



23<sup>rd</sup> April 2026

North Hertfordshire District Council  
Development and Conservation  
PO Box 10613  
Nottingham  
NG6 6DH

Dear Sir/Madam

**SUBMISSION OF AN APPLICATION FOR APPROVAL OF DETAILS RESERVED BY CONDITION 2 (MATERIALS) AND CONDITION 3 (JOINERY DETAILS) UNDER THE TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED); PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) IN RESPECT OF LISTED BUILDING CONSENT REFERENCE: 26/00409/LBC) AT MERCURE LETCHWORTH HOTEL, LETCHWORTH LANE, LETCHWORTH GARDEN CITY, SG6 3NP**

**PLANNING PROTAL REFERENCE: PP-14875749**

#### Introduction

CarneySweeney have been instructed by Letchworth Hall Hotel (Trading) Limited ("the Applicant") to submit an application for approval of details reserved by Condition 2 (Materials) and Condition 3 (Joinery Details) in respect of Listed Building Consent Reference: 26/00409/LBC.

Listed Building Consent was granted on 15 April 2026 for the "*erection of additional glazed link between main building and conservatory approved under Listed Building Consent 23/02632/LBC granted 18.03.2024*" (Reference: 26/00409/LBC).

#### Condition 2 states:

*"Details and/or samples of materials to be used for the works, hereby granted consent, shall be submitted to and agreed, in writing, by the Local Planning Authority before any 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".*

To meet the requirements of Condition 2, the following drawing is submitted:

- Drawing 3358\_2903 Materials Details-Listed Building Consent Ref 26-00409-LBC Condition 2

#### Condition 3 states:

*"Full joinery details to a metric scale 1:1 scale drawings of proposed glazing bars shall be submitted to and agreed, in writing, by the Local Planning Authority before any 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".*



To meet the requirements of Condition 3, the following drawing is submitted:

- Drawing 3358\_2903 Materials Details-Listed Building Consent Ref 26-00409-LBC Condition 2

The above drawing shows that no replacement windows or glazing bars are proposed as part of the second glazed link application, therefore joinery details are not applicable.

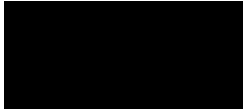
### **Contents of Submission**

This application to discharge Conditions 2 and 3 is supported by the following documents:

- This Planning Letter
- Completed Application Form
- Drawing 3358\_2903 Materials Details-Listed Building Consent Ref 26-00409-LBC Condition 2

We trust that the information contained in this letter is sufficient to determine the application, but should you have any queries please do not hesitate to contact me.

Yours sincerely



**Gerald Sweeney**  
**Director**  
**CarneySweeney**