

DELEGATED FILE NOTE

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

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
26/01816/FPH	Installation of box dormer to existing side roofslope to facilitate conversion of loftspace into habitable accommodation. Alteration to external finish. (amended plans received 07.09.2026)	7 Uplands Avenue Hitchin Hertfordshire SG4 9NH

Submitted Plan Nos

PL701 PL702 PL703 PL704 PL705 PL706 PL707 PL708 PL709 PL710

1.0 Policies

D1	Sustainable design
D2	House exts, replcmnt dwellings outbuild

D3	Protecting living conditions
T2	Parking
SECN5	Meeting the challenge of Climate Change
SECN14	Achieving well-designed places

2.0 **Relevant Site History**

- 2.1 26/00798/FPH - Alterations to existing roof to include hip to gable roof extension with glazed elevation, installation of front and side solar panels and rooflights to create habitable space at first floor level.
Conditional Permission
- 2.2 19/00819/FPH - Single storey rear/side extension following demolition of existing garage.
Conditional Permission
- 2.3 19/00432/FPH - Single storey side extension following demolition of existing garage. Insertion of velux windows in roof slopes to facilitate loft conversion.
Conditional Permission
- 2.4 18/02135/FPH - Single storey side extension following demolition of existing garage. Insertion of velux windows in roof slopes to facilitate loft conversion.
Conditional Permission

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 detached bungalow dwelling situated on Uplands Avenue, Hitchin. The site benefits from a driveway, a front and rear garden.

4.2 **Proposal**

- 4.2.1 Installation of box dormer to existing side roof slope to facilitate conversion of loft space into habitable accommodation. Alteration to external finish.
- 4.2.2 This proposal seeks to alter the previous permission under 26/00798/FPH.

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 14 of the National Planning Policy Framework.

4.3.3 The proposed side dormer window would be set back from the front elevation and match the depth of the previously approved hip-to-gable roof extension. The roof would be pitched and tiled to match existing and the walls would be clad in brown Hardie Plank. The proposal seeks to alter the external finish of the first-floor rear elevation to use the same wall material as the dormer. All development would take place within the existing footprint of the dwellinghouse. Precedent has been set for side dormer windows by no.55 Uplands Avenue.

4.3.4 In my view, the proposal is considered to be acceptable in terms of the material palette, massing, siting and roof design and would, therefore, not cause harm to the character and appearance of the dwelling or streetscene. As such, the proposed development complies with Policy D1 and D2 of the NHLP and Section 14 of the NPPF.

Impact on Neighbouring Properties:

4.3.5 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.

4.3.6 Regarding neighbour amenity, given the scale of the development, the fact that the new window is conditioned to be obscure glazed and the screening / existing built form, it is not considered that the proposal would result in unacceptable harm upon living conditions as to be objectionable in terms of over dominance, shading or overlooking.

4.3.7 This development is therefore considered to be in accordance with Policy D3 of the NHLP and Section 14 of the NPPF.

Highways and Parking:

4.3.8 The development includes an increase in the number of bedrooms from 3no. to 4no. maintained from the previous permission under 26/00798/FPH. The application site would retain sufficient space for the provision of 2no. parking spaces. Therefore,

regarding policy T2 of the NHLP, there would be no car parking issues arising from the development.

Environmental Implications

- 4.3.9 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 5 of the NPPF.

Biodiversity Net Gain:

- 4.3.10 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.

3. The proposed window at first floor level on the east facing side elevation of the development hereby permitted shall be permanently glazed with obscure glass and unable to be opened unless the openable part of the window is 1.8m above the finished floor level of the room which it serves.

Reason: To safeguard the privacy of the occupiers of the adjacent dwelling and to comply with Policy D3 of the North Hertfordshire Local Plan 2011 to 2031.

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  Sam Dicocco Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 18 September 2026	