



**WINCER  
KIEVENAAR**

Extension and Alterations to  
Wynne Cottage, Boxford  
and Partial Demolition of adjacent  
outbuilding

Householder and Listed Building  
Consent Application

**DESIGN, ACCESS  
AND HERITAGE  
STATEMENT**

Ref: 5880\_DAS  
November 2023

## ▶ 5880

Householder and Listed Building Consent Application

**Address:**

Wynne Cottage, Swan Street, Boxford, CO10 5NZ

**Local Authority:**

Babergh District Council

**Client:**

Mr & Mrs Copeland

**Date:**

November 2023

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## PROPOSAL SUMMARY

Wincer Kievenaar Architects were appointed to prepare this Design and Access Statement in support of a Householder and LBC application for the extension and alterations to Wynne Cottage, Boxford, a curtilage listed dwelling to Wynne House, Boxford.

This statement and supporting documentation is prepared in accordance with The Communities and Local Government publication “Guidance on Information requirements and validation” (March 2010) which sets out in Section 6 the requirements for Design and Access Statements.

A further amendment to the requirements for Design and Access Statements was made via The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2013 No. 1238. Article 4 states the following new requirements for Design Access Statements:

- (2) An application for planning permission to which this article applies shall be accompanied by a statement (“a design and access statement”) about—
- (a) the design principles and concepts that have been applied to the development; and
  - (b) how issues relating to access to the development have been dealt with.
- (3) A design and access statement shall—
- (a) explain the design principles and concepts that have been applied to the development;
  - (b) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;

(c) explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;

(d) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and

(e) explain how any specific issues which might affect access to the development have been addressed.

The proposal outlined within this document is comprised of alterations and extensions to 1no. Dwelling.

Within the larger site area there are two independent dwellings, Wynne House and Wynne Cottage. Wynne Cottage was subject to a Lawful Development Certificate in 2021. This established that Wynne Cottage was its own dwelling and not an annexe to Wynne House. The proposal is to extend Wynne Cottage to the rear of the site whilst protecting the setting of Wynne House (Grade II Listed).

A Pre-application site meeting with Natalie Drewett took place on the 10th of October 2023 with a positive response.

A formal written response has now been received which shares the same positive feedback previously received, referring to the proposal as a modest extension and alterations which pose no harm to the setting of the listed building. (See Appendix A)



## 2.0 SITE CONTEXT

### EXISTING SITE

Boxford is classed as a Core Village by Babergh District Council and will act as a focus for development.

The village lies in south-west Suffolk, approximately 5 miles west of Hadleigh and 6 miles east of the Market Town Sudbury.

Boxford is a defined village with a range of facilities including a Village Shop, Post Office, Farm Shop, Coffee Shop, Hairdressers, Doctors Surgery Public Houses, Primary School, Butchers and Medical & Beauty Clinic. The residents of the dwelling will use established local services and facilities in Boxford, maintaining their viability.

