposed Elevations and Sections	133-OP-PL-PE-A-107
Proposed Elevations and Sections	133-OP-PL-PE-A-108

Landscape drawings prepared by HTA Design LLP	
Landscape General Arrangement Plan	MAM-HPL-050_RH_HTA-L_DR_0900 I
Hard Landscape Plan	MAM-HPL-050_RH_HTA-L_DR_0920 C
Soft Landscape Plan	MAM-HPL-050_RH_HTA-L_DR_0950 C
Landscape Design Statement	MAM-HPL-050_RH_HTA-L_DR_0700 C

- 1.4 In accordance with the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2023, as amended, an application fee of £2,472 has been calculated based on the site area. Including the Planning Portal service fee, the total fee payable is £2,563 that will be made via bank transfer to Planning Portal.
- 1.5 We trust that the Council has all the required information to assess the proposal for this application. We would be grateful if confirmation of receipt of this submission could be provided at the earliest opportunity.
- 1.6 In the meantime, if you require any further information or wish to discuss matters further, please do not hesitate to get in contact.

Yours sincerely,

Planit Consulting