



Mid Suffolk District Council,  
Endeavour House,  
8 Russell Road,  
Ipswich,  
IP1 2BX

4<sup>th</sup> November 2022

Dear Sir/Madam,

**Erection of single-storey, oak-framed garden room at Castle Oak, Castle Road, Offton, Ipswich**

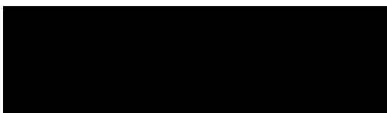
Please find enclosed a joint householder and listed building consent application for the above proposed development. The application includes the following documents/plans:

- Completed application forms;
- Completed ownership certificate;
- Completed CIL additional information form;
- Combined design & access statement and heritage statement;
- Location Plan at 1:1250 (Drg. 86129/01);
- Proposed block plan at 1:500 (Drg. 86129/02);
- Existing floor plan, roof plan and elevations at 1:100 (Drg. 86129/03 & 86129/04);
- Proposed floor plan, roof plan and elevations at 1:100 (Drg. 86129/05 & 86129/06).

The application fee of £206.00 will be paid directly via the Planning Portal.

I trust you have sufficient information to be able to register and validate this application however please do not hesitate to contact me should there be anything further that you require.

Yours faithfully,



**James Phillips BA, MSc**  
*Planner for Prime Oak*

Manufacturers of Quality  
TRADITIONAL OAK FRAMED BUILDINGS