

Application to work from your home in Letchworth Garden City

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.

Name: _____

Address: _____

E-mail address: _____

Telephone Number: _____ Mobile Number: _____

Date business established: _____

How long has the business operated at your home? _____

The nature of and a 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: _____

What car parking arrangements are in place: _____

How many business visitors/deliveries come/will come to 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: _____

1st year fee = £300 (plus VAT) per annum. 3 year renewal licence = £450 (plus VAT).
Please send your completed form to home@letchworth.com or by post to the address below.