#### Closest facilities

Primary School - Boxford VC - 300meters

Secondary School - Thomas Gainsborough, Great Cornard - 6.1miles

Bus Stop - Broad Street - 300meters

Railway Station - Sudbury - 6.5 miles

Village Shop - Boxford Village Stores - 300meters

Hospital - Ipswich - 17.7miles

Fire Station - Nayland - 5.4miles

Doctors Surgery - Mill Surgery - 300meters

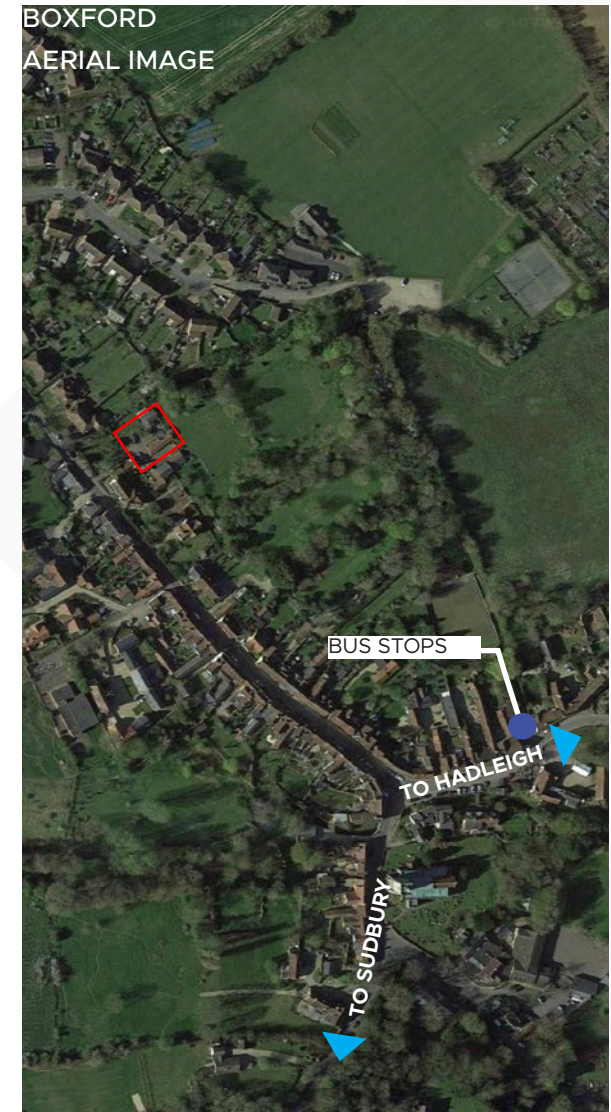
With the facilities of Boxford, along with the main bus stop that provides links to Ipswich and Sudbury, it lessens the need for regular use of private motor vehicles.

The site is wholly within Flood Zone 1 and is not at risk of flooding. The site sits behind Wynne House which is grade II listed dwelling. It forms a parcel of land within the Conservation Area and within the Built up Area Boundary of Boxford.

The application dwelling was previously associated as an annexe to Wynne House but has since received lawful development as a dwellinghouse under application DC/21/03170, while still remaining curtilage listed. The proposed additions will extend to the rear towards 'the croft' to ensure no negative impact is caused on the heritage asset.

Wynne House is a substantial two storey dwelling set amongst the properties fronting Swan Street with a formal garden to the south-east and outbuildings to the north-east. Wynne Cottage sits to the north east of Wynne House in a converted outbuilding that would have been associated to the listed dwelling. The cottage received lawful development and has since become an established single storey 2 bedroom dwelling house.

The proposal will retain the original dwelling but extend to the rear, catering to a modern life style while not imposing on the historic building fabric along Swan Street.



## SITE PHOTOGRAPHS



Existing site access to be retained.



Wynne cottage as seen from driveway.



Previous addition to Wynne Cottage to be removed.

Rear of Wynne cottage where the proposal will be located.



View across two croquet lawns. The rear separated by existing tree belt.



Canopy attached to Wynne Cottage to be removed.



▼

2.0

## SITE CONTEXT



## PLANNING CONTEXT

The site is outlined in red on the Boxford Local Plan to the right.

The site is located inside the Built up Area Boundary of Boxford, and inside the boundary of the Boxford Conservation Area.

Other applications within the locality of the site have been subject to permissions for extensions and alterations within the conservation area. These permissions provide a useful basis to consider sustainability of this site and the proposed development in the context of the Council's policies:

DC/22/06404 | Householder Application - Erection of two storey extensions to the side and rear, erection of single-storey rear extensions, Construction of rear dormer window, insertion of front rooflights and round gable window in conjunction with loft conversion. | Glebe House 3 Rectory Park Boxford Sudbury Suffolk CO10 5JS - Granted

DC/19/02691 | Application for Listed Building Consent - Erection of a single storey rear extension with removal of internal glazed partition. | The Old Forge Church Street Boxford Sudbury Suffolk CO10 5DU - Granted

