

# Applying to make minor external alterations to your home

## Minor alterations include:

door replacements

frontage alterations including hedges, fencing and gates

replacement windows

re-roofing

satellite dishes below 60cm in diameter

## 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.lechworth.com/designprinciples](http://www.lechworth.com/designprinciples)



heritage  
foundation

Letchworth Garden City

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

If you are applying to make any other external changes, please see our Major 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.

## 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 (this needs to cover all extended 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 **door replacements** you will need to provide:

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- Drawing (or manufacturer's photograph) of external elevation**  
Specify colour and material.  
Any changes to dimensions to be indicated.

For **windows**, you will need:

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- Drawing of proposed windows**  
Including appearance, size specification for type of casement, any glazing bars (internal or external) and equal sight lines, finish colour and material (timber, uPVC, steel or aluminium).  
Photographs of existing elevations with the windows marked up for cross referencing to drawings.  
Any changes to dimensions indicated.

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

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

If you are applying for **re-roofing** you will need to provide:

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If you are re-roofing a **pitched roof** you will need:

- Full specification** to include; tile type (plain, interlocking or profiled) material (clay, concrete or slate), colour, hip and ridge type.

If you are re-roofing a **flat roof** you will need:

- Material and colour and whether any profile is to be applied** (for example a lead roll finish).

If you are applying for **front alterations** you will need to provide:

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- Drawings to scale**  
Plan to show position and extent of fencing.  
Elevation to indicate style, type (picket, chain link), colour and materials.  
Indicate existing trees and hedges; state any proposed removals.

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

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- 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 application 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.