



**North
Herts
Council**

Correspondence address:

PO Box 10613, Nottingham, NG6 6DW

Telephone: 01462 474000

Application for a Lawful Development Certificate for a Proposed Use or Development

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

Hannah

Surname

Watters-Hynd

Company Name

Address

Address line 1

18 Ickleford Road

Address line 2

Address line 3

Town/City

Hitchin

County

Country

United Kingdom

Postcode

SG5 1TJ

Are you an agent acting on behalf of the applicant?

- ☐ Yes
☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposal

Does the proposal consist of, or include, the carrying out of building or other operations?

☒ Yes

☐ No

If Yes, please give detailed description of all such operations (includes the need to describe any proposal to alter or create a new access, layout any new street, construct any associated hard-standings, means of enclosure or means of draining the land/buildings) and indicate on your plans (in the case of a proposed building the plan should indicate the precise siting and exact dimensions)

The proposal relates only to a rear dormer roof extension and internal alterations to the existing dwelling at 18 Ickleford Road, Hitchin. The building footprint remains unchanged and all works are confined to roof level. There are no proposals to create or alter access, lay out a new street, form hardstandings, change means of enclosure, or install new ground drainage systems. The siting and dimensions of the dormer and rooflights are shown on the submitted Existing and Proposed plans (Drawing Ref: SG5-1TJ-18-01 Rev B).

Does the proposal consist of, or include, a change of use of the land or building(s)?

☐ Yes

☒ No

Has the proposal been started?

☐ Yes

☒ No

Grounds for Application

Information about the existing use(s)

Please explain why you consider the existing or last use of the land is lawful, or why you consider that any existing buildings, which it is proposed to alter or extend are lawful

The property is in established lawful use as a single private dwellinghouse (Use Class C3). It forms part of an existing residential terrace on Ickleford Road and has been occupied as a dwelling for a significant period of time. There is no known history of any alternative or unlawful use of the land or building.

The application relates solely to alterations and extension of this existing residential property. The host building is an established dwelling constructed as part of the original residential development of the area and is therefore lawful.

The proposed development does not involve any change of use. It comprises roof alterations and a rear dormer extension to the dwelling. The total additional roof volume created by the dormer extension is shown on the submitted drawings and is within the volume limits normally allowed under permitted development rights for dwellinghouses. This further confirms the domestic nature and lawful planning status of the host building.

Accordingly, the building to be altered and extended is lawful, and the proposal relates only to works to that lawful dwelling.

Please list the supporting documentary evidence (such as a planning permission) which accompanies this application

Previous granted planning permission for previous work-19/01350/FPH

Full existing and proposed architectural drawing set for 18 Ickleford Road, showing plans, elevations, sections, roof plans, location/block plans, and the details and volume calculations for the proposed rear dormer and rooflight alterations.

Select the use class that relates to the existing or last use.

C3 - Dwellinghouses

Information about the proposed use(s)

Select the use class that relates to the proposed use.

C3 - Dwellinghouses

Is the proposed operation or use

- ☒ Permanent
☐ Temporary

Why do you consider that a Lawful Development Certificate should be granted for this proposal?

The application seeks confirmation that the proposed development is lawful under Section 192 of the Town and Country Planning Act 1990 (as amended).

The proposal relates to roof alterations to an existing single dwellinghouse (Use Class C3), specifically the formation of a rear dormer extension and installation of rooflights, together with associated internal alterations. No change of use is proposed.

The works fall within the scope of permitted development as set out in Schedule 2, Part 1 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), in particular Class B (additions or alterations to the roof of a dwellinghouse). The development is confined to the existing roofspace and does not extend beyond the plane of the principal elevation roof slope facing the highway. The cubic content of the resulting roof enlargement, as demonstrated on the submitted drawings and volume calculations, remains within the applicable volume allowance for dwellinghouses.

The proposal does not alter the building's use, does not create a separate planning unit, and does not involve operational development outside the scope of domestic roof enlargement works. The siting, scale and design of the dormer and rooflights are fully detailed on the submitted plans.

On this basis, the proposal constitutes permitted development and is therefore lawful. A Lawful Development Certificate should accordingly be granted.

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

Interest in the Land

Please state the applicant's interest in the land

☒ Owner

☐ Lessee

☐ Occupier

☐ Other

Declaration

I/We hereby apply for Lawful development: Proposed use 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

Hannah Watters-Hynd

Date

07/02/2026