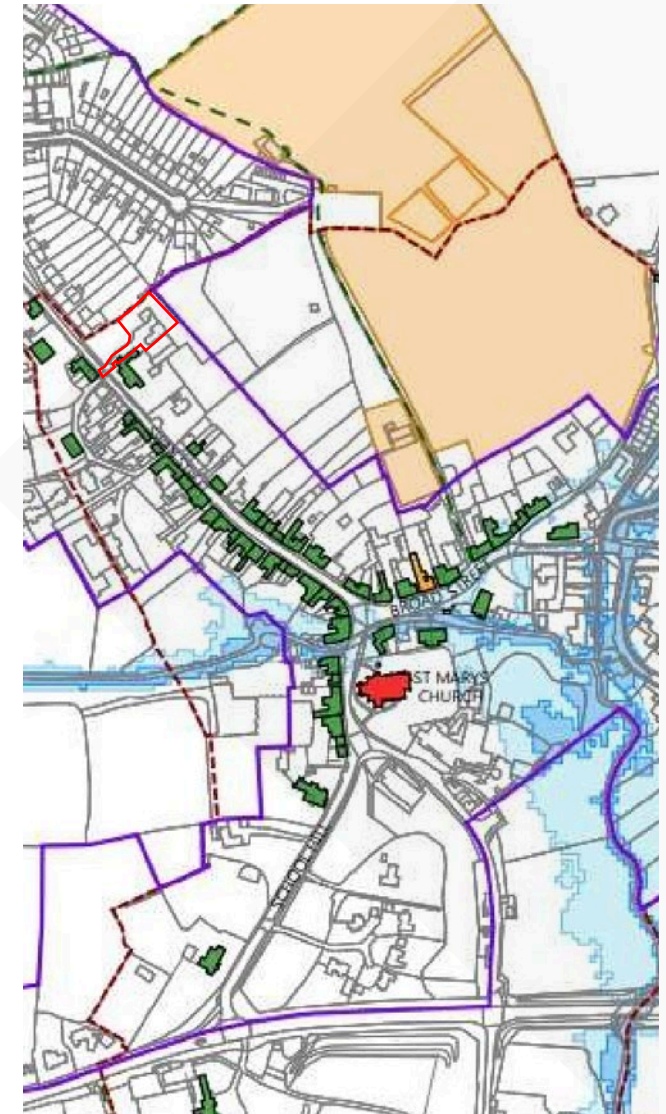
DC/18/05387 | Application for Listed Building Consent - Erection of single storey rear extension, removal of timber stair enclosure, erection of external stair and associated access door plus concrete hard standing and removal of infill brick plinth, door & window | White Hart Broad Street Boxford Sudbury Suffolk CO10 5DX - Granted

DC/18/04552 | Householder Planning Application - Erection of a two storey front extension and alterations to fenestration | Melody House 26 Cox Hill Boxford Sudbury Suffolk CO10 5HR - Granted

DC/21/01184 | Householder application - Erection of single storey side extension to create bedroom, shower room and storage to enable respite care for a registered disabled person | Twelve 12 The Causeway Boxford Sudbury Suffolk CO10 5JR - Granted

B//02/01117 | Householder Planning Application - Erection of rear extension to existing barn

## 2.0 SITE CONTEXT



Current Boxford Local Plan



## ▼ 3.0 HERITAGE

### WYNNE HOUSE

Listed building Entry Number 1351427

Details: BOXFORD SWAN STREET  
1. 5377 (north-east side) No 46 (Wynne House)  
TL 9640 60/139 23.1.58 II GV

2. A timber-framed and plastered building with a cross wing at the south-east end, probably of C16-C17 origin but much altered in the C18. Two storeys. Four window range of double-hung sashes with glazing bars. The cross wing has tripartite windows. A 6-panel door has a wood doorcase with panelled pilasters and an open pediment with fret ornamentation. Roof tiled with slate at the eaves. The cross wing has a chimney stack with 2 octagonal shafts.

Listing NGR: TL9608140714

Wynne House is a Grade II listed building, consisting of 16th and 17th century origins as well as 18th century alterations which can be noticed along the street scene. The building is located within the Boxford Conservation Area, and is in close proximity to other listed buildings, the nearest being the Edwardstone Almshouses which is a Grade II property.

No changes are being proposed to Wynne House.

Wynne Cottage shares access with Wynne House and is considered Curtilage listed.



◀ Located to the rear of Wynne House, Wynne Cottage was an ancillary building along with two barns, a workshop and a garden room located at the rear of the site.



Location of Wynne Cottage when viewed from the street Scene (Swan Street)





## 3.0 HERITAGE

### WYNNE COTTAGE

The proposal is for two single-storey extensions and internal alterations to Wynne Cottage which was previously ancillary to Wynne House however due notice should be given to the following application:

DC/21/03170 - *Application for a Lawful Development Certificate for an Existing Use, Operation or Activity including those in breach of a Planning Condition. Town and Country Planning Act 1990: Section 191 as amended by section 10 of the Planning and Compensation Act 1991. Town and Country Planning (Development Management Procedure) (England) Order 2015 - Use of a single storey building as 2 bedroom dwellinghouse (Class C3). Which was approved in 2021.*

The cottage is now considered an independent dwelling although still remaining in the curtilage of Wynne House.



