

# Applying to make major external alterations to your home

## This application form is for:

balconies  
conservatories  
extensions  
flues/chimneys  
frontage hardstandings  
garages  
loft conversions  
outbuildings/sheds  
porches  
roof alterations  
satellite dishes over 60cm in diameter  
solar/PV panels

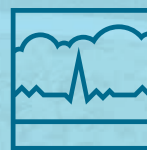
## Why do you need our permission?

Letchworth Garden City has a Scheme of Management which means that most homes require our approval before any external changes are made. Some properties have similar requirements in their leases.

These controls help us to work with you, to protect the special character of the Garden City.

## Apply Online

If you would prefer, you can now use our Online Application Portal at [www.letchworth.com/designprinciples](http://www.letchworth.com/designprinciples)



**heritage  
foundation**

Letchworth Garden City

**E: [home@letchworth.com](mailto:home@letchworth.com) T: 01462 476017**  
**[www.letchworth.com/designprinciples](http://www.letchworth.com/designprinciples)**  
**Heritage Advisory Centre, 43 Station Road,**  
**Letchworth Garden City, SG6 3BQ**

If you are applying for window and door replacements, re-roofing or front alterations, please see our Minor Alterations form.



# How your application is processed

## Free pre-application advice

Speaking to us before you begin your application can make it easier and quicker to get approval.

If you'd like to get in touch, you can:

- Call us on **01462 476017**
- Email us at **home@letchworth.com**

## Stage One

### Registering your application

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#### Week 1 - 2

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- We'll check we have all the information we need for your application
- You'll be given a dedicated case officer
- We'll notify your surrounding neighbours.

## Stage Two

### Professional assessment & queries

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#### Week 2 - 4

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- Application assessed including a site visit by your case officer
- We'll contact you if we have any queries.
- A decision will then be issued.

Applications which require further discussion, negotiation or referral to the Board of Trustees will require additional time before a decision is issued.



# Your application

Please see the checklist for information that you should include with your application.

## Address of property applying for consent:

\_\_\_\_\_  
\_\_\_\_\_ **Postcode:** \_\_\_\_\_

## Description of proposed works:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Your name and address (the applicant):

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone (daytime):** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

## Your agent/architect details (if applicable):

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone (daytime):** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

## If we have any queries, who should we contact?

**Applicant**

**Agent**

If agent is selected here, all correspondence will be made with the agent or architect stated above. If you are an agent or architect completing this form for someone else, by selecting agent here, you are confirming that the applicant has given you consent to receive all correspondence.

## What is the applicant's interest in the property? (Please tick appropriate box)

**Freehold owner**

**Ground Lessee**

**Tenant**

We are unable to process your application if you are a potential buyer of the property, but we are always willing to give informal advice.

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please see the checklist for information that you should include with your application. If we do not receive all the relevant documentation it could cause a delay (see 'How your application is processed' overleaf).

# Your application checklist

Please read through the checklist below before submitting your application to us.

Please tick when completed

- Completed application form**
- All plans and elevations should be drawn to scale and include external dimensions (including height) and scale bar and produced to a maximum of A3 or capable of being read if printed at A3** (not applicable to windows, satellites dishes, PV/solar panel installations and retrospective applications).

If you are applying for **extensions, garages, conservatories/orangeries, porches, balconies, outbuildings/sheds, loft conversions, roof alterations, and new chimneys**, you will need to provide:

- Elevation drawings**
  - Existing elevations, scaled at 1:50 or 1:100.
  - Proposed elevations, scaled at 1:50 or 1:100 (please provide two copies) to include height dimensions.
  - Finishes specifications: Walls; rendered, brickwork or boarded to include colour and type.
  - Component specifications: For example, windows and doors to include material, type of finish, colour and construction (i.e. flush or storm casements, external/internal glazing bars, equal sight lines).
  - Rainwater goods: colour, type and material, details of eaves fascias, bargeboards, boarding, soffits.
  - Details such as dormer windows to be scaled at 1:20
  - Rooflights - to include details of appearance, dimensions and type
- Floor plans**
  - Existing plans to scale; 1:50 or 1:100.
  - Proposed plans to scale; 1:50 or 1:100 to include overall dimensions and distance to side boundaries.
- Block plan**
  - To show neighbouring properties, buildings, trees and hedges.
  - To a scale of 1:500 or 1:200.

If you are applying for **hardstandings**, you will need to provide:

- Drawing of existing and proposed showing whole of frontage**
  - Indicating the extent of hardstanding with your dimensions, type (gravel, blockwork or tarmac) and colour.
  - Showing existing trees and hedges and indicate any proposed removals.
- Photographs of existing frontage**

For **satellite dishes**, you will need:

- Marked photograph to show fixing position**
- Specifications: size, colour and type**

For **photovoltaic and solar panel installations**, you will need:

- Marked photograph or drawing to scale**
  - To indicate the extent of the installation (dimensioned) and fixing position.
- Specifications: size, colour and type.**

If you are applying for **retrospective works**, you will need:

- Photographs**
  - From all sides indicating how the works relate to the original building and affect neighbouring buildings and the street.
- Cheque**
  - The fee for a retrospective applications is £180 (including VAT). Please can you include a cheque (made payable to Letchworth Garden City Heritage Foundation). Please write the address of the application property on the back of the cheque. **Please note that we cannot issue a decision until this cheque has cleared.**

You may wish to add additional information in support of your application, such as a Design Statement.