

Residential Enquiries

Selling your property in Letchworth Garden City?

Have any external changes been made to the property?

Working with your Solicitor/Estate Agent, we are here to help.

If you are happy for us to do so, we will arrange for copies of any First Stage Approval letters/Plan Approval Notices to be retrieved from our files, and forward to your professional team, so as to speed up the conveyancing process once you have found a buyer.

The General Data Protection Regulation requires us to have your agreement before passing information concerning your property to a third party. Signing in the place provided on the page overleaf allows us to talk to your Solicitor/Estate Agent about your property and to give them any information which we hold, and which your purchaser's Solicitor is likely to ask for later in the sale process. These could cover any external alterations that may have been made to your property, for example:

- Sheds (more than 6sq.m floor space), fences, satellite dishes, repainting, driveways, paving, removal of trees/hedges, caravan/boat storage, replacement windows and doors, front walls.
- All other building works including: additional doors and windows, outbuildings or summerhouses, loft or garage conversion, garages, extensions, balconies, conservatories, demolitions, porches, rebuilding, roof lights, solar panels, change of use, business use.

If you are not sure whether consent was obtained, for example, if an alteration was made some time ago or by the previous owner of the property, we would be happy to check your file for you, and to send you or your agent an application form for a retrospective application, if necessary.

The earlier this can be done, the better, as it gives us time to deal with your application.

Please refer to the Fee Structure overleaf.

Fee structure:

Request	Required Y/N	Fees 2026
Solicitor/Homeowner/Estate Agent Research Enquiry – to include a review of the request and to provide a copy of any consents held on file		£240.00 (incl. VAT)
Hard copy of approval documentation		£70.00 (incl. VAT)
Electronic copy of approval documentation		£35.00 (incl. VAT)
Retrospective application (for up to 3 alterations)		£216.00

Name: _____

Property Address: _____

Telephone No: _____

E-mail: _____

I am the registered owner of the above property and I hereby authorise Letchworth Garden City Heritage Foundation to disclose information to _____
_____ Solicitor / Estate Agent and their employees, who are acting on my behalf.

Signed: _____

Date: _____

**Letchworth Garden City Heritage Foundation
Heritage and Stewardship**

Privacy Policy

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

If you have any questions about our Privacy Policy, including any requests to exercise your rights, please contact LGCHF's Company Secretary using the details set out below:

Letchworth Garden City Heritage Foundation
One Garden City
Broadway
Letchworth Garden City
Hertfordshire
SG6 3BF

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response@letchworth.com