Existing extension to Wynne Cottage

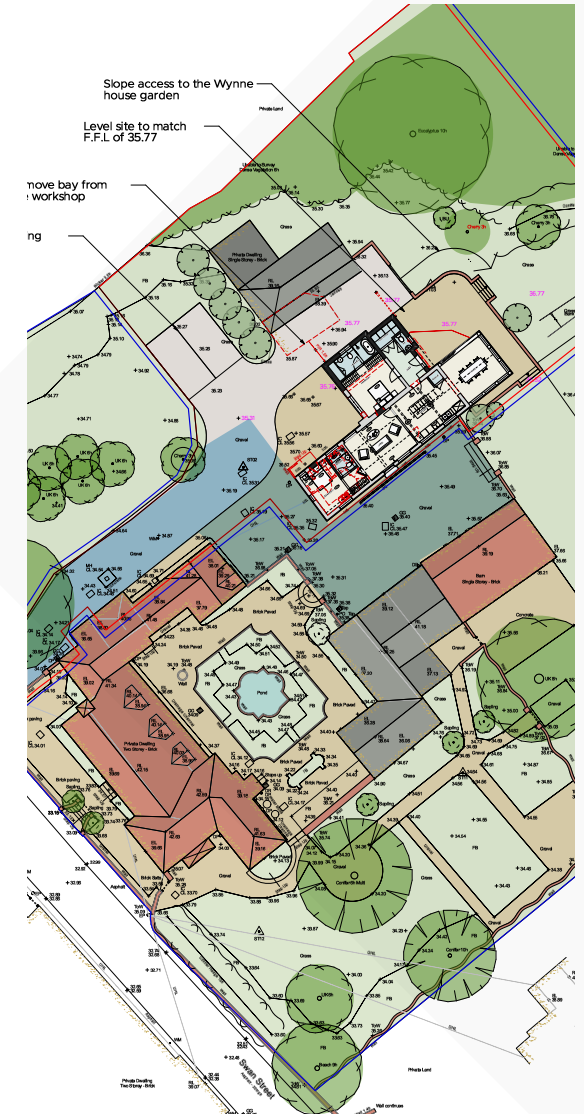
The Cottage is located to the rear of Wynne House, a suitable distance from the listed property. The existing drive is shared by both properties and connects to a gravel courtyard to the north south of the cottage, both will be respected by the location of the proposed extension, see plan to the right (shown in blue).

The cottage is screened from the street view by Wynne House which acts as a buffer, preserving the historic street scene. Currently part of the cottage is visible from the street, this part being the unsympathetic flat roof extension, thusly the proposed extension improves the street scene by reflecting the historic form of Wynne Cottage.

The extension to the cottage preserves the historical character of the cottage, which previously functioned as a piggery building while also reflecting and improving the domestic elements which were introduced when the cottage became an annexe. The proposed extension will be distinguishable from the historic fabric while also remaining tasteful and ensuring that it appears coherent through the use of materiality and form.

The use of horizontal timber cladding as a facing material on the visible extension ties the addition back to the historic fabric, creating a unified overall character across the property while also covering the stretcher bond from the old extension. The new pitched roof will meet the existing eaves at the eaves and ridge to merge both existing and new fabric seamlessly.

The rear extension will sit flush with the existing building line creating a simple linear form along the south elevation however, the proposal remains easily distinguishable by introducing a high level of glazing.



# 4.0 USE AND AMOUNT

## USE

The application proposal will not change the use of the dwelling and it will remain as C3 Residential.

While the use is being retained, the proposal will improve the functionality of the property by creating a dynamic garden room and optimising the flow around the cottage.

## AMOUNT

The proposed development is comprised of a single storey extension to the north east of the dwelling and a north west extension on and partially extending over the footprint of the previous unsympathetic bedroom addition, to be altered.

### Gross Internal Floor Area (GIA)

Existing - 74 sq.m  
Proposed - 110 sq.m

### Total Difference - 36 sq.m

The proposal will increase the floor area by 48% introducing two en suites, a utility room, pantry, cloak room, lobby, and dining room, better utilising the space.

