

Application for a Non-Material Amendment Following a Grant of Planning Permission

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	158
Suffix	
Property Name	
Address Line 1	Cambridge Road
Address Line 2	
Address Line 3	Hertfordshire
Town/city	Hitchin
Postcode	SG4 0JN

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
520075	230252
Description	

Applicant Details

Name/Company

Title

Mr and Mrs

First name

Mike and Orla

Surname

Ward

Company Name

Address

Address line 1

158 Cambridge Road

Address line 2

Address line 3

Town/City

Hitchin

County

Hertfordshire

Country

Postcode

SG4 0JN

Are you an agent acting on behalf of the applicant?

- ☒ Yes
☐ No

Applicant Contact Details

Primary number

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 *****

Eligibility

Does the applicant have an interest in the part of the land to which this amendment relates?

- ☒ Yes
- ☐ No

If the applicant is not the sole owner, has notification under Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) been given?

- ☐ Yes
- ☐ No
- ☒ Not applicable

Description of Your Proposal

Please provide the description of the approved development as shown on the decision letter

Alterations to existing fenestration to include a side entrance and rear openings. Single storey side and rear wraparound extension to include a bin and bike store, erection of front porch and first floor side/rear extension and installation of a rear biodiverse roof system with roof lights following demolition of existing attached garage and detached shed.

Reference number

25/01392/FPH

Date of decision

09/07/2025

What was the original application type?

Householder planning permission

For the purpose of calculating fees, which of the following best describes the original development type?

- ☒ **Householder development:** Development to an existing dwelling-house or development within its curtilage
- ☐ **Other:** Anything not covered by the above category

Non-Material Amendment(s) Sought

Please describe the non-material amendment(s) you are seeking to make

We suggest a change of external material to the front of the side bike store, consistent to the material of the extension

Along the side elevation we suggest the removal of the slit window previously proposed.

At the rear we suggest timber cladding rather than standing seam aluminium, consistent with the material at ground level.

We also suggest a slight change to the dimensions of the rear bedroom window.

For the replacement of the front and rear windows we suggest a slightly different style with 2 no. horizontal astragals.

Please state why you wish to make this amendment

North elevation of bike store (2.48m^2 total area): The change of material has come from a rationalisation of the material palette, using slatted timber cladding to delineate the side extension.

Removal of the side window: As this is on the elevation facing the neighbours, there is a small concern of privacy looking into the rear kitchen area. The development of the internal kitchen design has also meant it is preferable to increase the available wall space inside by removing this.

Timber cladding at rear first floor level rather than standing seam aluminium: In order to rationalise the material palette we'd like to remove the additional new material of standing seam aluminium cladding. In its place we propose timber cladding to match the proposed extension at ground floor level. This will not be visible from the street as the side and front walls to the first floor extension remain hung tile cladding as approved in our previous planning application.

Rear bedroom window: As the technical design has developed the reduction in height is to allow for sufficient structural buildup and insulation above the window.

Replacement windows: We are aiming for consistency in style across the replacement windows and this will rationalise the front facade while giving a more traditional appearance, as well as being consistent with what is available from our window supplier.

Are you intending to substitute amended plans or drawings?

- ☒ Yes
- ☐ No

If yes, please complete the following details

Old plan/drawing numbers

030, 031 and 032

New plan/drawing numbers

30-NMA, 31-NMA, 32-NMA

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

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

Declaration

I/We hereby apply for Non-Material Amendment 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

Hannah Stott

Date

18/06/2026

Amendments Summary

Following correspondence on the 15th and 16th June with Alison Fox, we have removed the label "do not scale" as advised. We have also removed all proposed amendments to the porch from the application as advised in order for the application to meet the criteria for an NMA. We may submit an S73 for the porch amendments as advised in due course, but wanted the comfort of the other elements more urgently through an NMA.