

Planning Department
Council Offices
Gernon Road
Letchworth Garden City
SG6 3JF

26 October 2024

Your Ref: PP-13516925

Dear Sirs,

We write to you to submit a planning application in relation to a single-storey rear extension, garage conversion and other minor external works, of a residential property at 28 Willoughby Way, Hitchin SG4 9LW (hereafter known as 'the Site').

Planning permission is sought for:

“Proposed single-storey rear extension, garage conversion, and other external works, of an existing 2-storey dwellinghouse, and other associated works.”

This letter has been prepared to provide site context, planning history, description of proposals, and policy context.

Site and Surrounding Area

The Site comprises a single 2-storey semi-detached dwellinghouse which was constructed in the 1960s. It is understood no notable external works have been undertaken to the property since its construction.

In terms of heritage, the Site is not listed, nor does it fall within a conservation area. In terms of flood risk, the Site falls in Flood Zone 1.

The surrounding area comprises of detached and semi-detached dwelling houses of the similar type and form as the Site. It is understood most of the properties were built at a similar time. Over recent years, there are a number of properties in close proximity to the Site which have undertaken external works, mainly comprising single-storey rear extensions, and garage conversions. There are no known heritage assets nearby which would be impacted by the proposals.

Planning History

A review of the online planning register has been undertaken, and a review of relevant planning applications has been summarised below.

The Site has no relevant planning history.

However consideration has also been given to the relevant planning history. As noted above, a number of nearby properties have undertaken external works to their properties and some of these are summarised below:

- 12 Willoughby Way - 23/01261/FPH - Approved 19 July 2023
- 8 Willoughby Way - 21/00567/FPH - 12 April 2021
- 95 Westwood Avenue - 17/00927/1HH - 5 June 2017
- 26 Willoughby Way - 15/02562/1NCS - 5 November 2015

Consultation

During the development of the proposals, consultation has been carried out with immediate neighbours at 26 Willoughby Way, and 97 Westwood Avenue. During the consultation, no concerns were raised in relation to the proposals.

Proposals

Since the dwellinghouse was constructed in the 1960s, minimal building works have been carried out to the property. The proposals brought forward as part of this application aim to refurbish the existing property to allow it to be a modern, fit-for-purpose family home.

The external works proposed comprise of, but not limited to, the following:

- Erection of a 4m single-storey rear extension;
- Replacement, alteration, and installation of new windows, roof lights, and doors;
- Conversion of garage to living space;
- Erection of pitched roofs to single-storey structures; and
- Installation of associated guttering.

Although it is noted a number of the works proposed could be undertaken via permitted development rights, it has been considered appropriate to submit a planning application to regularise the portion for all works.

Although the supporting plans demonstrate changes to the internal layouts, we note that planning permission is not required for these works and are shown for indicative purposes only.

Further details can be found on the supporting planning drawings, prepared by Rejig Homes.

Planning Policy

Section 38(6) of the Planning and Compulsory Purchase Act states that should regard be given to a development plan, the determination must be made in accordance with the plan unless material considerations indicate otherwise.

The Development Plan for the Site comprises the North Hertfordshire Local Plan 2011-2031.

Material Consideration is also given to the National Planning Policy Framework (2023), and Supplementary Planning Documents.

As per the adopted planning policies map, the Site does not fall within any planning designations.

Planning Policy Considerations

The proposals do not lead to a material change of use of the Site, nor do they lead to an increase in the provision of dwelling houses, and are only for minimal external works to the existing property. Therefore, consideration has principally been given to planning policies relating to design.

Due to the principal of the proposals, particular consideration has been given to Local Plan Policies D1,D2 and D3 which state:

Policy D1 - “Planning permission will be granted provided that development proposals: a) Respond positively to the site’s local context [...]”

Policy D2 - “Planning permission for house extensions will be granted where:

- a) The extension is sympathetic to the existing house in height, form, proportions, roof type, window details, materials and the orientation of the main dwelling; and
- b) The extensions do not dominate adjoining properties and:
 - 1. it is well related to the floor levels of adjoining properties,
 - 2. there is an appropriate distance between the proposed extension and the windows of the adjoining properties; and
 - 3. spacing between buildings ensures there is no harm to the character and appearance of the streetscene.”

Policy D3 - “Planning permission will be granted for development proposals which do not cause unacceptable harm to living conditions. [...]”

The proposal principally comprises of nominal changes to the front and side elevation of the building, which maintain a positive appearance to the street scene, do not have an adverse amenity impact on neighbouring uses, and also relate to other similar design changes that have occurred to other properties along the street.

Careful consideration has also been given to the rear extension during design development. The single storey extension will be sympathetic to the existing house, and proposed materials for the walls and roof will be chosen to match as close as possible to the existing. The proposed rear extension will sit at comparable floor levels with adjacent buildings, an appropriate distance is maintained between the proposed extension and windows of the adjoining properties meaning there is no adverse impact on overlooking. Furthermore, there is no encroachment of spacing between the existing buildings and therefore there is no harm to the character or appearance of the streetscene.

Consideration has also been given to the window details and positioning so as to not have an adverse impact on neighbours through overlooking and loss of daylight, whilst also maximising daylight into the existing property.

Overall, the proposal has taken careful consideration to the adjacent properties to not have an adverse impact on existing uses,, whilst promoting a sympathetic design and has a positive impact on the local streetscene. Therefore, the proposal complies with policies D1, D2 and D3 of the Local Plan.

Summary

The proposals relate to the erection of a single-storey rear extension, and refurbishment of an existing two-storey semi-detached property.

The proposals will allow for the refurbishment of an existing dwelling house to provide a modern, fit-for-purpose family home.

Consultation has been carried out with immediate neighbours and no concerns were raised during this period.

A review of the of the proposals has been carried out and accords with the relevant planning policies. As such, we consider the planning application should be approved without delay.

To support the planning application, the following documentation has been submitted:

- Application Form, and relevant notices;
- CIL Form;
- Covering Letter (this document);
- Site Location Plan and Site Plan, prepared by Rejig Homes; and
- Existing and Proposed Floorplans and Elevations, prepared by Rejig Homes.

The associated planning application fee has also been paid via Planning Portal.

I trust the above to be acceptable and will allow validation to occur promptly. Should there be any queries, please don't hesitate to get in contact with myself (Sam Neal) on 07725979119.

Yours faithfully,

Sam Neal MRTPI