Site area (red): 1356 sq.m



# 5.0 LAYOUT

The proposal will relocate the entrance to the north east and convert the front third of the cottage, where the kitchen and bathroom are currently located, into a bedroom with an en suite.

A new bedroom will be located over the existing extension footprint with an en-suite extending past the existing building line to form a more generous master bedroom. The extension will also form a private courtyard, protected from the street scene which is considered appropriate in the Pre-application response (See Appendix A) as it poses no harm to the setting of Wynne House.

The living room will remain in the central third of the cottage while a new kitchen will be located in the rear third. The kitchen will face the gravel courtyard to allow for better flow from the lobby to the living room and dining.

A timber extension will be attached to the rear of the cottage, creating an open plan kitchen / dining experience. A high level of glazing will create multiple perspectives across the gardens with sliding doors opening up to a sunken courtyard garden.

Overall, the proposal will retain the majority of the original fabric while utilising the previous extension's footprint to create a sympathetic extension, suitable for a modern style of living.



## 6.0 SCALE & APPEARANCE

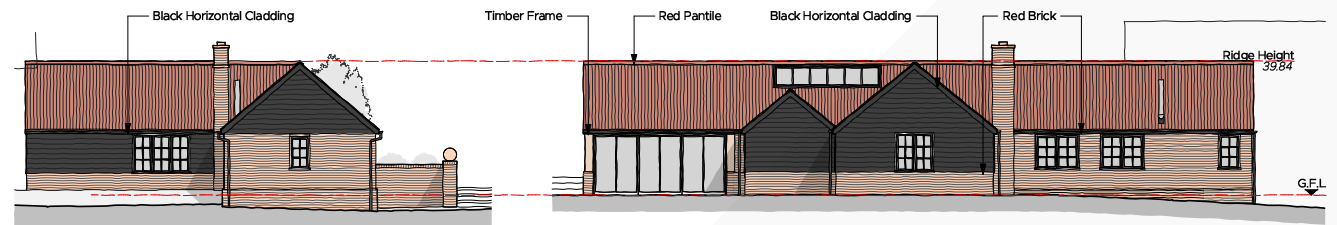
The proposal is of appropriate scale, form and detailed design to ensure it remains subservient to Wynne House.

Along Swan Street the plots are varied in size and architectural language but they are true to their period. The proposal draws upon the architectural language of the original dwelling to remain sympathetic to Wynne Cottage and the existing dwellings seen behind Wynne House.

The extension respects the existing scale by introducing a pair of stepping gables, intersecting with the main dwelling. The gable visible from the street scene meets the existing roof at the eaves and ridge to appear flush with the existing fabric.

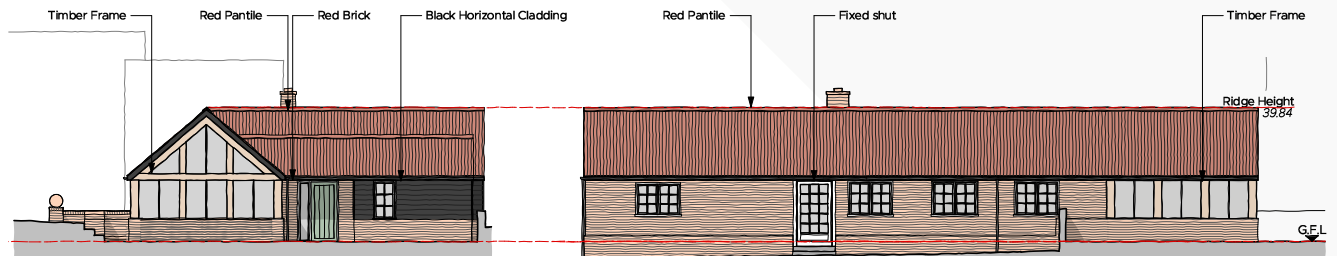
The rear extension, housing the dining room, is flush with the existing building line which is referred to as the preferable option in the Pre-app response (See Appendix A) as the simple linear form of the cottage is maintained, the glazed element of the extension visually separates the extension from the historic fabric.

Traditional massing, form and materials have been chosen to reflect the original dwelling ensuring that the proposal remains in keeping in character with the setting of the listed building and that of the conservation area.



