



Working From Home Guidance



In Letchworth Garden City

Revised October 2020

**Letchworth
Garden City**
Heritage Foundation

Introduction

The way that we work has changed, with more of us working from home as a response to COVID-19, and to provide a better work/life balance.

This leaflet is part of a series of documents (www.letchworth.com/your-home/altering-your-home) designed to assist home-based businesses and with associated alterations to your home in Letchworth Garden City.

When is Approval Needed?

Home or remote working from an existing room using standard home office equipment does not normally require our consent and can be a more sustainable way to work, avoiding daily travel and helping to support local businesses by using their services.

In most cases home working will not require the Heritage Foundation's approval, but under the terms of residential leases or the Scheme of Management attached to most freeholds, our approval can be required when this extends beyond standard remote home working.

You are therefore advised to contact us to discuss whether approval is needed when your business:

- is likely to receive business visitors;
- will accept numerous/large deliveries;
- will involve large or commercial vehicles attending your property;
- will carry out any commercial manufacturing processes at your property;
- will need to store materials or commercial vehicles attached the business;
- is likely to have other people working from your property who are outside your household.

In these cases, a separate Licence To Work From Home may be required from the Heritage Foundation and you may also need planning permission from North Herts District Council.

If your home working requires physical alterations to your property or an additional building, this may also require our consent and permission from North Herts District Council.

If you are thinking of working from home, please contact the Heritage Advice Service as soon as possible on: 01462 530335 or home@letchworth.com so we can talk to you about your needs, ideas, options and what is achievable.

We can also advise you on the best way to progress your proposals and guide you through the application process.

Licence to Work from Home

When a Licence To Work From Home is required, we will seek to protect the amenity of your neighbours and safeguard the quality of the environment.

Each case will be considered on an individual basis, including factors such as the nature and scale of the activity, visitor numbers, car parking, associated equipment, any processes which could lead to noise and disturbance, operating hour requirements and any impact on local environmental conditions. We will also ensure that in all cases the main use of the property will continue to be as a home. In addition, the character and quality of the property, as well as the surrounding neighbourhood, must not be harmed by the proposed activities.

Our decision will follow consultation with your neighbours.

Should approval be granted we will issue you a Licence To Work From Home.

This will be issued for an initial 12-month period, during which time we will review the use of the licence and ensure the associated conditions attached to the approval are complied with and there is no harm to neighbouring occupiers. If after this initial 12-month licence we are satisfied that the activities are acceptable and we have not received complaints, we will then issue a 3-year licence. These licences will be the subject of a fee.

The details of how to apply for a Licence To Work From Home can be found at:
www.lethworth.com/your-home/forms-and-downloads

Additional Space Requirements

If your property requires external alterations to enable your home working or to accommodate business use, please speak to us so that we can help you formulate your proposals.

Prior to commencing a discussion with us, please provide details of your requirements. This will help us understand your needs and the possible impact to your neighbours' day to day life.

Running a business from home can normally be accommodated without the need for extensions or new buildings. Where this is not the case and consent for new buildings or extensions is required, we will work with you to find the most suitable option.

This will include consideration of the following:

1. Can your business needs be provided within the existing property, for example through the re-use of existing rooms?
2. If the business use of the existing property is not feasible, consideration should be given to an extension or use of the roof space. Where this approach is taken reference should be made to the Design Principles with respect to extensions and roof alterations (www.letchworth.com/your-home/altering-your-home).
3. Where a suitable extension cannot be provided in line with our Design Principles or is not economically viable, the conversion of existing outbuildings should then be considered. This may include an existing garage or garden room. In some cases, the building could be linked to the host dwelling by way of an enclosed walkway, but this will be carefully considered against the impact on the existing property and neighbours.
4. Where the reuse of an existing building is not feasible or where it will have a harmful impact, a detached workspace in the rear garden can also be considered. In these cases, a new building should meet with our Design Principles and should also be designed and located so that it does not lead to a loss of amenity to neighbours.

The details of our Design Principles for your property can be found at:
www.letchworth.com/your-home/before-applying

Other Considerations

Letchworth Garden City Heritage Foundation's approval of any Licence To Work From Home and any associated building works does not constitute a grant of planning permission or Building Control approval: **you are responsible for contacting North Hertfordshire District Council in this respect.**

Contemplating Changes?

We're here to help, call us now
on: 01462 530335

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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: _____

Email Address: _____

Telephone Number: _____ Mobile Number: _____

Date Business Established: _____

How long has the business operated at your home? _____

The nature of and brief description of your business: _____

How much approx. 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/will 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 for to home@letchworth.com or by post to the address below.