

DELEGATED FILE NOTE

CASE OFFICER: ...Thomas Howe.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/01098/LBC	Internal and external alterations to facilitate change of use of first and second floor from C3 maisonette flat into C4 (small HMO) containing 4 bedsit rooms. (amended plans received 27.10.2025)	8a Bucklersbury Hitchin Hertfordshire SG5 1BB

Submitted Plan Nos

0936-NLA-A6-XX-DR-A-00001-D-No8a 0936-NLA-A6-XX-DR-A-00002-D-No8a 0936-NLA-A6-XX-DR-A-00003-D-No8a 0936-NLA-A6-XX-DR-A-00004-D-No8a 0936-NLA-A6-ZZ-DR-A-00104-F-No.8 936-NLA-A6-ZZ-DR-A-00101-I-No.8a 936-NLA-A6-ZZ-DR-A-00102-K-No.8a 936-NLA-A6-ZZ-DR-A-00103-F-No.8a 936-NLA-A6-ZZ-DR-A-00105-F-No.8a 0936-CYA-A6-XX-DR-A-00005-C-No8a

1.0 Policies

HE1	Designated heritage assets
SECN16	Conserve + enhance historic environment

2.0 Site History

- 2.1 Various applications relating to the former Hawkins Department Store.
- 2.2 22/02962/LBC - Installation of an internal stud wall partition for WC facilities to facilitate the change of use from class E to class E/Sui Generis of ground floor to tasting room and off-licence. – Conditional Consent
- 2.3 22/00452/FP - Subdivision of existing two storey maisonette flat into two self-contained studio flats (as amended by drawing nos. 0936 CYA A6 ZZ DR A 00101 Ref F; - 00102 Rev G & - 00103 Rev D received on 27/05/2022 and 27/07/2022). – Conditional Permission
- 2.4 22/00453/LBC - Internal and external repairs and alterations to facilitate subdivision of existing two storey maisonette flat into two self-contained studio flats (as amended by drawing nos. 0936 CYA A6 ZZ DR A 00101 Ref F; - 00102 Rev G & - 00103 Rev D received on 27/05/2022 and 28/07/2022). – Conditional Consent

3.0 **Representations**

3.1 **Conservation Officer – No Objection:**

“Impact on listed building’s special character – The proposed works will alter the floorplan, but they are considered reversible and therefore there is negligible harm. Impact on character and appearance of the conservation area – None as the work is internal. Impact on setting of heritage assets and how this affects significance – The proposed work will have a low level of impact on the floorplan and other interventions are not considered to cause harm.

Does the proposal occasion harm – The proposed is considered not to cause harm for the reasons stated above.

Conditions were recommended relating to scribing and door details. Secondary glazing was considered to be acceptable.

3.2 **Neighbours: N/A**

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

- 4.1.1 The application site comprises No. 8a Bucklersbury, a maisonette/flat on Bucklersbury, Hitchin. The site is brushed over by the Hitchin Conservation Area, and is within a Grade II Listed Building, with its listing entry reading as follows:

II GV 2. Early C19. Red brick, Welsh slated roof with wide eaves. 3 storeys, 3 sash windows with glazing bars in reveals under flat arches. Modern shop windows of inoffensive design. Included for group value.

Nos 7 to 13 (consec) form a group.

4.2 **Proposal**

- 4.2.1 Listed Building Consent is sought for: Change of use of first and second floor from C3 maisonette flat into C4 (small HMO) containing 4 bedsit rooms. Alterations to fenestration.

4.3 **Key Issues**

- 4.3.1 The key issues for consideration are the impact the proposal would have on the character and appearance on the grade II listed building.
- 4.3.2 The Conservation officer advised no objection to the proposed development. The Conservation officer considers that the proposed works would not significantly detract or impact on the listed building to merit an objection. I consider that the proposal would retain the character and significance of the building, and would not harm its significance as a heritage asset.
- 4.3.3 The impacts of the proposal on the character and appearance of the building and its significance as a designated heritage asset are considered acceptable.

4.4 **Conclusion**

4.4.1 The proposals are acceptable in listed building terms.

4.5 **Alternative Options**

4.5.1 None applicable.

5.0 **Recommendation**

5.1 That Listed Building Consent be **GRANTED** 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. Details of a scribing method to be used for any new plasterboard walls as part of the development hereby granted consent, shall be submitted to and agreed, in writing, by the Local Planning Authority before any relevant works are commenced.

Reason: To safeguard the character and appearance of the listed building to which this consent relates and to comply with Policies SP13 and HE1 of the North Hertfordshire Local Plan 2011 to 2031.

3. Details of any new doors as part of the development hereby granted consent, shall be submitted to and agreed, in writing, by the Local Planning Authority before any relevant works are commenced.

Reason: To safeguard the character and appearance of the listed building to which this consent relates and to comply with Policies SP13 and HE1 of the North Hertfordshire Local Plan 2011 to 2031.

Signed	Development Management North Hertfordshire District Council Council Offices Gernon Road
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 Shaun Greaves Determining Officer Date: 17 July 2026	Letchworth Herts SG6 3JF