Proposed Front Elevation  
South West

Proposed Side Elevation  
North West



Proposed Rear Elevation  
North East

Proposed Side Elevation  
South East



# 7.0 LANDSCAPING

There is a distance of a metre between the floor level of the cottage and the grass banks behind the cottage. To remedy this a courtyard will be created at a level of 35.77m (FFL) which will retain the bank and designate a garden space that separates the cottage from Wynne House.

The driveway will be extended along the south west elevation of the workshop to introduce two new parking spaces for the cottage to use.

The majority of trees, shrubs and hedging will be retained and enhanced with supplementary native planting. Alterations are proposed to some existing planting to allow for the extension.

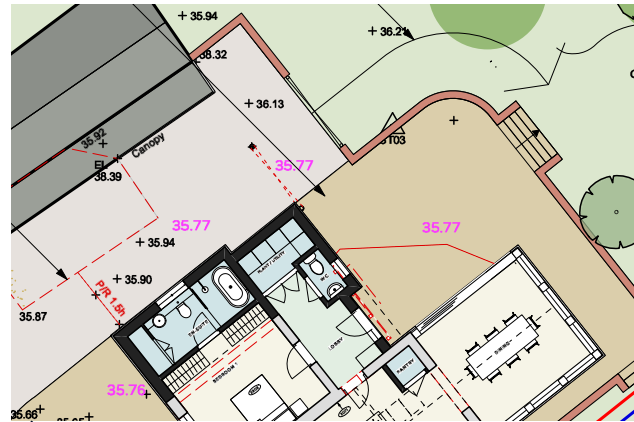


Access to the site and dwelling shall be via the existing shared access off Swan Street. This does not increase the amount of vehicular traffic from the road and therefore no additional impact on the highway.

Provisions are made for parking and turning associated with the dwelling. The driveway will be altered to accommodate two new dedicated parking spaces for the cottage as described in the landscaping proposal.

The new access will be located to the rear of the property within the courtyard, this ensures that the entrance remains private and is not overlooked by Wynne House. This new access point will be flush.

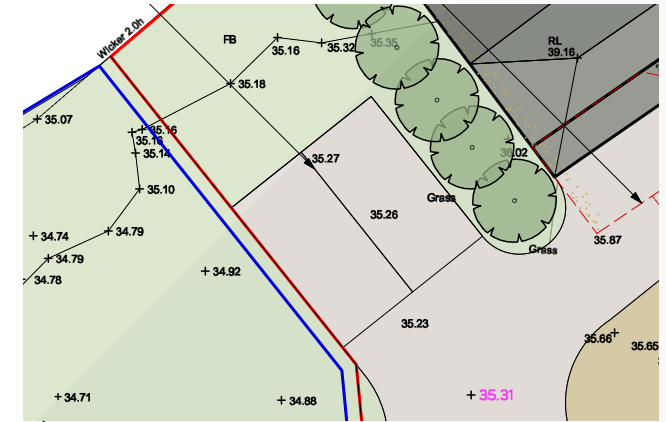
Internal layout of the dwelling would confirm to Part M of the building regulations.



Height of the driveway will be lowered to meet the FFL. This new level will be 35.77 as shown above.

The bank will slope gradually to meet 36.77, making up for the change in level and creating a flush access across the threshold.

