

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	
Suffix	
Property Name	Glebe Lodge
Address Line 1	Pirton Road
Address Line 2	
Address Line 3	Hertfordshire
Town/city	Holwell
Postcode	SG5 3SS

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

Easting (x)	Northing (y)
516460	232768

Description

Applicant Details

Name/Company

Title

Miss

First name

Robyn

Surname

Owst

Company Name

Address

Address line 1

Glebe Lodge

Address line 2

Pirton Road

Address line 3

Holwell

Town/City

County

Country

GB

Postcode

SG5 3SS

Are you an agent acting on behalf of the applicant?

- ☐ Yes
☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

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

Single storey rear extension following demolition of existing boiler cupboard and detached garage/workshop. Erection of detached double garage and shed/workshop. External render and cladding and alterations to fenestration.

Decision Notice: 9 April 2024
Ref:24/00466/FPH

Reference number

Date of decision

What was the original application type?

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

The house extension and garage were complete last year. We are now ready to build the workshop and we would like to change the windows on the workshop.

The change would be to go from a stable style door in the centre to bi-fold doors across the front looking into our garden and windows at either end for light. All of which only looks into our property.

In a later section I mention this is visible from a public footpath/bridleway, this visibility is across a field where individuals would need to be actively looking into my garden to see the building. It is not visible from any normal footpaths or roads. It is a low foot fall path.

Please state why you wish to make this amendment

So the workshop is lighter and more enjoyable whilst inside but also so it looks more attractive when looking at the workshop.

Are you intending to substitute amended plans or drawings?

- ☒ Yes
☐ No

If yes, please complete the following details

Old plan/drawing numbers

Old plan ref: ODC-24/07.04 Proposed Elevation (can be found on planning portal)

New plan/drawing numbers

New drawing: Glebe Lodge Workshop

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

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

Robyn Owst

Date

20/07/2026