

1 Church Place
New Close
Knebworth
North Hertfordshire
SG3 6NX

Dear Michael,

Housing and Planning Act 2016
Notice of proposed planning application for works at:
1 Church Place, New Close, Knebworth SG3 6NX

We have recently submitted a householder planning application to North Hertfordshire Council for building works we would like to undertake at our property, 1 Church Place.

Under Certificate B of the planning application we are required to notify all owners of each property which is served by this shared access leading from Church Place in advance of the application.

The description of works within the application are; Proposed single storey side extension, loft conversion consisting of 2no dormers and replacement of existing garage door with new window and matching brickwork. We deem the works to be very minimal and will not affect the amenity of the local area.

If the application is approved by the Local Authority we will of course issue a programme of works, so you will be able to see when large items, such as the sheet materials and glazing, will be delivered to site.

I attach a set of planning drawings to this email for reference, these can also be found on the North Hertfordshire Council website.

Yours sincerely,

Chloe and Thomas Cosgrove