

**Working from home?
You may need a licence...**

This information leaflet accompanies the Letchworth Garden City Design Guide and has been produced to give you additional guidance.

Under the terms of the deeds of the property, many freeholders and leaseholders are not allowed to run a business from their home without prior written consent from the Heritage Foundation.



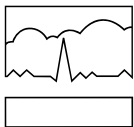
Working from home is an increasingly attractive option for many people and the Heritage Foundation acknowledges that, with today's communication technologies, it is the way forward for many people.

However, in order to protect neighbours and safeguard the quality of the Garden City environment, the Heritage Foundation requires such residents to seek permission by registering their home business activity.

Subject to meeting criteria that the business does not constitute a potential threat to the immediate environment or the comfort of neighbours, the Heritage Foundation will issue an annual 'reviewable' and renewable licence.

If you are already running your own business from home or considering working from home, this form is for you. Please complete it as fully and frankly as possible. The information you write down will provide the basis upon which we will evaluate your application for a licence.

Should you require any assistance in completing the form or if you have any other queries concerning your application, please do not hesitate to contact our Estates & Planning Department on 01462 476000 or email info@lethworth.com



This note is published and approved by the Foundation and provides additional information to the advice contained in 'Design Guidance for residential areas in Letchworth Garden City', a document formally adopted by both the Foundation and North Hertfordshire District Council.

Although this note provides supplementary information to the Design Guide, it is not part of the formally approved document adopted by the Council, but provides assistance in determining applications for the Foundation's consent.

For further information in respect of this note and the Letchworth Design Guide please contact The Estates & Planning Department, Letchworth Garden City Heritage Foundation, The Spirella Building, Letchworth Garden City, Hertfordshire SG6 4ET. Tel: 01462 476000 Fax: 01462 476050 Email: info@lethworth.com

Please see form overleaf

**Please complete the form below and return
to the address given opposite**

Name

Address

Telephone

E Mail

Name of Business

Date established?

How long has the business operated at the above address?

Nature of business?

Please give a brief description

Approximately how much of the property does the business occupy within the house, garage, outbuildings, and grounds

Will any new building or alteration to the property or grounds be required?

What machinery, equipment or vehicles does the business require at the property?

How many non-residents work for the business at the property?

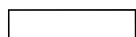
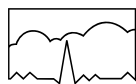
What car parking arrangements are in place?

How many business visitors/deliveries come to the property each day?

Does the business produce any outputs to the environment/adjoining properties e.g. noise, fumes, waste?

During what hours does the business operate at the property?

Signature



**LETCWORTH
GARDEN CITY
HERITAGE
FOUNDATION**

Please send your completed form to:

Letchworth Garden City Heritage Foundation,
Suite 401, The Spirella Building, Bridge Road, Letchworth Garden City, Hertfordshire SG6 4ET
Tel: 01462 476020 Fax: 01462 476050