

# Application for our Consent

Commercial property



heritage  
foundation  
Letchworth Garden City

[www.letchworth.com](http://www.letchworth.com)

Address of property

Description of proposed works, including all external alterations

## Your details

Name

Address

Telephone (day)

Mobile

Email

## Your agent / architects details

Name

Address

Telephone (day)

Mobile

Email

## Are you the:

Ground Lessee

Tenant

If you are currently looking to purchase this property we are unable to process a formal application, but are able to offer informal advice.

Signed

Date

Print name

**To help us complete your application, please ensure you include all the information and documentation listed in the checklist overleaf.**

## Application Checklist

- The correct application fee, payable by cheque to Letchworth Garden City Heritage Foundation.

Small applications	£175
Medium applications	£290
Major applications	£570
Plan Approval Notice only	£140

For more details about which fee will be charged for your application, please call our Customer Support team on 01462 476047.

- A copy of the proposed works, including a description of the proposed materials and colours.
- Two copies of a location plan.
- Two copies of an existing floor plan and the proposed alterations.
- Two copies plans showing the existing and proposed elevations, at a scale of either 1:50 or 1:100.
- A copy of your structural engineer's report
- A copy of your tree surgeon's report (if applicable).

If you have any questions about your application please get in touch and we would be happy to help.

T 01462 476047  
E [property@letchworth.com](mailto:property@letchworth.com)

Send your completed application with the appropriate supporting information to:

The Property Management Team  
Letchworth Garden City Heritage Foundation  
Foundation House  
Icknield Way  
LETCHWORTH GARDEN CITY  
SG6 1GD