

The Planning Manager  
Planning Control and Conservation  
Oxford City Council  
Town Hall  
St Aldates  
Oxford OX1 1BX

3 October 2023

Dear Sir/ Madam

**PPA2304 Conversion of Existing Garage to Home Office - 9a Hernes Road, Oxford - Covering Letter**

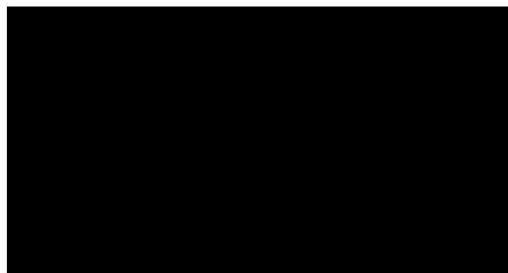
We are submitting an application for Planning Permission in respect of the above property. The house is not listed and not within a Conservation Area. The application has been sent via the planning portal, with drawings attached digitally. Payment has been made via the Portal. Accordingly we have attached the following:

Planning Application Forms  
Covering Letter  
Design and Access Statement  
Environmental assessment  
Noise assessment  
Sunlighting assessment  
CIL Assessment  
CIL Form

PPA2304-L1 Location Plan  
PPA2304-B1 Block Plan  
PPA2304-P1 Existing Plans and Elevations  
PPA2304-P2 Proposed Plans  
PPA2304-P3 Existing Perspectives  
PPA2304-P4 Proposed Perspectives

We trust that this information gives you enough to register the application but if you need anything further please do not hesitate to contact us.

Yours faithfully,



Peter Pritchard RIBA  
for and on behalf of PPA Architecture Ltd

