



# Applying to make external alterations to your home



In Letchworth Garden City

Revised July 2025

**Letchworth  
Garden City**  
Heritage Foundation

## Alterations include:

- Air conditioning units and air source heat pumps
- Balconies
- Conservatories
- Electric car charging points
- Extensions
- Exterior re-painting, re-rendering or replacement cladding
- Flues/Chimneys
- Frontage alterations (hedges, fencing, gates or garden walls)
- Frontage hardstandings (driveway or path)
- Garages
- Garden structures (play equipment/tree house, pergola, gazebo, raised decking, swimming pool or hot tub)
- Guttering, soffits and fascias, pipes and soil vents
- Loft conversions (including dormers and rooflights)
- Outbuildings/sheds or annex
- Porches
- Replacement doors or windows
- Re-roofing (flat or pitched)
- Roof alterations (change to style or pitch)
- Satellite dishes
- Solar/PV panels

### Why do you need our permission?

Letchworth Garden City has a Scheme of Management which means that most homes require our written 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.

### Send your completed form to us:

#### Heritage and Stewardship

One Garden City, Broadway,  
Letchworth Garden City,  
Hertfordshire, SG6 3BF

**Tel: 01462 530 335**

**[home@letchworth.com](mailto:home@letchworth.com)**

### Apply Online:

If you would prefer, you can use our Online Application Portal: **[portal.letchworth.com](https://portal.letchworth.com)**

### Free pre-application advice:

We provide a free pre-application advice service to provide guidance, before an application is submitted.

Speaking to us before you begin your application can assist with the application process.

If you'd like to get in touch, please call us on:

**01462 530 335** or email us at:

**[home@letchworth.com](mailto:home@letchworth.com)**

We strongly advise that before submitting your application, you refer to our Design Principles.

These can be found at:

**[letchworth.com/your-home/forms-and-downloads](https://letchworth.com/your-home/forms-and-downloads)**

# How your application is processed:

## **Step One:** Registering your application

- Application and submission documents reviewed and a Case Officer allocated
- Depending on the proposed works, a neighbourhood consultation may be carried out

## **Step Two:** Professional assessment & queries

- Assessment by Case Officer, and if required a site visit may be carried out
- Any additional information may be requested, and further queries resolved
- A formal decision will then be issued via email (or post, if required)

*Please note that applications which do not meet our Design Principles or require further discussion, negotiation or referral to the Householder Applications Committee may require additional time before a decision is issued.*

## **Privacy Policy:**

The Heritage and Stewardship team, part of Letchworth Garden City Heritage Foundation, will store your data securely in our data systems.

We will use your correspondence and/or email details that you have provided, in order to communicate with you in relation to your application.

If your ownership is under a Sub or Under Lease, we may consult your Head Lessee with regard to your application. There is a legal obligation to obtain consent from your Head Lessee.

In some instances we may consult with the Local Planning Authority.

We will store your data in order to create a historic record of Landlords Consent applications; this is a legal obligation. Proof of any Landlords Consent decisions will be required when a property changes hands or enfranchises (purchase the Freehold).

Please follow this link to access the Letchworth Garden City Heritage Foundation's Corporate Privacy Policy: [letchworth.com/privacy-cookies](https://letchworth.com/privacy-cookies)

If you have any questions about our Privacy Policy, including any requests to exercise your rights, please contact the Foundation's Data Protection Officer using the details set out below:

### **Letchworth Garden City Heritage Foundation**

One Garden City, Broadway,  
Letchworth Garden City,  
Hertfordshire, SG6 3BF

**Tel: 01462 530 350**

**[response@letchworth.com](mailto:response@letchworth.com)**

# Your application:

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

## Address of property applying for consent:

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Postcode:

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## Description of proposed works:

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## Your name and address (the applicant).

**Name** (please print):

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Address:

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Postcode:

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Email:

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Telephone (daytime):

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☐ Please tick to confirm that we may contact you by email and issue the decision documentation to you.

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

**Name** (please print):

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Address:

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Postcode:

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Email:

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Telephone (daytime):

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☐ Please tick to confirm we may contact agent/architect by email.

## 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. Please note that decision documentation shall always be issued to the homeowner.

Continued on next page.

