

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	1
Suffix	
Property Name	
Address Line 1	Kingswood Avenue
Address Line 2	
Address Line 3	Hertfordshire
Town/city	Hitchin
Postcode	SG4 0PB

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

Easting (x)	Northing (y)
520529	230128
Description	

Applicant Details

Name/Company

Title

Mr & Mrs

First name

A

Surname

Ali

Company Name

Address

Address line 1

1 Kingswood Avenue

Address line 2

Address line 3

Town/City

Hitchin

County

Hertfordshire

Country

Postcode

SG4 0PB

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

Two storey side and front extension, single storey front extension and single storey rear extension following demolition of existing porch and garage extensions. Removal of existing chimney and installation of solar panel on existing rear roofslope.

Reference number

26/00347/FPH

Date of decision

25/03/2026

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

1. Amendment to the fenestration to the rear elevation of the rear extension. Omission of one window and widening of double doors, with the addition of glazed side panels.

2. Showing on Side Elevation D-D the new obscure glazed window to the new en-suite. The window was shown on the first floor plan.

Please state why you wish to make this amendment

1. A change in my clients' requirements.

2. Correction of the window which was missed on the side elevation drawing, so it corresponds accurately with the first floor plan.

Are you intending to substitute amended plans or drawings?

- ☒ Yes
- ☐ No

If yes, please complete the following details

Old plan/drawing numbers

1 Kingswood Avenue - PL.105 Proposed Floor Plans

1 Kingswood Avenue - PL.108-A Proposed Elevations 2

New plan/drawing numbers

1 Kingswood Avenue - PL.105-A Proposed Floor Plans

1 Kingswood Avenue - PL.108-B Proposed Elevations 2

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

Email

Date (must be pre-application submission)

07/07/2026

Details of the pre-application advice received

Hi Mark,

We have taken a look at this, and believe an NMA is likely to be sufficient if the window is obscure glazed and PD compliant. It appears to serve a bathroom so this sounds likely to be the way forward.

Note: The above is an informal officer opinion. It does not bind the council to a favourable recommendation.

Kind regards,

Thomas Howe

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

Mark Houghton

Date

08/07/2026