



**North
Herts
Council**

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

Mr. and Mrs.

First name

Christopher, and Deirdre

Surname

Saliba

Company Name

Address

Address line 1

Little Court London Road

Address line 2

Address line 3

Town/City

St Ippolyts

County

Hertfordshire

Country

Postcode

SG4 7NE

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

The house - Little Court - is owned by a family with very particular needs for a well considered, fully accessible annex and adaptations to the main house to ensure the long term safety, care and independence of the occupants.

The following is a description of the proposals:

- The construction of a new single-storey front extension, a double-storey rear extension, and a double storey extension to the North-West side of the house to form parts of a side annex. With demolition of parts of the existing side and rear extensions, and existing chimney.
- Roof alterations, new roof lights, and replacement roof tiles to existing structure.
- The erection of a new green roof canopy structure at the front, to link the main building with the existing (overhauled) garage.
- Extending the existing raised patio in the back yard and new landscape works.
- Reconfiguration of the house’s internal layout, including alteration to partition walls, the creation of a double-height void space above dinning/living space, the replacement of existing floor slabs, and a new staircase.
- New air source heat pump, buffer tank, and water storage to accommodate the new layout.
- New solar panel on the existing garage’s roofs and parts of the flat roof on the main building.

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:

Walls

Existing materials and finishes:

Brick (red), Render (white), Timber Frame (non- structural, dark brown)

Proposed materials and finishes:

Brick (red), Render (white), Timber Frame (non- structural, dark brown) Timber Cladding (oak colour)

Type:

Roof

Existing materials and finishes:

Clay tile (red/ terracotta brown)

Proposed materials and finishes:

Clay tile (red/ terracotta brown)

Type:

Windows

Existing materials and finishes:

a mixture of timber upvc and aluminium (dark brown/black), Leaded glass

Proposed materials and finishes:

Aluminium frame (dark brown/black), Double glazed or triple glazed glass

Type:

Doors

Existing materials and finishes:

Timber door, Glazed door with dark brown aluminium frame

Proposed materials and finishes:

Timber door, Glazed door with dark brown aluminium frame, Timber door with fixed glazing

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

☒ Yes

☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

282 - Design and Access Statement part 1 of 2

282 - Design and Access Statement part 2 of 2

282 - 005 Elevations existing front rear

282 - 006 Elevations existing side

282 - 030 Elevations proposed front and rear

282 - 031 Elevations proposed front and rear with downtakings

282 - 032 Elevations proposed side

282 - 033 Elevations proposed side with downtakings

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

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings.

Please refer to drawing "282 - 002 Site plan existing"

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

- ☒ Yes
☐ No

If Yes, please show on the plans, indicating the scale, which trees by giving them numbers (e.g. T1, T2 etc) and state the reference number of any plans or drawings

Please refer to drawing "282 - 002 Site plan existing", "282 - 020 Site plan proposed" and "282 - 021 Site plan proposed with downtakings", small portions of foliage is removed along the South East fence/boundary

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

If Yes, please describe:

Please refer to drawings 002 and 021

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

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

Can you give appropriate notice to all the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

- ☒ Yes
☐ No

Certificate Of Ownership - Certificate B

I certify/ The applicant certifies that:

- ☒ I have/The applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates; or
☐ The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.

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

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Owner/Agricultural Tenant

Name of Owner/Agricultural Tenant:

***** REDACTED *****

House name:

Little Court

Number:

Suffix:

Address line 1:

Little Court, London Road

Address Line 2:

St. Ippolyts

Town/City:

Hitchin

Postcode:

SG4 7NE

Date notice served (DD/MM/YYYY):

05/01/2026

Person Family Name:

Person Role

- ☐ The Applicant
☒ The Agent

Title

Mr

First Name

Michael

Surname

Collins

Declaration Date

05/01/2026

☒ 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

Michael Collins

Date

05/01/2026