

**Correspondence address:**

PO Box 10613, Nottingham, NG6 6DW

Telephone: 01462 474000**Householder Application for Planning Permission for works or extension to a dwelling****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

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x) Northing (y)

Description

Applicant Details

Name/Company

Title

Dr

First name

Afshan

Surname

Khan

Company Name

nhs

Address

Address line 1

50 Hartington Place

Address line 2

Hartington Place

Address line 3

Town/City

Letchworth Garden City

County

Country

United Kingdom

Postcode

SG6 1FA

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Description of Proposed Works

Please describe the proposed works

I own a semi-detached property with an attached garage and a private driveway. I am planning to convert the rear section(rear half) of the garage into a study/office space for personal use, with internal access from the house through the understairs cupboard. The rear end of the garage opens into my garden. I would like to have a window at the rear end for ventilation purposes.

I have received a detailed plan and quotation from a reputable contractor, which I've attached for your review, along with photographs of the existing garage.

Since the project does not involve an extension or any changes to the external appearance of the property—particularly the front aspect of the garage, which will remain untouched—I believe it complies with standard requirements. Nonetheless, I would like to seek formal confirmation from your end before proceeding.

For your reference, I am the sole car owner in the household and use the driveway for parking, so the garage's partial conversion will not impact parking or access

Has the work already been started without consent?

- ☐ Yes
☒ No

Materials

Does the proposed development require any materials to be used externally?

- ☒ Yes
☐ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:

Windows

Existing materials and finishes:

One window at the rear part of the garage for ventilation purpose. The rear part of the garage opens into my garden. The front of the garage remains unchanged

Proposed materials and finishes:

WINDOW INSTALLATION -Install New double glazed window -Install outside trim work -supply of new double glazed window 1.00 985.00 20% 985.00

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- ☒ Yes
☐ No

Garage conversion

JOB DESCRIPTION 1.00 4,950.00

- Install protective sheeting to driveway
- Install protective sheeting to hallway floor -Cut out double skip wall through from hallway cupboard to garage -Install Lintel above door
- Install fire Door and frame

VAT Amount GBP

20% 4,950.00

Item Description Quantity Unit Price VAT Amount GBP

- Install window cut out for double 1200mm window
- Install new CLS Framed wall across garage -Install DPC Damp proof sheeting to screeded floor
- Install new CLS Framed Floor
- Install Celotex insulation to new wall
- Instal Celotex Insulation to floor
- electrician to run new sockets and lighting
- Plasterboard new constructed wall
- Install 22mm tongue and groove moisture resistant floor boards
- Plasterer to plaster complete room
- Decorate Complete room
- Install 6mm Plywood boards to floor
- Install karndean flooring
- Install new skirting and architraves
- Decorate all woodwork -Install electric Radiator -Seal up and commission seal up and commission room removal of rubbish via a skip

INSTALLATION MATERIALS

12.5mm plasterboard

Plaster

89mm cls wood

63mm cls wood

18mm p5 moisture resistant floor boards damp proof membrane 50mm celotex insulation 100mm celotex insulation screws skirting boards

Paint foams and glues 1.00 2,480.00 20% 2,480.00

Karndean 1 Box of Karndean flooring 3.00 130.00 20% 390.00

Plasterer

DR Plastering Contractor 1.00 400.00 20% 400.00

Electrician

DR Electrician

4 x spotlights supplied and fitted

3 x double sockets supplied and fitted

1 x light switch 1.00 600.00 20% 600.00

WINDOW INSTALLATION

-Install New double glazed window

-Install outside trim work

-supply of new double glazed window 1.00 985.00 20% 985.00

Skip4 4 Yard Skip Hire 1.00 195.00 20% 195.00

Urban Electric Smart Wifi Aluminium Panel

2000W Energy Saving Horizontal White

Radiator - 500 x 907mm 1.00 249.00 20% 249.00

Subtotal 10,249.00 TOTAL VAT 2,049.80

TOTAL GBP

Terms 12,298.80

TNM Signature Interior LTD Terms & Conditions 2025

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

- ☐ Yes
☒ No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

- ☐ Yes
☒ No

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

- ☐ Yes
☒ No

Is a new or altered pedestrian access proposed to or from the public highway?

- ☐ Yes
☒ No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

- ☐ Yes
☒ No

Parking

Will the proposed works affect existing car parking arrangements?

- ☐ Yes
☒ No

Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

☒ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

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

Date (must be pre-application submission)

18/08/2025

Details of the pre-application advice received

Mr Howard suggested that I did not require planning permission if I did not want a window in the garage. As I am keen to have a window at the rear end of the garage for ventilation, it would require me to seek planning permission.

Please see below his email response:

Good morning,

Thank you for your time this morning.

As discussed, your property does not benefit from permitted development rights (please see attached decision notice). You indicated on the phone that the works were all internal, but the attached quote indicates that a new window will be inserted, which is technically external work that requires planning permission, as you do not have permitted development rights. I would be of the opinion that if the works were wholly internal, then the proposal would not even amount to development, or a change of use and you would be fine to do it without any application.

I hope this helps. Please note this is an informal Officer opinion.

Kind regards

Alex Howard

Senior Planning Officer | Development Management

01462 474608

www.north-herts.gov.uk

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

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- ☒ Yes
- ☐ No

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ Yes
☒ No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- ☒ The Applicant
☐ The Agent

Title

Dr

First Name

Afshan

Surname

Khan

Declaration Date

18/08/2025

☒ Declaration made

Declaration

I/We hereby apply for Householder planning permission 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

Afshan Khan

Date

23/08/2025