

**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

Mrs

First name

Rebecca

Surname

Ullah

Company Name

Address

Address line 1

4 Church Green

Address line 2

Great Wymondley

Address line 3

Town/City

Hitchin

County

Country

United Kingdom

Postcode

SG4 7HA

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

To erect a single-storey garden office on the grassed area at the rear of the property. The original outbuildings will be between the new proposed garden office and the house, alongside other newer outbuildings/garages/sheds of other neighbours.

The front window and door will face the driveway (due north). The sides of the office will run along the edge of the access path, on the west side of the plot, and the other side will be parallel to the boundary with 5 Church Green on the east side of the plot, with a 50cm gap. The back of the office will face due south and will run along the edge of the access path (which allows 5 Church Green to put their bins down by the road) and will be parallel to the current outbuilding.

Between the office and our driveway and along the edge of the driveway and path, there will be a bed planted with shrubs and other trailing plants softening the border between these areas. The remaining green areas around will be planted with shrubbery, 1-2 small trees and flowers, elevating this space. As the garden office will be at a lower level than the drive and only single-storey, by the time the plants are established, most of the office will not be visible from the main driveway/public footpath.

Has the work already been started without consent?

- ☐ Yes
☒ No

Materials

Does the proposed development require any materials to be used externally?

- ☒ Yes
☐ No

Type:

Walls

Existing materials and finishes:

This is a new outbuilding being proposed, so there are no existing materials.

Proposed materials and finishes:

The walls are made from galvanised steel insulation panels with a powder-coated steel finish in Slate Grey, which has a slight ridged profile. A galvanised steel frame provides the structure for the studio. Custom-made 40mm composite insulation panels are used for the walls, ceiling and underneath the floor. The panels are faced to both sides in powder-coated steel and have a closed-cell PIR insulation core, which has a U value of 0.5. PIR is very thermally efficient type of insulation. Canadian western red cedar is used to clad the entire front porch and unique slatted screen detail. The slatted screen is fully slidable across the length of the window.

Type:

Roof

Existing materials and finishes:

This is a new outbuilding so no existing materials.

Proposed materials and finishes:

The roof is triple skinned - so there's the steel composite panels that hold the closed-cell PIR insulation, then a void for the electrics, then an outer steel corrugated layer with a black Plastisol coating. Plastisol is leather-grade, so incredibly durable and watertight and it is also sound-deadening. The roof gently slopes from back to front, with the highest point measuring 2430mm at the back, and the lowest point measuring 2330mm at the front. Rainwater is channelled down the roof into two drainage pipes that are concealed in the black steel pillars either side of the sliding door. The rainwater naturally trickles into the ground and there is no issue with water collecting/pooling. The studio base is raised slightly off the ground, so that water on the ground is unable to penetrate the studio floor.

Type:

Windows

Existing materials and finishes:

This is a new outbuilding so no existing materials.

Proposed materials and finishes:

There is a black double-glazed slit window to the rear of the office. The front of the office is a double-glazed UPVC windows across the front, with a sliding door in black and a sliding western red cedar screen. The double-glazed window stretches across the entire front elevation of the office. The sliding door is on the right-hand side, and this slides across to the left. The window frames are uPVC and have a contemporary square-edge profile. They are matt black on the exterior and matt white on the interior. There is an additional double-glazed slit window on the back wall on the left-hand side for added ventilation. The frame is white internally and black externally (as per the sliding door frame at the front).

Type:

Doors

Existing materials and finishes:

This is a new outbuilding, so there are no existing materials.

Proposed materials and finishes:

The front of the office is a double-glazed UPVC sliding door in black with a sliding western red cedar screen. The sliding door is on the right-hand side, and this slides across to the left. They are matt black on the exterior and matt white on the interior. The lock is a 5-point locking system. The door is PAS24 accredited.

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

The boundary of 5 Church Green has a wooden fence and on the neighbours side of this fence is a solid brick wall.

Proposed materials and finishes:

There will be a 50cm gap between the proposed office and the boundary of 5 Church Green.

Type:

Vehicle access and hard standing

Existing materials and finishes:

There is already a driveway situated adjacent to the proposed office, so good access. The ground for the proposed garden office is currently a turfed grass area.

Proposed materials and finishes:

The company installing use a ground screw foundation system. A timber base is built off the ground, on to which goes composite insulation panels, a ply finish and then the vinyl flooring. The timber base is attached to the ground screws, so the office is not directly touching the ground - it appears to hover slightly. There is a small gap between the base / ground and the base of the office, to enable air to circulate underneath the office, for the general health of the office and and to ensure damp doesn't penetrate the office.

Type:

Lighting

Existing materials and finishes:

This is a new outbuilding, so there are no existing materials.

Proposed materials and finishes:

The lighting fixtures in the proposed office include: Triple ceiling spotlight in centre of the office ceiling. LED strip light at back of the office, where wall meets the ceiling. Porch spotlights (switches under the bezel allow you to adjust: Brightness: 4W or 6W, Colour temp: 2700K, 3000K, 4000K, 6000K) recessed in cedar ceiling. 3 are supplied with this office. Lighting control via 3-way wireless radio switch pad (controls all lighting zones independently).

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

1. How a WOHOBO is constructed
2. Proposed office location and orientation on site map
3. Floor plan, elevations, section and roof plan
4. Elevations not to scale
5. Example photo 1
6. Example photo 2
7. Example photo 3
8. Proposed office location with floor plan
9. Lighting Installation

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.

There are a few small shrubs planted a few years ago by myself, along the boundary fence with 5 Church Green. We intend to relocate these adjacent to the driveway, just before the office is constructed. This is to allow easier access to the office during and after construction and for ease of ongoing maintenance. Following installation we intend to plant 1-2 small tress and shrubs along the edges of the driveway and some planting around the office to soften the edges.

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

☐ Yes

☒ No

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

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

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ Yes
☒ No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

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

** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- ☒ The Applicant
☐ The Agent

Title

Mrs

First Name

Rebecca

Surname

Ullah

Declaration Date

15/09/2025

☒ 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

Rebecca Ullah

Date

17/09/2025