## 8.0 ACCESS



Proposed Parking provisions for Wynne Cottage



## 8.0 ACCESS

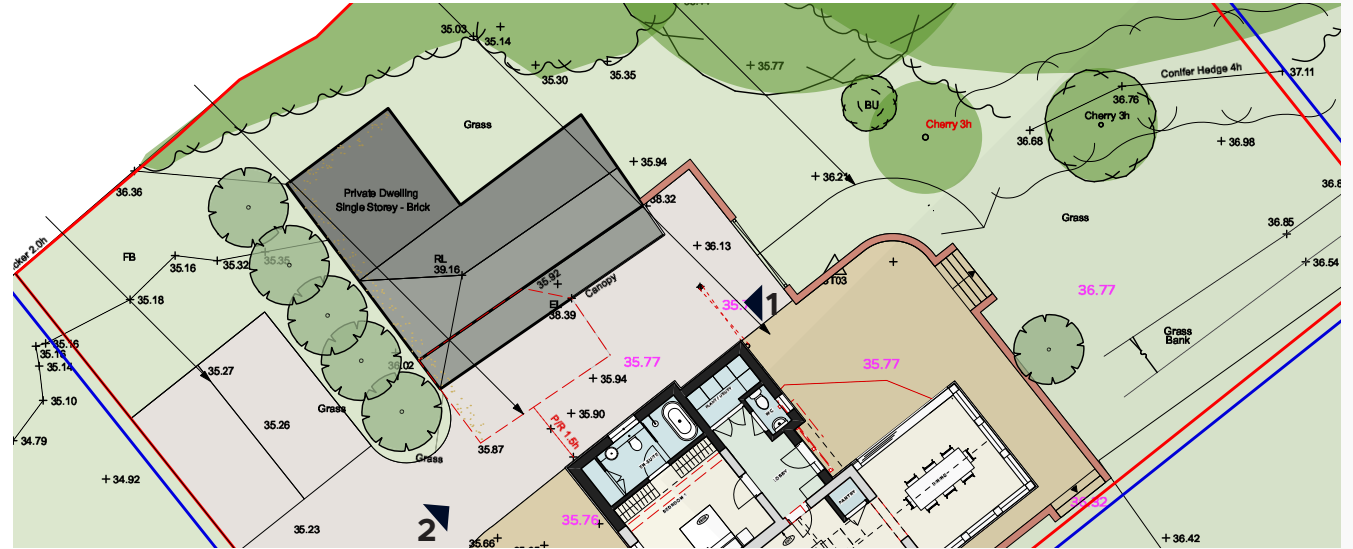
### OUTBUILDING

The only available vehicular access to the rear garden is through the drive that runs between Wynne Cottage and the outbuilding. Adaptations to the outbuilding are proposed to ensure that this connection is not severed by the proposed extension.

These changes consist of the demolition of the south east bay of the outbuilding and the extension of the existing overhang across the new south elevation.

Changes to the outbuilding have been considered appropriate in the pre-Application response as the area to be removed is a modern addition to the site (See Appendix A).

Footprint of area to be removed: 19.6sq.m



1 - View of the outbuilding from the garden

The highlighted area shows the extent of the demolitions proposed.



2 - View of the outbuilding from the driveway

The bay is not visible from Swan Street and the removal would have a minimal impact on the street scene.



▼  
**9.0**  
**APPENDIX A**

**Philip Isbell**  
Chief Planning Officer – Sustainable Communities



**Babergh District Council**  
Endeavour House, 8 Russell Road, Ipswich IP1 2BX

Website: [www.babergh.gov.uk](http://www.babergh.gov.uk)

Mr Francisco Da Silva  
2 Market Place  
Hadleigh  
Ipswich  
Suffolk  
IP7 5DN

**Please ask for:** Natalie Drewett  
**Your reference:** PPA550807513  
**Our reference:** DC/23/04590  
**E-mail:** [heritage@babberghmidsuffolk.gov.uk](mailto:heritage@babberghmidsuffolk.gov.uk)  
**Date:** 10th November 2023

Dear Mr Da Silva

**Proposal:** Meeting on site & written response – relocate the entrance to the north east and convert the front third of the cottage into a bedroom with an en-suite, new kitchen and timber extension.

**Location:** Wynne Cottage, Swan Street, Boxford, Sudbury Suffolk CO10 5NZ

**Site Meeting Date:** 10/10/2023

Thank you for your request for pre-application advice. I have reviewed the details submitted and provide the following information and advice:

**Site Constraints:**

Wynne House is a grade II listed building within the Conservation Area of Boxford. Wynne Cottage is a curtilage listed outbuilding that has established use and legal status as separate residence, as confirmed by Lawful Development Certificate under application reference no. DC/21/03170. The curtilage defined by this certificate encompasses a significantly smaller area than shown on the submitted site location plan.

The pre-application enquiry relates to the proposed extension and alteration of the curtilage listed outbuilding. The main considerations are the impact on the significance of the primary listed building, Wynne House, by development within its setting and the impact of the proposed alteration upon the character of the outbuilding.

A site meeting was held to discuss the proposals on 10th October.

Pre-application enquiry reference no. DC/22/01474 is relevant to the proposals. This proposed a separate dwelling in the rear garden of Wynne House. This was to enable the owners to downsize so that the younger generation of the family could move into Wynne House. That proposal was not supported, and it is understood that the current scheme has been developed as a result. It should be noted that the Design and Access statement that has been submitted with the current enquiry clearly refers to the previous scheme in the Policies section.

