

Development and Conservation
North Hertfordshire District Council
PO Box 10613
Nottingham
NG6 6DW



planning.control@north-herts.gov.uk

5th September 2024

Dear Sir/Madam,

**Planning Permission
Town and Country Planning Act 1990**

The Exchange, Queen Street, Hitchin, SG4 9TW

Alterations of the existing lower ground floor windows/louvres/openings to the existing front elevation.

1) THE SITE AND SURROUNDING AREA

The site is located on Queen Street within an area immediately surrounding the property being residential and commercial area in character, predominately being located within Hitchin town centre. The frontage overlooks a large public car park, St. Marys car park. The application site comprises of a commercial unit, on the lower ground and ground floors; its last use being occupied by a Gym business, Use Class E.

A residential block, Balliol Chambers mirrors the The Exchange on the corner of Queen Street and Hollow Lane with residential dwellings containing along the streetscape. The site is not within a Conservation Area, nor is it a listed building, being built in the 1960's. Additionally, the site is not covered by any Article 4 Directions.

The site is located within walking distance of Hitchin train station (1km) which provides regular services to London Kings Cross and underground services and Cambridge. In addition, there are various local bus services.

2) PLANNING HISTORY

A review of North Hertfordshire District Council's planning register revealed the following planning history available online relating to this site.

Reference : 93/01226/1TD

Description : Erection of mast to support 12 antennas,

Date of Decision: 23.11.1993

Decision: Required

Reference : 94/00537/1TD

Description : 3 no. 4m mast supporting 12 antennas

Date of Decision: 09.06.1994

Decision: Not Required

Reference : 00/01271/1AD

Description : Temporary non illuminated 8m x 4m PVC banner to front elevation.

Date of Decision: 09.11.2000

Decision: Consent

Reference : 00/00983/1

Description : Conversion of part of three storey building to 10x 2 bed, 6x 3 bed and 8x 1 bed flats with leisure club, associated cycle vehicle parking (as amended by plans received 23.10.00 and 23.10.01)

Date of Decision: 29.10.2001

Decision: Conditional Permission

Reference : 01/01655/1AD

Description : Projecting sign and wall sign on Queen Street elevation

Date of Decision: 18.02.2002

Decision: Consent

Reference : 02/00274/1

Description : Three dipole antennae fixed to existing roof framework (as amended by plans received 09.09.2002 and 27.09.2002)

Date of Decision: 15.11.2002

Decision: Conditional Permission

Reference : 08/02916/1

Description : Installation of 2 aluminium louvres on north elevation at ground floor level following removal of existing windows

Date of Decision: 21.01.2009

Decision: Conditional Permission

Reference : 08/01543/1

Description : Installation of 4 ventilation louvres to existing window apertures at 2nd floor level of east elevation of building

Date of Decision: 28.08.2008

Decision: Conditional Permission

1 Reference : 2/00075/1

Description : Install 2 ventilation louvres in two ground floor windows of north elevation of building

Date of Decision: 29.02.2012

Decision: Conditional

Reference : 16/02291/1

Description : Two storey roof extension to create 4x 1 bed and 10 x 2 bed self-contained apartments (9 third and

fourth floors) with 12 allocated car parking spaces within the existing car park area, cycle parking and revised bin storage facilities. As amended by plan nos. 100C; 101C; 102C, 103D, 104C, 105C, 106 received 3/11/16.

Date of Decision: 15.12.2016

Decision: Refused

Reference : 19/02365/FP

Description : Two storey roof extension to create 4x 1 bed studio apartments and 6x 2 bed apartments (third and fourth floors) with 10 allocated car parking spaces within existing car park area, cycle parking, bin storage facilities including a communal roof garden.

Date of Decision: 10.01.2020

Decision: Refused

Reference : 20/02125/FP

Description : Installation of additional external louvres for cooling equipment

Date of Decision: 12.11.2020

Decision: Conditional Permission

Reference : 23/02630/PNMA

Description : Conversion to 29 self-contained 1-bed residential units with associated cycle and refuse/recycling provisions.

Date of Decision: 08.01.2024

Decision: Refusal

Reference : 23/02718/FP

Description : Alterations to fenestration on front and rear elevations

Date of Decision: 08.01.2024

Decision: Refusal

Reference : 24/00514/FP

Description : Alterations to fenestration and new fenestration on front, side and rear elevations

Date of Decision: 24.04.2024

Decision: Grant Permission

Reference : 24/01306/PNMA

Description : Conversion to 24 self-contained 1-bed residential units with associated cycle and refuse/recycling provisions.

