

Working from home? You may need a licence...

Under the terms of your deeds, as either a freeholder or leaseholder, you may not be allowed to run a business from your home without our prior written consent.

We understand that working from home is an increasingly attractive option for everyone, however, in order to protect neighbours and safeguard the quality of the Garden City environment, we ask home working residents to seek permission by registering their home business activity.

If we agree that your business doesn't adversely affect your neighbours or surroundings, we will issue you an annual licence.

Application to work from your home in Letchworth Garden City

Your name

Your address

Postcode

Email address

Telephone number

Mobile telephone number

Name of business

Date established

How long has the business operated at your home?

The nature of your business

Brief description of your business

How much approximately of your home, garage, outbuildings or ground does the business occupy?

Will any new building or alteration to your home or grounds be required?

What machinery, equipment or vehicles does the business require at your home?

How many people work for the business at your home that don't live there?

What car parking arrangements are in place?

How many business visitors or deliveries come / will come your home each day?

Does the business produce any outputs to the environment or adjoining properties? For example noise, fumes or waste?

What hours does the business operate from your home?

Signed

Date

Fees as of 1st September 2017 – 1st year, £300 (plus VAT) per annum; 3 year renewal licence £450 (plus VAT)

Send your application by email to home@letchworth.com or by post to Letchworth Garden City Heritage Foundation, Foundation House, Icknield Way, Letchworth Garden City, SG6 1GD.
If you need any help completing your application, call us on 01462 476017.