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NORTH HERTFORDSHIRE DISTRICT COUNCIL

Planning (Listed Buildings and Conservation Areas) Act 1990

DECISION NOTICE

Correspondence Address:

UK Archtechture
The Gables
Bury Road
Bury
Ramsey
Cambs
PE26 1NE

Applicant:

Mr J Mills

Application:

25/02465/LBC

Proposal:

Internal alterations to facilitate conversion of existing basement to additional office space.

Location:

Upton House, Baldock Street, Royston, Hertfordshire, SG8 5AY

Approved Plan Nos:

Location Plan, 7654 101A

PARTICULARS OF DECISION

In pursuance of its powers under the above Act and the associated Orders and Regulations, the Council hereby **GRANT LISTED BUILDING CONSENT** to the works described above and proposed by you in your application received with sufficient particulars on 19 November 2025.

The consent is subject to the following conditions:

1. The work to which this consent relates shall be begun by not later than the expiration of the period of 3 years from the date of this notice.

Reason: To comply with the provisions of Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. Prior to the commencement of works a photographic survey or video recording of the ground floor and basement areas of where the new staircase is proposed shall be submitted to the Local Planning Authority.

Reason: To secure and safeguard the provision for inspection and recording of matters of architectural and/or historical importance associated with the building that may be lost in the course of works.

3. Prior to the commencement of works a photographic window survey of all existing basement windows shall be submitted to the Local Planning Authority.

Reason: To ensure that special regard is paid to protecting the special architectural and historic interest and integrity of this listed building under Section 16(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990.

4. The existing windows referred to in Condition 3 above shall be retained and repaired unless considered beyond repair in which case section details of new window(s) shall be submitted to and approved in writing by the Local Planning Authority prior to the manufacture of any new windows. The new windows (if existing window(s) are deemed beyond repair) shall then be installed in accordance with the approved details.

Reason: To ensure that special regard is paid to protecting the special architectural and historic interest and integrity of this listed building under Section 16(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990.

5. Prior to the commencement of works, a specification of the tanking method shall be submitted to and approved in writing by the Local Planning Authority. Thereafter the tanking shall be undertaken in accordance with the approved details.

Reason: To ensure that special regard is paid to protecting the special architectural and historic interest and integrity of this listed building under Section 16(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990.

6. The storage room between Offices 2 and 3 shall remain untanked thereby maintaining the existing ceiling and wall finishes.

Reason: To ensure that special regard is paid to protecting the special architectural and historic interest and integrity of this listed building under Section 16(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990.

Signed:



Shaun Greaves
Development and Conservation Manager

Development Management
North Hertfordshire District Council
Council Offices
Gernon Road
Letchworth
Herts
SG6 3JF

Date: 15 January 2026

The Council's Privacy Notice is available on our website: <https://www.north-herts.gov.uk/home/council-data-and-performance/data-protection/information-management-gdpr>

NOTES

- 1 **Failure to satisfy conditions may invalidate this permission and/or result in enforcement action. Particular attention should be paid to the requirements of any condition in bold.**
- 2 Circular 04/2008 (Planning Related Fees) states that where an application is made under Article 21 of the Town and Country Planning (General Development Procedure) Order 1995, a fee will be payable for any consent, agreement or approval required by condition or limitation attached to the grant of planning permission.
- 3 No fee is payable for any consent, agreement or approval required by condition or limitation attached to the grant of a Listed Building Consent. The request can be informal through the submission of a letter or plans, or formal through the completion of an application form and the submission of plans. Any number of conditions may be included on a single request. The form is available on the Council's website:
www.north-herts.gov.uk/home/planning/planning-applications/submit-planning-application

- 4 If you are aggrieved by this decision, you may appeal to The Planning Inspectorate, , within 6 months of this decision or, in exceptional circumstances, such longer period as the Secretary of State may agree.

Appeals can be made online at: <https://www.gov.uk/planning-inspectorate>.

If you are unable to access the online appeal form, please contact the Planning Inspectorate to obtain a paper copy of the appeal form on tel: 0303 444 5000.

- 5 The District Council and County Highway Authority wish to ensure that, in the implementation of the development, hereby approved, the highway verge adjacent to the property is not damaged or does not become unsightly due to the stationing of skips, parking of vehicles, storing of building materials etc thereon. Your attention is, therefore, drawn to the provisions of Section 131 of the Highways Act 1980 and to the Hertfordshire County Council Bylaws 1955 (specifically relating to grass margins and verges in Letchworth) by virtue of which such actions, unless authorised by the prior grant of a licence, constitute a prosecutable offence. Persons responsible for undertaking the development and any associated works are, therefore, strongly encouraged to take appropriate steps to ensure that no breach of the said legislation occurs during the course of such activities. In the event of any damage being caused it will be expected that suitable reinstatement is undertaken upon completion of the development. Failure to do so could also result in legal action being pursued. To obtain information regarding the issue of licences, contact the Hertfordshire Highways, Northern Area Office, Antelope House, Gates Way, Stevenage, SG1 3HL or telephone 01438 757800.