Date of Decision: 08.08.2024

Decision: Prior Approval is Given

3) PROPOSED DEVELOPMENT

The purpose of the application is to alter the front openings to the existing lower ground floor to allow daylight into the existing lower ground floor, whilst retaining the character and appearance of the building.

The existing lower ground floor fenestration comprises of louvres, windows and infilled openings.

The alterations will retain the existing design characteristics of the existing windows to front elevations by creating a uniform fenestration.

The design of the proposed windows will be a minimal extension to the existing fenestration. The building character will remain unchanged.

4) SUBMISSION DOCUMENTS

This application seeking a determination to additional windows under Planning Permission under the following documents:

- Planning Cover Letter (this document);
- Planning Permission Application Form;
- Planning Permission Fee;
- CIL Form;
- Location Plan; and
- Existing and Proposed Plans and Elevations.

5) CONCLUSION

As the proposal respects the host building, it is considered entirely appropriate in terms of design. The design and materiality of the existing building fenestration, are minimal changes and will seamlessly integrate into the host building. The building materials will remain the same.

Please do not hesitate to contact me (07930381865 / Helen@hk-architects.co.uk) should you wish to discuss any of the content of this submission in further detail.

Yours Sincerely,

Helen Kyprianos
BA (Hons), Arch Dip, MA CIA, ARB

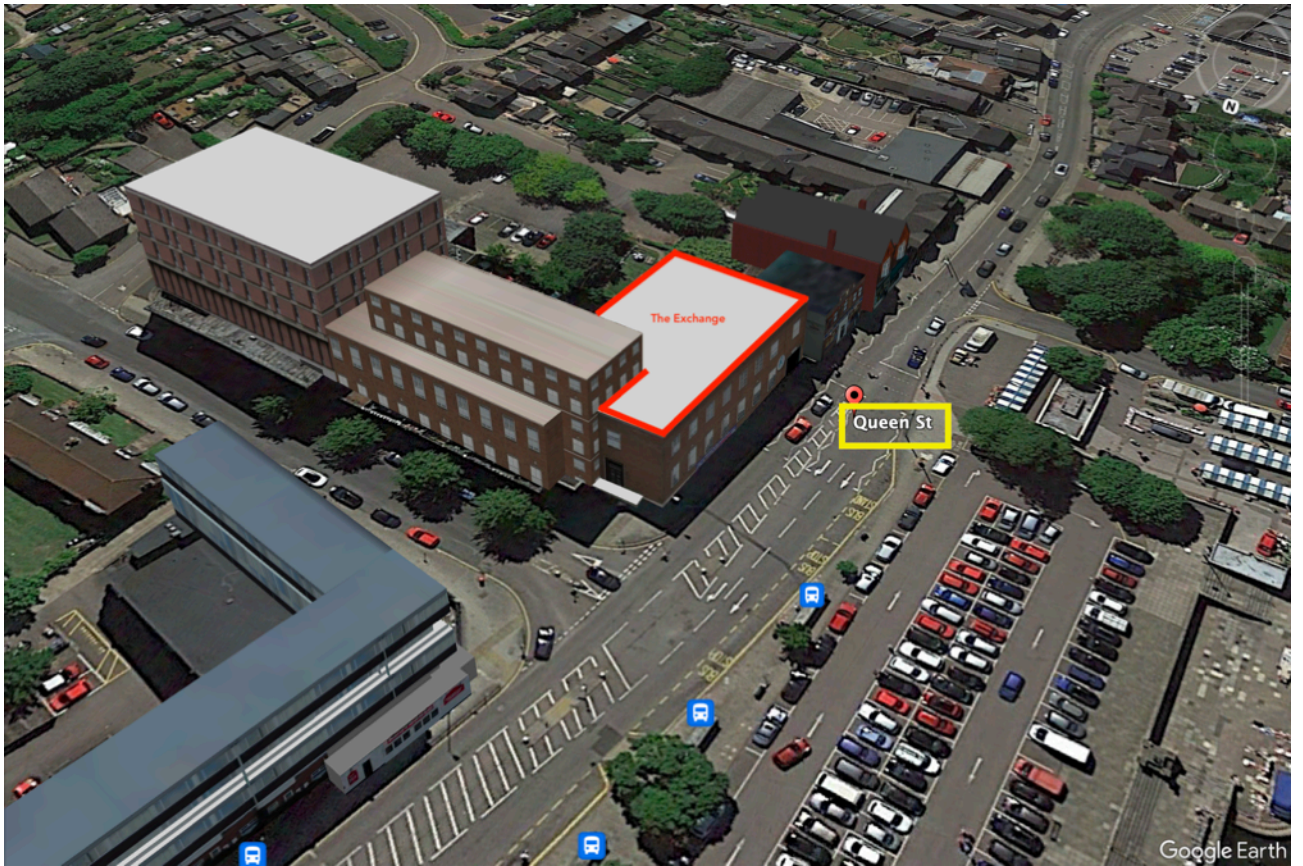
Site Photographs

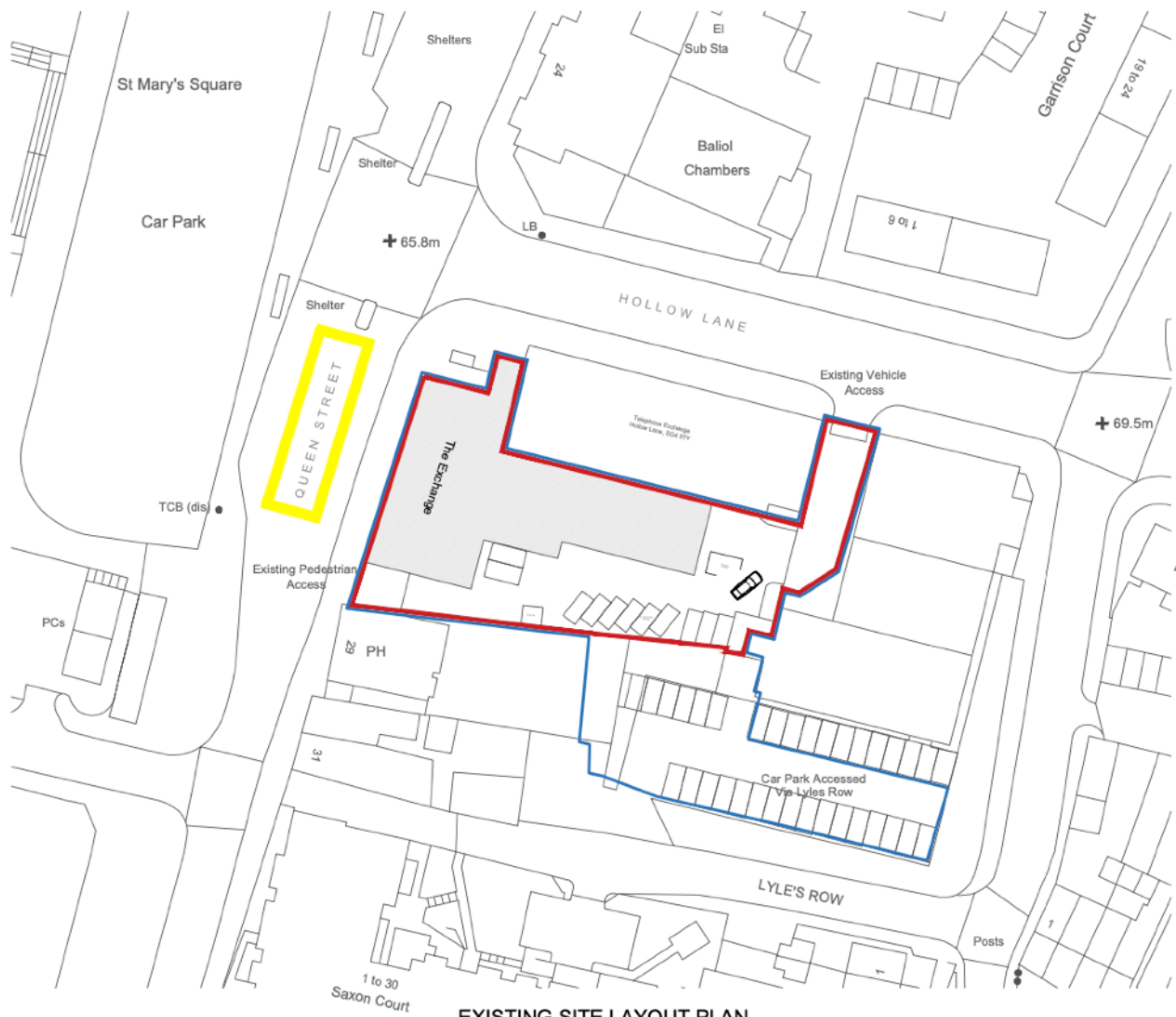
View of The Exchange on Queen Street (front) and Hollow Lane



View of The Exchange on Queen Street from St. Mary's Square car park







EXISTING SITE LAYOUT PLAN