

## **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 retrospective consent 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:**

<b>Request</b>	<b>Required Y/N</b>	<b>Fee (as of 1<sup>st</sup> September 2020)</b>
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		£60.00 (incl. VAT)
Electronic copy of approval documentation		£25.00 (incl. VAT)
Retrospective application (for up to 3 alterations)		£216.00 (incl. VAT)

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 Advice Service**

**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](https://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

Tel: 01462 530350  
[response@letchworth.com](mailto:response@letchworth.com)