

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

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Therfield Parish Council  
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Our Ref : 19/02563/FPH  
Contact : Naomi Reynard  
Direct Line : 01462 474318  
Email : [naomi.reynard@north-herts.gov.uk](mailto:naomi.reynard@north-herts.gov.uk)  
Date: 30 October 2019

FAO Helen Stubbings

Dear Sir / Madam,

**Full Permission Householder : Insertion of side dormer window and insertion of roof lights to both existing side roof slopes to facilitate conversion of loft space into habitable space**

**Pound House, Police Row, Therfield, Royston, Hertfordshire, SG8 9QE**

**Please quote the following reference: 19/02563/FPH on all correspondence.**

We would be grateful to receive your comments on the above application by 22 November 2019.

As this is a householder application, in the event of an appeal against refusal of planning permission, which is to be dealt with on the basis of representations in writing, any representations made about this application will be sent to the Secretary of State, and there will be no further opportunity to comment at appeal stage.

If I have not heard from you by this date, I will assume you have no comments to make about this application.

Full details of the application can be accessed via the website:

<https://pa2.north-herts.gov.uk/online-applications>

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S. Ellis', written in a cursive style.

Simon Ellis  
Development & Conservation Manager

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