

3 Innovation Place
Douglas Drive
Godalming
GU7 1JX
Phone 01483 415753

23rd April 2026

Melissa Tyler
Development Management
North Hertfordshire District Council
Council Offices
Gernon Road
Letchworth Garden City
Hertfordshire
SG6 3JF

Dear Melissa,

PEASE HOUSE , TILEHOUSE STREET, HITCHIN, SG5 2DW

External alterations including replacement of windows, roof alterations including the installation of inset balconies and dormers, removal of existing hardscaping and introduction of new soft landscaping works

- 1.1 This application is submitted on behalf of our client, Metric + Maker Limited ("the Applicant"), to the Local Planning Authority ("LPA") at North Hertfordshire District Council ("NHDC") as a full planning application ("the Application") for external alterations and associated landscaping enhancements at Pease House, Tilehouse Street, Hitchin, SG5 2DW ('the Application Site').

Description of development

- 1.2 The proposed description of development for the Application is as follows:

External alterations to windows and doors, roof alterations with installation of inset balconies and dormer windows, hard and soft

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landscaping alterations, refuse storage and cycle stores (“the Proposed Development”).

- 1.3 We attach our supporting documents within this cover letter as set out in Tables 1 and 2.

TABLE 1: SCHEDULE OF SUPPORTING DOCUMENTS	
Document	Author
Covering Letter	Planit Consulting
Application Form and Ownership Certificate	
Planning Statement	
Heritage Statement	
Flood Risk Assessment	Water Environment Ltd
Preliminary Ecological Appraisal	MKA Ecologist
Statutory Biodiversity Net Gain Metric and Report	
Arboricultural Method Statement and Tree Survey	Barton-Hyett
Transport Statement	i-Transport
Design and Access Statement	Opstead

TABLE 2: DRAWING SCHEDULE	
Drawing Title	Drawing Number
Architectural drawings prepared by Opstead	
Site Location Plan	133-OP-PL-SP-A-101
Existing Site Plan	133-OP-PL-SP-A-102
Proposed Site Plan	133-OP-PL-SP-A-103
Existing Ground Floor Plan	133-OP-PL-EP-A-001
Existing First Floor Plan	133-OP-PL-EP-A-002
Existing Second Floor Plan	133-OP-PL-EP-A-003
Existing Third Floor Plan	133-OP-PL-EP-A-004
Existing Roof Plan	133-OP-PL-EP-A-005
Existing Elevations	133-OP-PL-EE-A-001
Existing Elevations	133-OP-PL-EE-A-002
Existing Elevations and Sections	133-OP-PL-EE-A-003
Proposed Ground Floor Plan	133-OP-PL-PP-A-101
Proposed First Floor Plan	133-OP-PL-PP-A-102
Proposed Second Floor Plan	133-OP-PL-PP-A-103
Proposed Third Floor Plan	133-OP-PL-PP-A-104
Proposed Roof Plan	133-OP-PL-PP-A-105
Proposed Elevations (Sheet 1 of 2)	133-OP-PL-PE-A-101
Proposed Elevations (Sheet 2 of 2)	133-OP-PL-PE-A-102
Proposed Elevations and Sections	133-OP-PL-PE-A-103
Proposed Cycle/ Refuse Store Elevations	133-OP-PL-PE-A-104
Landscape drawings prepared by HTA Design LLP	
Landscape General Arrangement Plan	MAM-HPL-050_PH_HTA-L_DR_0900 F
Hard Landscape Plan	MAM-HPL-050_PH_HTA-L_DR_0920 C
Soft Landscape Plan	MAM-HPL-050_PH_HTA-L_DR_0950 C
Landscape Design Statement	MAM-HPL-050_PH_HTA-L_DR_0700 D

- 1.4 In accordance with the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2023, as amended, an application fee of £1,236 has been calculated based on the site area. Including the Planning Portal service fee, the total fee payable is £1,327 that will be made via bank transfer to Planning Portal.
- 1.5 We trust that the Council has all the required information to assess the proposal for this application. We would be grateful if confirmation of receipt of this submission could be provided at the earliest opportunity.
- 1.6 In the meantime, if you require any further information or wish to discuss matters further, please do not hesitate to get in contact.

Yours sincerely,

Planit Consulting