

DELEGATED FILE NOTE

CASE OFFICER: ...Alex Howard.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
24/01854/NMA	Alterations to approved shopfront (as non-material amendment to planning permission 24/01288/FP granted on 01.08.2024).	1 Arena Parade Letchworth Garden City Hertfordshire SG6 3BY

Submitted Plan Nos

AL-002 AL-004

1.0 Policies

2.0 **Site History**

2.1 **24/01288/FP** - Replacement shopfront (Development has commenced).

Conditional Permission

3.0 **Representations**

3.1 None.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

4.1.1 The site is a retail unit located on the corner of Arena Parade and Broadway, Letchworth Garden City. The site is a Secondary Shopping Frontage and is within the Conservation Area.

4.2 **Proposal**

4.2.1 The following amendments to the original planning permission are proposed:

“Alterations to approved shopfront (as non-material amendment to planning permission 24/01288/FP granted on 01.08.2024).”

4.2.2 The submitted application form states the following regarding the details of the proposed changes:

“On the approved planning application, each section of shopfront had three mullions and three transoms. This created three vertical splits between glazing on each shopfront section. The non-material amendment is to alter this to two mullions and two transoms which creates two vertical splits between glazing on each shopfront section.

The contractor built, supplied, and installed the shopfront to the wrong design. Letchworth Garden City Heritage Foundation (the 'client') are happy to retain the installed shopfront as the change between the approved planning application design and non-material amendment As-built design is minor”.

4.3 **Key Issues**

4.3.1 The key issue for consideration is whether the proposed amendments would constitute a material alteration to the previously granted scheme.

4.3.2 The parent permission under ref: 24/01288/FP sought consent for works to the shopfront at the site. The approved plans showed a three mullion/transom sections on each shop front. The development has been built out but instead has been finished with two mullion/transom sections on each shop front. It is considered that this is a very minor change from the approved scheme, such that this proposal would constitute a non-material amendment.

4.4 **Conclusion**

4.4.1 The proposed changes to the scheme are not considered to be a 'material' alteration to the previously granted planning permission. It is therefore my view that the non-material amendment is **AGREED**.

5.0 **Recommendation**

5.1 That the non-material amendment is **AGREED**.

Signed  Anne McDonald	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 3 September 2024	