

E-mail only to planning.control@north-herts.gov.uk

Our ref **RL/6336-nhdc-pc12**

16th March 2026

North Hertfordshire District Council

Development Control

Gernon Road

Letchworth Garden City

Hertfordshire SG6 3JF

Dear Sir / Madam

Ref Change of Use to a C3 dwelling at

The Office, The Old Forge, Church Lane, Graveley, Hertfordshire SG4 7LR

Following the pre-application advice under ref 25/03221/PRE, I take this opportunity to apply for planning permission for the Change of Use of the existing lawful office to a one-bedroom dwelling.

Accordingly, I enclose the application form duly completed including certificate A and forward the following documents.

- Drawing **RL/6336-20** indicating the **location plan** with the curtilage of the site edged in red.
- Drawing **RL/4884-22 revision A** indicating the **ground floor plan**.
- Photograph TOF-img_1-Showing the established carparking spaces.
- Photograph TOF-img_2-Looking east along Church Lane.
- Photograph TOF-img_3-Looking west along Church Lane towards the High Street.
- Design and Access Statement.

I kindly ask a member of the administration section to let me know the fee due and the best way to process a payment.

Naturally, I hope that the scheme is considered acceptable and am more than willing to forward any additional information or discuss any elements of detail if that would be helpful.

With kind regards

Russell Linard