



# HERTSMERE BOROUGH COUNCIL

Civic Offices, Elstree Way  
 Borehamwood  
 Herts WD6 1WA  
 Tel: 020 8207 2277  
 Fax: 020 8207 7444  
 Email: [planning@hertsmere.gov.uk](mailto:planning@hertsmere.gov.uk)  
[www.hertsmere.gov.uk](http://www.hertsmere.gov.uk)

## Application for a Non-Material Amendment Following a Grant of Planning Permission

### Town and Country Planning Act 1990 (as amended)

#### Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

### Site Location

**Disclaimer:** We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

Description of site location must be completed if postcode is not known:

Easting (x)  Northing (y)

Description

## Applicant Details

### Name/Company

Title

First name

Surname

Company Name

### Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

### Contact Details

Primary number

Secondary number

Fax number

Email address

## Agent Details

Name/Company

Title

First name

Surname

Company Name

## Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

## Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

## Eligibility

Does the applicant have an interest in the part of the land to which this amendment relates?

Yes

No

If the applicant is not the sole owner, has notification under Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) been given?

Yes

No

Not applicable

## Description of Your Proposal

Please provide the description of the approved development as shown on the decision letter

Single storey extension to existing office building to create ancillary gym, with provision of new cycle parking

Reference number

23/1280/FUL

Date of decision

24/11/2023

What was the original application type?

Full planning permission

For the purpose of calculating fees, which of the following best describes the original development type?

**Householder development:** Development to an existing dwelling-house or development within its curtilage

**Other:** Anything not covered by the above category

## Non-Material Amendment(s) Sought

Please describe the non-material amendment(s) you are seeking to make

- 1) Retention of internal structural walls
- 2) Re-location of internal partition walls and doors
- 3) Re-configuration of internal gym space and equipment position

Please state why you wish to make this amendment

To improve the functionality of the gym space, making the best use of the space provided.

Are you intending to substitute amended plans or drawings?

- Yes  
 No

If yes, please complete the following details

Old plan/drawing numbers

230920\_BW\_PlanApp\_Gym 03 Demolition Plan Rev A (Demolition Plan)  
230920\_BW\_PlanApp\_Gym 04 Proposed Plan Rev A (Proposed Plan)

New plan/drawing numbers

081A\_BW\_GF\_GYM\_DE Rev B (Demolition Plan)  
081A\_BW\_GF\_GYM\_PR\_Rev B (Proposed Floor Plan)

## Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- Yes  
 No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- The agent  
 The applicant  
 Other person

## Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- Yes  
 No

## Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- Yes
- No

## Declaration

I/We hereby apply for Non-Material Amendment as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

I / We agree to the outlined declaration

Signed

Rosalind Gall

Date

05/03/2024