# Your application:

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

☐ Freehold Owner

☐ Ground Lessee

☐ Tenant

(If you are a tenant you will need to apply to your Housing Association or Landlord).

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

Please refer to [letchworth.com/your-home/altering-your-home](https://www.letchworth.com/your-home/altering-your-home) for further information and to download a copy of the Design Principles.

Signed:

Print name:

Date:

By signing this application form, you give consent for the Heritage Foundation to contact you on all aspects of your application.

If you have an under or sub lease, your information may be passed to your head lessee.

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.

# Your application checklist:

In order to help us process your application, we have provided a list of requirements. Please read through the checklist below before submitting your application to us and ensure the following is provided:

- ☐ **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/doors, satellites dishes, PV/solar panel installations and retrospective applications).

**If you are applying for door and window replacements, please provide:**

- ☐ **Drawing (or manufacturer's photograph) of external elevation**  
Specify colour and material.  
Any changes to dimensions to be indicated.
- ☐ **Photographs of existing doors and windows**  
Photographs of existing elevations with the windows marked up for cross referencing to drawings.
- ☐ **Drawing of proposed doors and 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). Any changes to dimensions indicated.

**If you are applying for a satellite dishes or photovoltaic/solar panels please provide:**

- ☐ **Marked photographs to show the fixing position; or drawing to scale**  
To indicate the extent of the PV/solar installation (dimensioned).
- ☐ **Specifications**  
Size, colour and type.

**For re-roofing applications (flat or pitched), please provide:**

- ☐ **Material and colour, along with whether any profile is being applied (for example lead roll finish)**  
Full specification, including tile type (plain, interlocking or profiled) material (clay, concrete or slate), colour, hip and ridge type.

**If you are applying for frontage alterations (hedges, fencing gates or garden walls), please provide:**

- ☐ **Drawings to scale**  
Plan to show position and extent of hedge/fencing/gates/wall, to include relevant dimensions.  
Elevation to indicate style, type (picket, chain link), colour and materials, indicating existing trees and hedges; stating any proposed removals (please be aware that consent is required to remove trees and extensive hedges). Please see separate application form.
- ☐ **Photographs of the location, showing any fixing positions**

# Your application checklist:

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

**Existing elevations and plans, scaled at 1:50 or 1:100**

**Proposed elevations and plans, scaled at 1:50 or 1:100 to include height dimensions**

**Finish 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.

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.

☐ **Site plan to show neighbouring properties, buildings, trees and hedges**

To a scale of 1:500 or 1:200.

☐ **Dormer windows**

Section and elevations at 1:20 scale, fully dimensioned.

☐ **Rooflights**

To include details of appearance dimensions and type.

**If you are applying for guttering, soffits and fascias, pipes and soil vents, please provide:**

☐ **Specification and product information to include size, colour, type, and materials**

**If you are applying for a frontage hard-standing (driveway/path), please provide:**

☐ **Drawing of existing and proposed showing whole of frontage**

Drawings to show the whole frontage, including the extent of hardstanding with dimensions, type (gravel, blockwork or tarmac) and colour, showing existing trees and hedges and indicating any proposed removals.

☐ **Photographs of the existing frontage**

**If you are applying for an Electric car charging point (ECP), please provide:**

☐ **Photographs of the elevation**

☐ **Details of the proposed unit**

Please refer to the ECP Guidance under the Forms and Guides section of our website for further information: [lethworth.com/your-home/forms-guides](https://www.lethworth.com/your-home/forms-guides)

# Retrospective applications:

**If the works have already been undertaken and you are submitting a retrospective application (which covers up to 3 alterations), please provide:**

☐ **Photographs**

From all sides indicating how the works relate to the original building and affect neighbouring buildings and the street.

☐ **The date that the works were carried out** (if known)

☐ **Payment** (cheque/BACS/Debit/Credit card)

**The fee for a retrospective application is £216 (including VAT).**

**Cheque payments**

Please make cheques payable to Letchworth Garden City Heritage Foundation and 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.

**Debit/credit card payments**

Please contact our Finance Team on 01462 530384 between 9am & 3pm Monday-Friday.

**BACS payments**

(A/C NO: 41071344 Sort Code: 60-13-08). Please add the property address as reference.