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**

If you are applying for a balcony, extension, conservatory, flue/chimney, garage, loft conversion, outbuilding/shed, porch, roof alteration, satellite dish over 60cm in diameter or solar/PV panels, please see our **Major Alterations** form.

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.

Apply Online:

If you would prefer, you can now use our Online Application Portal **letchworth.com/your-home**

Send your completed form to us:

Heritage Advice Service
One Garden City, Broadway,
Letchworth Garden City,
Hertfordshire, SG6 3BF

Tel: 01462 530335
home@letchworth.com

Letchworth Garden City
Heritage Foundation

Updated June 2018

Free pre-application advice

We provide a free pre-application advice service to help you formulate your ideas, before an application is submitted.

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, please call us on **01462 530335** or email us at **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** or the Heritage Advice Service.

How your application is processed

Step One:

Registering your application

Week 1 - 2

- We'll check we have all the information we need for your application
- You'll be given a dedicated case officer

Step Two:

Professional assessment & queries

Week 2 - 4

- Application assessed including a site visit by your case officer
- We'll contact you if we have any queries
- A formal written decision will then be issued.

Applications which do not meet our Design Principles or require further discussion, negotiation or referral to the Board of Trustees or Householder Applications Committee may require additional time before a decision is issued.

Privacy Policy:

The Heritage Advice Service, 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.

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**

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

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

Tel: 01462 530350 Email: response@letchworth.com

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

Address of property applying for consent:

Postcode:

Description of proposed works:

Your name and address (the applicant):

☐ **Please tick to confirm we may contact you by email**

Name (please print):

Address:

Postcode:

Email:

Telephone (daytime):

Mobile:

Your agent/architect details (if applicable):

☐ **Please tick to confirm we may contact you by email**

Name (please print):

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** (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** 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 (see 'How your application is processed').

Your application checklist

In order to help us process your application, we have provided a list of requirements, which will mean we can deal with your application quicker. 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, satellites dishes, PV/solar panel installations and retrospective applications).

If you are applying for door 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**

If you are applying for replacement windows, please provide:

- ☐ **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).
  Any changes to dimensions indicated.
- ☐ **Photographs of existing windows**

  Photographs of existing elevations with the windows marked up for cross referencing to drawings.

If you are applying for a satellite dish, please provide:

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

If you are applying for re-roofing, please provide:

If you are re-roofing a pitched roof please provide:

- ☐ **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 please provide:

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

If you are applying for front alterations, please provide:

- ☐ **Drawings to scale**

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

If the works have already been undertaken and you are submitting a retrospective application, 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)**
- ☐ **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.**

If you would prefer to pay by BACS or debit/credit card, please contact our Finance Team on 01462 530384 between 9am and 3pm Monday-Friday

You may wish to add additional information in support of your application, such as a Design Statement.