

For the attention of A McDonald

Anne McDonald
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Hertfordshire
SG6 3JF

By Email: Anne.McDonald@North-Herts.gov.uk

30th June 2026

Dear Anne,

RE: NON-MATERIAL MINOR AMENDMENTS TO PLANNING PERMISSION: 25/01196/FP – STARWOOD HOUSE, AVENUE ONE, LETCHWORTH GARDEN CITY, HERTS SG6 2HB

We enclose non-material minor amendments to approved planning permission 25/01196/FP, made pursuant to Section 96A of the Town & Country Planning Act. The initial planning permission was granted on 22nd January 2026.

It is important to stress that the amendments proposed pursuant to this application only relate to the general site itself. All is contained within the approved red line, but there are no amendments to the buildings permitted pursuant to this application. The amendments are principally to facilitate re-location of the approved substations, and associated changes as a result of those re-locations.

The proposed changes subject to this application are all minor and will result in very little visible changes to the appearance of the proposed development. They comprise:

- Unit 1 & Unit 2 Gas kiosks (to the west of buildings amended with landscape updated to suit.
- Unit 1 substation has been rotated 90 degrees to face access road, which results in 1no parking space relocated into the area of the Unit 1 Service yard.
- Unit 3 substation has been relocated from yard to the immediate north of Unit 3. The transformer has been omitted from the Service Yard of Unit 3.
- Unit 3 cycle shelters have been marginally moved to accommodate the re-location of the substation.
- Finishes to the Unit 3 Service Yard and car parking areas have been updated (all now concrete).

- A further refuse collection point is shown for Unit 3 (line markings only – not a store).
- Whilst the number of trees remains the same, a few trees previously located to the North of the Unit 1 Car Park, have been re-located to suit site/landlord supply pillar location (tree numbers retained).

An illustrative copy of the updated Site Arrangement Plan referenced below is enclosed which highlight the changes proposed with red bubbles around them for officer's ease of reference.

The proposed amendments have been consulted with Aspect Ecology, who produced the Ecological Assessment and the BNG Assessment that supported Application 25/01196/FP. They have confirmed that the amendments would affect less than 25 sq m of measurable area and would thus be considered de minimis given the number and type of trees will remain as approved. Accordingly, there is no change to the BNG assessment. All other approved plans and documents, which are not listed below are not affected.

Accordingly, the following approved plans are to be updated, with the new revision reference set out in the table below:

Current Approved Drawing	Action	Newly Proposed
L060-CMP-SI-ZZ-DR-A-00100 PL1 – Proposed Site Plan	Supersede	L060-CMP-SI-ZZ-DR-A-00100 C2 – Proposed Site Plan

We trust the amendment is acceptable, and the application is appropriately validated accounting for the payment of the £396 Fee.

Yours sincerely,



Lyndon Gill
Senior Director