

Our Ref: 43031  
Date: 5<sup>th</sup> February 2025

Mr & Mrs Johal  
5 Gorst Close  
Letchworth Garden City  
Hertfordshire  
SG6 3HD

Dear Mr & Mrs Johal,

**Replace rear window with French doors,  
5 Gorst Close, Letchworth Garden City,**

Thank you for your application to the Heritage Foundation for consent to carry out alterations to the above property.

I am pleased to confirm that the attached documents numbered GC/05/01-03 have the Heritage Foundation's **first stage approval**. Please note the following conditions should be met when implementing the scheme:

- a) If the proposed alteration is not started within three years of the date of this Notice, the consent and approval given by this Notice will cease to have effect and you may not be able to renew this consent.
- b) If the proposed alteration is started, it must be completed as soon as reasonably practicable.
- c) The works shall be carried out strictly in accordance with the documents numbered GC/05/01-03.

**IMPORTANT: It is important that, should you decide to amend the proposals in any way, you advise us before implementing any change, to establish whether any further approval is needed. Should the completed works not comply with the approved plans, we may not be able to issue a Plan Approval Notice.**

Once the works are complete, please notify us by e-mail (as below) and include photographs of the completed works. Once this notification is received, the Heritage Foundation will review the application and, if completed in accordance with the approved documents, issue the Plan Approval Notice. Should the completed works not be in accordance with the approved documents, a site visit shall be carried out to inspect the works.

It is important that you retain this letter and the Plan Approval Notice, as they are usually needed when a property changes hands or enfranchises (purchase the Freehold). The Plan Approval Notice will be essential in confirming that alterations have been built in accordance with the approved documents. **Please note that an additional copy of any documentation shall incur a fee.**

Yours sincerely

  
Claire Pudney  
Head of Heritage & Stewardship  
[home@letchworth.com](mailto:home@letchworth.com)  
Tel: 01462 530335

cc: Mr Haque

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## **Terms and Conditions**

1. Consent from North Hertfordshire District Council may be required under the Town & Country Planning Acts and the Building Regulations and it is the applicant's responsibility to obtain such consents.
2. This Notice and any approval or consent given by the Heritage Foundation is given:
  - 2.1 without any liability on the part of the Heritage Foundation;
  - 2.2 implies no responsibility for any work permitted by this Notice or its design or execution;
  - 2.3 nor does it imply, warrant or constitute any representation that it is lawful to execute such work or use it when the work is completed.
3. Any application to Letchworth Garden City Heritage Foundation for permission to change the use of the property (or part of it) should be submitted separately. This Notice should not be regarded as consent for any change of use including the creation of a new dwelling or running of a business.
4. It is the applicant's responsibility to ensure that no part of any new building, including foundations, supports or guttering, are to cross the site boundary line or encroach on property outside the applicant's ownership without the necessary consent or authority.
5. Any amendments to the approved plans, drawings or specification listed overleaf will need to be submitted to the Heritage Foundation to be approved in writing before works commence.
6. It is the applicant's responsibility to ensure that any works covered by this Notice can be carried out without interfering with the rights of any neighbouring properties or third parties, and all necessary licences and consents from third parties are obtained.
7. Any details of the existing property as shown on the approved drawing are for information/identification only and do not form part of any approval.