

Application for Consent – Letchworth Garden City Residential Property



A special place

Letchworth is special. It is the world's first Garden City, the brainchild of town Founder, Ebenezer Howard, as a solution to the poverty and squalor of England's cities and towns in the late 1800s. Garden Cities set out to achieve the perfect balance of town and country.

Howard's company's approach to the ownership of land was special too. First Garden City Ltd insisted on retaining 'Freehold' ownership of its Estate. It did so in order to control development on its land and also to create the necessary financial resources to fund future investment.

Many years later, national legislation, the Leasehold Reform Act 1967 (LRA), gave individual leaseholders the right to buy their 'Freehold' from their landlord. Many have taken up this option.

Why do I need Consent from the Heritage Foundation?

In the Garden City, those buying their Freeholds are required to sign up to a 'Scheme of

Management'. This includes a requirement for them to seek permission from the Foundation before making external changes to their Garden City homes. This also applies to lease covenants on leasehold properties.

This requirement is separate from the need for permission from the Council under planning legislation.

The Foundation is able to look at a wider set of considerations than North Hertfordshire District Council (NHDC). These include issues relating to design, materials, density and loss of amenity i.e. loss of light or privacy.

Design Standards

Your application should be based on the 'Design Standards' for your home. The 'Design Standards' provide advice on all aspects of external improvements, from hard standings to windows. There are three separate 'Standards' to reflect the diversity of the Garden City. These are:

- **Early Garden City**
- **Later Garden City**
- **Modern Garden City**

To obtain your copy of the 'Standards' call 01462 476017

8 simple steps to making an application

1 Know your Character Area, Review the Standards

Your first port of call should be to check which 'Character Area' your home falls under and which standards are applicable.

This can be done online or over the phone.

Once you know your 'Character Area', read through the sections relevant to your plans.

2 Contact us

We're here to help. The best way to ensure your application goes through smoothly, is to talk to us early on.

3 Talk to an expert

For major applications such as extensions or loft conversions it is always advisable to talk to an expert to help you prepare your plans and submit your application.



4 Prepare your application

Make sure your application considers every detail – the more information you include at this stage, the faster your application will go through.

Use the checklist on the attached form to ensure you are submitting all the relevant material:

- One set of drawings to scale, showing your existing elevations and property layout.
- Two sets of drawings to scale, showing the proposed changes and elevations, including materials, fittings and finishes.
- All relevant supporting information, such as property photographs.
- The relevant fee as quoted on the application form.

The contents of your application will match the scale of the works you are planning. The detail required for a new front door will be very different to that of an extension.

Your Dedicated Contact

5 Our Estates team will acknowledge your application, let you know whether any further information is required and introduce your dedicated contact.

This member of the team will usually manage your application from start to finish.

6 Review of Your Application

Your application will be reviewed to check it complies with the 'Design Standards', and this will usually involve a site visit.

We will identify any issues and work with you to resolve them.

7 Neighbour Consultation

For major applications, it is important to understand the impact of your works on the surrounding homes. As such, your neighbours may be invited to comment on your plans. Details of your application will also be published in a local newspaper and online.

8 The Decision

If your application is approved, an initial approval letter will be issued. Once the approved works are completed, a site inspection will be carried out and the formal Approval Notice issued.

If your application is refused, a refusal letter setting out reasons for refusal will be issued.

You can then either submit amended plans addressing the issues, or apply to the Advisory Management Committee (AMC) for a review of the decision.

The AMC comprises of four members. One member is elected from the Letchworth Garden City Society. One from the Letchworth Garden City Citizens' Society. Two Foundation governors who are not board members complete the AMC.

The AMC do not have the power to overturn a decision but can recommend that it be reconsidered.

All referrals to the AMC must be made in writing, letters should be sent to the Heritage Foundation marked for the attention of the Head of Estates.

Don't forget

We're here to help –

if you have any questions or problems when completing your application please call our Residential Helpline on **01462 476017**.

Checklist of information to include with your application

Building proposal:

Extensions, garages, balconies, outbuildings, conservatories, porches, new openings (windows, doors), demolition and rebuilding, conversion (e.g. garages, lofts etc), roof lights and solar panels.

Information to include:

- Application fee for proposed works (£43.00). Please make your cheque payable to 'Letchworth Garden City Heritage Foundation'.
- One copy of a drawing showing existing elevations and floor plans of the property to scale (no larger than A1).
- Two copies of drawings to scale (no larger than A1), showing the proposed elevations, floor plans and sections if appropriate including finish materials 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 (no larger than A1).

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 or 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).

Retrospective applications:

Extensions, garages, balconies, outbuildings, conservatories, porches, demolition and rebuilding, conversion (e.g. garages, lofts etc), solar panels, 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 or boat storage.

Information to include:

- Application fee for retrospective works (£43.00). This is only required for those works listed as 'Building Proposals' in the opposite column. Please make your cheque payable to 'Letchworth Garden City Heritage Foundation'.
- For building works – two copies of drawings to scale, showing the elevations, floor plans and sections if appropriate including finish materials and specification for windows and doors.
- Photographs of the works.

Please send me the following leaflet(s):

- Heritage Awards
- Advisory Management Committee

Return to:

The Estate Management Team
Letchworth Garden City Heritage Foundation
Foundation House
Icknield Way
Letchworth Garden City
SG6 1GD

