

# Applying to make external alterations to your home

## Alterations include:

- Air conditioning units
- Balconies
- Car charging points
- Conservatories
- Extensions
- Flues/Chimneys
- Frontage alterations – hedges, fencing and gates
- Frontage hardstandings
- Garages
- Loft conversions
- Outbuildings/sheds
- Porches
- Replacement doors or windows
- Re-roofing
- Roof alterations – including dormers and rooflights
- Satellite dishes
- Solar/PV panels

## 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.

## 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**

## Apply Online:

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

## 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](mailto: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**

# How your application is processed

## Step One: Registering your application Week 1 - 2

- Application checked over
- Case officer allocated
- Neighbourhood consultation may be carried out

## Step Two: Professional assessment & queries Week 2 - 4

- Site visit and assessment by case officer
- Any additional information submitted and further queries resolved
- Formal decision will then be issued via email (or post, if required)

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](http://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](mailto:response@letchworth.com)**

## Your application:

Please see the checklist 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):

Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Please tick if you are an employee, trustee or governor at the Foundation

Please tick to confirm we may contact you by email and issue the decision documentation to you

Telephone: \_\_\_\_\_

### Your agent/architect details (if applicable):

Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone (daytime): \_\_\_\_\_

Please tick to confirm we may contact agent/architect by email:

**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. Please note that decision documentation shall always be issued to the homeowner.

**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](http://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 and window 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 and windows**  
Photographs of existing elevations with the windows marked up for cross referencing to drawings.
- 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.

**If you are applying for a satellite dishes, photovoltaic/solar panels and/or car charging points please provide:**

- Marked photograph or drawing to scale**  
To indicate the extent of the installation (dimensioned) and fixing position.
- Specifications: size, colour and type**

**For re-roofing applications:**

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

**If you are applying for extensions, garages, conservatories/orangeries, porches, balconies, outbuildings/sheds, loft conversions, roof alterations, and new chimneys, please provide:**

- Elevation drawings**  
Existing elevations, scaled at 1:50 or 1:100.  
Proposed elevations, scaled at 1:50 or 1:100 (please provide two copies to include height dimensions).  
Finishes specifications: Walls; rendered, brickwork or boarded to include colour and type.
- Component specifications:** For example, windows and doors to include material, type of finish, colour and construction (i.e. flush or storm casements, external/internal glazing bars, equal sight lines).
- Rainwater goods:** colour, type and material, details of eaves fascias, bargeboards, boarding, soffits.  
Rooflights - to include details of appearance, dimensions and type.
- Floor plans:** Existing plans to scale; 1:50 or 1:100. Proposed plans to scale; 1:50 or 1:100 to include overall dimensions and distance to side boundaries.
- Block plan:** To show neighbouring properties, buildings, trees and hedges. To a scale of 1:500 or 1:200.
- Proposed dormers:** Section and elevations at 1:20 scale, fully dimensioned.
- Proposed flat roofed extensions:** Section and elevations at 1:20 scale, fully dimensioned.

**If you are applying for a hardstanding, please provide:**

- Drawing of existing and proposed showing whole of frontage**  
Indicating the extent of hardstanding with your dimensions, type (gravel, blockwork or tarmac) and colour. Showing existing trees and hedges and indicate any proposed removals.
- Photographs of existing frontage**

**If the works have already been undertaken and you are submitting a retrospective application (which covers up to 3 alterations), 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)**
- Payment (cheque/BACS/Debit/Credit card)**

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

The fee for a retrospective application is £216 (including VAT).

Cheque payments: Please make cheques payable to Letchworth Garden City Heritage Foundation and 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.

Debit/credit card payments: Please contact our Finance Team on 01462 530384 between 9am and 3pm Monday-Friday

BACS payments: (A/C NO: 41071344 Sort Code: 60-13-08). Please add the property address as reference