

April 2026

Council Offices
Gernon Road
Letchworth Garden City
Hertfordshire
SG6 3JF

Our reference: 26-035-BS

Dear Sir/ Madam,

Natwest Hitchin, 12 High Street, Hitchin, Hertfordshire, SGH 1BH – Full Planning Application – Roofing and External Refurbishment works.

Please find attached copies of the documentation listed below in relation to the Full Planning Application for Natwest Hitchin, 12 High Street, Hitchin, Hertfordshire, SG5 1BH:

- 25-035-BS-RS – Photographic Condition Report
- Drawing number: 26-035-BS-01: Existing & Proposed Site Plans
- Drawing number: 26-035-BS-02: Existing & Proposed Floor Plans
- Drawing number: 26-035-BS-03: Existing & Proposed Elevations
- Drawing number: 26-035-BS-04: Existing & Proposed Roof Plan

Works can be summarised as follows: Repairs and refurbishments to main roof and flat roof, rooflight replacement, leadwork replacement, roof joinery repairs and decoration, inspection, repair, re-bedding and re-jointing of coping stones to flat roofs, refurbishment of louvre screen including re-hanging of slates, repair of existing free standing edge protection to rear flat roof, repair and decoration of gas supply pipework with damp proofing works, internal making good, plaster repairs decoration and replacement of suspended ceiling tiles due to water ingress, brickwork repairs and re-pointing, window repairs, timber joinery repairs, rainwater goods repairs, metalwork repairs and cleaning of the external brickwork with isolated repairs and repointing

The proposal seeks to maintain the existing layout of the site which is to be retained, with continuity in terms of use, location and access.

Should you have any questions, or reservations regarding the application, we kindly ask that you contact us to discuss the proposals. The Applicant is keen to co-operate and address any concerns you may have. We also kindly draw your attention to a number of similar developments within the immediate vicinity.

Hopefully all of the information provided is satisfactory and will enable you to process the application. Should you have any questions or require any further information please do not hesitate to contact the undersigned.

Yours sincerely



Philip Woolston MRICS
Chartered Building Surveyor

Oswick Property Professionals
Telephone: 01787 477559

Email address: phil@oswick.co.uk

Oswick Ltd is a limited company trading as "Oswicks Property Professionals" registered in England and Wales.
The Registered Office is Oswicks Property Professionals, 5-7, Head Street, Halstead, Essex, CO9 2AT.
Company registered No. 08345914. VAT No. 154294308.



RICS Regulated Firm
No. 1202737.

Oswick Ltd (Head Office)
5/7 Head Street, Halstead
Essex, CO9 2AT



Tel: 01787 477559
Email: info@oswicks.co.uk
Web: www.oswicks.co.uk

