

London 11/10/2023

INTRODUCTION LETTER**Project Address: Flat 13, Craig's Court, 25 Whitehall, London SW1A 2BS**

To whom it might concern,

We are an architectural office based in London, looking for Listed Building Consent approval to work on alterations to Flat 13, Craig's Court, 25 Whitehall, London SW1A 2BS.

The existing is a flat within a Grade II Listed Building, with some interior elements in poor condition that we're proposing to improve, along with some minor alterations that, in our opinion will enhance its internal circulation and overall internal space of the flat.

The proposed works include the removal and relocation of the central bathroom door, repair of two windows, replacement of secondary glazing, fitted kitchen and kitchen tiles, all to match existing.

We have prepared and submitted the following drawings and documents to support this application, as following:

- 000 – Cover
- 001 – Introduction letter (*this document*)
- 002 – Design and Access Statement
- 003 – Heritage Statement
- 100 – OS Map
- 101 – Existing
- 102 – Construction
- 103 – Proposed
- 104 – Windows elevations
- 105 – Window 1 photos
- 106 – Window 2 photos
- 107 – Windows 3 and 4 photos
- 108 – Window 5 photos
- 109 – Window 6 photos
- 110 – Windows 7 and 8 photos
- 111 – Windows repair photos

Please find in the submitted documentation all the information relevant for the consideration of such works and if further clarification is needed upon the submission, please do not hesitate to contact me or Charlotte Serna (in charge of the project within our staff) at charlotte@cottitrolese.com / +34675159409.

Kind regards,

Nicola

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