

# Application for LGCHF Consent and Grants

If a proposal is within the Heritage Foundation's design guidelines, your application can be processed more speedily. You can obtain a copy of the Design Guidance from the Reception staff in the Spirella Building, by contacting our offices or on our website [www.lgchf.com](http://www.lgchf.com)



LETCHWORTH  
GARDEN CITY  
HERITAGE  
FOUNDATION

*proud past, bright future*

## Address of Property to which the application relates:

\_\_\_\_\_

## Description of proposed works (this needs to cover all external works):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Name and Address of Applicant:

Name: \_\_\_\_\_

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

Telephone number (daytime): \_\_\_\_\_ Mobile: \_\_\_\_\_

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

## Agent/Architect details (if applicable):

Name: \_\_\_\_\_

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

Telephone number: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

## What is the applicant's interest in the property?

Freehold Owner  Ground Lessee  Tenant  (Please tick appropriate box)

Please note that we are unable to process a formal application if you are a potential buyer of the property, but we are always willing to give informal advice

## Application for a Heritage Grant: (Please tick box and supply details)

\_\_\_\_\_

Please note that works should not be carried out before you receive Heritage Grant approval from the Board of Management.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please see Checklist overleaf for information that you should include with your application.  
Please be aware that if we do not receive all relevant documentation it could cause delay.**

**Note: There is a separate application form for consent to run a business from home.**

## Checklist of information to include with your application:

**Building proposal** – Extensions, garages, balconies, outbuildings, conservatories, porches, demolition and rebuilding, conversion (e.g. garages, lofts etc.).

Information to include:

- Application fee: for proposed works - £40.00; for retrospective applications £60.00 – **please make cheques payable to 'Letchworth Garden City Heritage Foundation'**.
- One copy of a drawing showing existing elevations and floor plans of the property to scale.
- Two copies of drawings showing the proposed elevations, floor plans and sections if appropriate including finish materials to scale and specification for windows and doors.
- One copy of the site plan indicating the site location, boundaries, hard standing, parking areas and relationship of the works with the dwelling with dimensions, and to scale.

**Other proposals** – new or replacement garden sheds, fencing, satellite dishes, repainting, re-roofing, replacement windows and doors, drives and front garden hard standing, raised rear garden decking or patios, caravan / boat storage.

Information to include:

- No application fee required.
- Description of works to include materials and colours and dimensions.
- Supporting location plan.
- Detailed design and elevations (where relevant) with dimensions, and to scale.
- Style of windows (where relevant).

**Treeworks** – removal or reduction of trees.

Information to include:

- No application fee required.
- For removal – a description of the proposed works, and location plan of tree/s and/or hedges (please note this information is required from your tree surgeon in a short report on their headed paper.) We will also require a statement of justification supporting the removal. We may ask for a professional report on the tree/s in question.
- For reduction – a description of the proposed works, and location plan of tree/s and/or hedges.

**Heritage Grants** – works to building, hard standing or planting.

Information to include:

- No application fee required.
- Detailed description of work with plan, if appropriate.
- Two quotes for the works.

Other information leaflets available are:

- Heritage Awards
- Heritage Grants
- Trees and Hedges
- Constructing a hard standing
- How to apply for consent to works from the Foundation in the first Garden City.