

DELEGATED FILE NOTE

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

**APPLICATION
REFERENCE**

BRIEF DESCRIPTION OF DEVELOPMENT

APPLICATION SITE

25/01207/FPH

Alterations to existing detached garage to include replacement roof and insertion of rooflight, alterations to fenestration following removal of existing garage doors to facilitate garage conversion into ancillary annexe.

231 Bedford Road
Hitchin
Hertfordshire
SG5 2UQ

Submitted Plan Nos

2025_231BR_01 P1 2025_231BR_02 P1 2025_231BR_03 P1 2025_231BR_045 P1 2025_231BR_050 P1

1.0 Policies

HS6

Relatives and dependents accommodation

D1	Sustainable design
D2	House exts, replcmnt dwellings outbuild
D3	Protecting living conditions
SECN12	Achieving well-designed places

2.0 **Site History**

- 2.1 **25/01296/LDCE** - Erection of a poly-carbonate poly-tunnel at side of dwelling (development already carried out).

Pending Consideration

3.0 **Representations**

- 3.1 **Site Notice and Neighbour Consultation** – None received.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

- 4.1.1 The site is a semi-detached bungalow located on the west side of Bedford Road, Hitchin.

4.2 **Proposal**

- 4.2.1 Planning permission is sought for alterations to existing detached garage to include replacement roof and insertion of rooflight, alterations to fenestration following removal of existing garage doors to facilitate garage conversion into ancillary annexe
- 4.2.2 The proposed annexe is required for the applicant's daughter.

4.3 **Key Issues**

- 4.3.1 The key considerations are the principle of development, the design and the impact on the amenities of neighbouring properties.

Principle of Development

- 4.3.2 As stated, the proposed development is for an annexe for the applicant's daughter. This type of development is covered under Policy HS6 of the Local Plan, which states:

"Planning permission for relatives' and dependents' accommodation formed by the adaptation or extension of the main dwelling will be permitted provided that:

- a) a genuine need for the accommodation is demonstrated.*
- b) the annex is subordinate to the main dwelling and designed in such a way that it can be easily (re-)incorporated into the main house if use as an annex ceases.*
- c) any development would not exceed the size of extensions that would otherwise normally be acceptable; and*
- d) the occupation of the accommodation is restricted by condition.*

Free standing annexes will be allowed where the above criteria are met, and it can be demonstrated that adaptation or extension of the main house is not possible".

- 4.3.3 It is considered that a genuine need for the proposed development has been demonstrated, as the applicant's daughter requires a place to live which will allow for some independence whilst still relying on the main dwelling. The existing garage building is located in the rear garden of the host dwelling and is considered subservient to it as is, such that the level of alterations proposed will not change this view. Other options were explored but were discounted due to various reasons. Moreover, the extent of the proposed development is very minor in terms of actual physical changes, through being limited to increasing the lean-to height to a full flat roof by a minimal level, window/door alterations and internal works only. The use of this building as an annexe would be restricted via condition. The scheme is therefore deemed compliant with the criteria set out in this Local Plan policy.
- 4.3.4 As such, in line with the above, the proposed conversion of this building into an annexe is considered acceptable in principle, in line with Policy HS6 of the Local Plan.

Design

- 4.3.5 Policy D1 of the Local Plan states that planning permission will be granted provided that development responds positively to the site's local context in addition to other criteria. Policy D2 of the Local Plan states that planning permission for house extensions will be granted if the extension is sympathetic to the existing house in height, form, proportions, roof type, window details, materials; the orientation of the main dwelling and if it does not dominate adjoining properties. These considerations are echoed in Section 12 of the NPPF.
- 4.3.6 The existing garage building is a standard sized single storey detached building located in the south-west corner of the rear garden. The existing building comprises a very shallow lean-to behind a parapet wall, measuring approx. 2.84m in height to the maximum level. The proposal seeks to increase the height of the lower roof edge to match the height of the 2.84m part, making it a full flat roof building behind the parapet

wall. Moreover, the changes are limited to the removal of the existing garage door and inserting windows/doors in its place, whilst also infilling the rest of the garage door space. All other works will be internal necessary to facilitate the proposed conversion.

4.3.7 It is considered that the scale and extent of external changes to the existing building to facilitate its conversion is acceptable in planning terms. The new windows, doors and bricked up areas would be sympathetic to the host building on all counts.

4.3.8 The proposed development is considered acceptable in design terms and sympathetic to the host building in accordance with Policies D1 and D2 of the Local Plan and Section 12 of the NPPF.

Impact on Neighbours

4.3.9 Policy D3 of the Local Plan states that planning permission will be granted for development proposals which do not cause unacceptable harm to living conditions.

4.3.10 Owing to the existing nature of this garage and the fact that it is not proposed to get any larger in footprint terms, the impact of the built form is not considered material in this case. It is further considered that the only real consideration is the use of the building as an annexe instead of a garage, which will see the building used differently through its habitation by the applicant's family. As such, given the nature of the use of the proposed annexe which will remain ancillary to the host dwelling and the imposition of a condition to ensure this remains, it is considered that the proposal will not give rise to any materially adverse harm to the reasonable living conditions and well-being of neighbours, with respect to overdominance, daylight/sunlight and loss of privacy.

4.3.11 As such, it is considered that the proposal will not cause unacceptable material harm to living conditions, in line with Policy D3 of the Local Plan.

4.4 Conclusion

4.4.1 The proposal is considered acceptable in planning terms and in accordance with Policies HS6, D1, D2 and D3 of the Local Plan, as well as Section 12 of the NPPF.

4.5 Alternative Options

4.5.1 N/A

4.6 Pre-Commencement Conditions

4.6.1 N/A

5.0 Recommendation

5.1 That planning permission be **GRANTED** subject to the following conditions

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall be carried out wholly in accordance with the details specified in the application and supporting approved documents and plans listed above.

Reason: To ensure the development is carried out in accordance with details which form the basis of this grant of permission.

3. The residential annexe hereby permitted shall not be occupied at any time other than for purposes ancillary to the residential use of the dwellinghouse known as 231 Bedford Road.

Reason: To avoid the creation of a new dwelling contrary to the planning policies applicable to the area and to avoid the occupation of two separate dwellings by persons unconnected with each other as this would result in an unsatisfactory relationship and inadequate standard of amenity for both properties and to comply with Policy HS6 of the North Hertfordshire Local Plan 2011 to 2031.

Proactive Statement:

Planning permission has been granted for this proposal. Discussion with the applicant to seek an acceptable solution was not necessary in this instance. The Council has therefore acted proactively in line with the requirements of the Framework (paragraph 38) and in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Signed  Anne McDonald	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 9 July 2025	