

DELEGATED FILE NOTE

CASE OFFICER: ...William Thompson.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/02268/FPH	Single storey side extension & replacement of existing roof light	65 Willoughby Way Hitchin Hertfordshire SG4 9LQ

Submitted Plan Nos

HET-1845/01 HET-1845/01 HET-1845/02

1.0 Policies

D1	Sustainable design
D2	House exts, replcmnt dwellings outbuild
D3	Protecting living conditions

T2	Parking
SECN12	Achieving well-designed places
SECN14	Meeting climate change,coastal,flooding

2.0 **Relevant Site History**

2.1 03/00961/1PUD - Lawful Development Certificate - Single storey rear extension.

Granted

3.0 **Representations**

3.1 **Neighbour Consultation** – None received

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

4.1.1 The application site accommodates a semi-detached bungalow dwelling situated on Willoughby Way, Hitchin.

4.2 **Proposal**

4.2.1 Single storey side extension & replacement of existing roof light.

4.3 **Key Issues**

4.3.1 The key issues for consideration are as follows:

- The acceptability of the design of the proposed development and its impact on the character and appearance of the area.
- The impact of the proposed development on the living conditions of neighbouring properties.
- Access and parking matters.
- The impact of the proposed development on the environment.

Design and Appearance:

4.3.2 Policy D1 of the Local Plan requires that development proposals respond positively to the site's local context. Policy D2 of the Local Plan requires extensions to houses and

outbuildings to incorporate a design that is sympathetic to the main dwelling in terms of its scale, form and orientation and does not harm the character and appearance of the locality around the site. These policies are broadly consistent with Section 12 of the National Planning Policy Framework.

- 4.3.3 The proposed single-storey side extension would have a depth of 4.8m, a width of 1.4m and have a flat roof with a height of 2.8m when measured from the front elevation. The proposed single storey side extension would be offset from the west boundary line by 0.75m. The proposed external materials are facing brick for the walls to match existing, GRP resin flat roof and uPVC windows and door to match existing.
- 4.3.4 The proposal includes a replacement rooflight to match existing.
- 4.3.5 In my view, the proposal is considered to be acceptable in terms of the material palette, massing, siting and roof design. The proposal would not cause harm to the character and appearance of the dwelling or the streetscene. As such, the proposed development complies with Policy D1 and D2 of the NHLP and Section 12 of the NPPF.

Impact on Neighbouring Properties:

- 4.3.6 A core planning principle set out in the NPPF is to always seek to secure a good standard of amenity for all existing and future occupants of land and buildings. This principle is reflected in the provisions of Policy D3 of the NHLP.
- 4.3.7 As the proposal is small in scale, offset from the shared boundary line with no.53 Willoughby Way by 0.75 and would only increase built form towards the front garden of no.53, it is not considered that the proposal would cause unacceptable harm, as to be objectionable, to neighbour amenity in terms of overdominance, shading or loss of privacy.
- 4.3.9 This development is therefore considered to be in accordance with Policy D3 of the NHLP and Section 12 of the NPPF.

Highways and Parking:

- 4.3.10 The development does not include an increase in the number of bedrooms; therefore, regarding policy T2 of the NHLP, there would be no car parking issues arising from the development.

Environmental Implications

- 4.3.11 The proposed development is not large enough in scale to cause significant implications for the local environment in terms of carbon emissions and therefore would be generally in compliance with Section 14 of the NPPF.

Biodiversity Net Gain:

- 4.3.12 This is a form of development which is exempt from BNG Legislation, defined under article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015 due it falling under the scope of the 'de minimis' exemption.

4.4 **Conclusion**

- 4.4.1 In the absence of material planning reasons to the contrary it is my view that planning permission is **GRANTED**.

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.

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 Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 24 October 2025	