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**Mid Suffolk District Council**  
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[www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk)

**Description of Proposal:**

Meeting on site & written response – relocate the entrance to the north east and convert the front third of the cottage into a bedroom with an en-suite, new kitchen and timber extension.

**Plans & Documents Considered:**

The plans and documents recorded below are those which have been considered:

Existing Site Plan 5880 SU\_02 - Received 02/10/2023  
Floor Plan - Existing 5880 SU\_03 - Received 02/10/2023  
Elevations - Existing 5880 SU\_04 - Received 02/10/2023  
Proposed Site Plan 5880 PA\_02 - Received 10/10/2023  
Plans - Proposed 5880 PA\_03 - Received 10/10/2023  
Elevations - Proposed 5880 PA\_04 - Received 10/10/2023  
Design and Access Statement 5880 DAS - Received 02/10/2023

**Relevant Planning History:**

DC/21/03170	Application for a Lawful Development Certificate for an Existing Use, Operation or Activity including those in breach of a Planning Condition. Town and Country Planning Act 1990: Section 191 as amended by section 10 of the Planning and Compensation Act 1991. Town and Country Planning (Development Management Procedure) (England) Order 2015 - Use of a single storey building as 2 bedroom dwellinghouse (Class C3)	Was Lawful 08/09/2021
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**Relevant Planning Policies:**

CN01 - Design Standards  
CN06 - Listed Buildings - Alteration/Ext/COU  
CN08 - Development in/near conservation areas  
LP19 - The Historic Environment  
CS15 - Implementing Sustainable Development

**Officer Assessment:**

Wynne Cottage is within the ownership of Wynne House, and until recently rented out. It has no independent residential curtilage, although the physical arrangement allows for a degree of privacy from the main house. The outbuilding is thought to be a former piggery and forms a courtyard with a larger building to the south.

The building has already been converted for residential use, with windows and doors of a domestic appearance and flat roof extension, with chimney stack to the north. The interior has little in the way of historic features (a notably cambered tie beam aside), with modern plasterboard surfaces, all consistent with a mid-late 20th century date. The early nineteenth century brickwork has sustained alteration through adaptation and addition of fenestration. Despite the domestic appearance of the fenestration, the building, due to its simple linear form and location, is still ancillary in character to the primary listed building and contributes to the understanding of its relationship to the wider context.

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9.0  
APPENDIX A

The proposal involves internal alteration to change the entrance position, modest extension to the existing flat roofed element and a linear extension to the northeast.

There is no objection in principle to these proposals. The use is established and the aspects that have the closest relationship with the existing outbuildings and house will remain unaltered. The extensions will make the form more complex, but the aesthetics of the proposals relate to traditional outbuildings and would be in keeping in character with the setting of the listed building and that of the Conservation Area.

The linear extension to the north-east will project beyond the existing building line and would sit down in the landscape – which rises to the north-east. This enables a small private terrace area to be defined in the south west corner of the garden. I do not consider this modest increase in length or terrace area would harm the setting of Wynne House. Whilst no objection is raised to the articulation of the extension to step the ridgeline down and set the walls in from the existing outbuilding, in this case it would be unnecessarily complex. Continuing the lines of the outbuilding, with the same roof tile and highly glazed walls of a garden room will not confuse the narrative of the building and would result in a much simpler form, and in my view a preferable alternative.

The area between the existing stables and cottage appears to be the only vehicular access to the large rear garden of Wynne House. We discussed the adaptation of the existing stable to widen the gap between the two buildings to maintain access to the rear. The section to the south-east of this L-shaped building is a modern addition and there would be no objection to this being removed or shortened.

The provision of separate parking and definition of a residential curtilage do not form part of the current proposal. However, it is worth pointing out that additional boundary structures, such as fences or walls, or additional small scale outbuildings, such as sheds are very likely to result in harm to the setting of the listed building and group.

**Conclusion:**

The proposed alterations to the existing outbuilding and modest associated landscaping as shown on the submitted drawings would not result in harm to the setting of the listed building. I consider they would be consistent with Local Plan Policies CN06 & CN08 and LP19 of the emerging Joint Local Plan.

The above advice relates to the Heritage impact only of the proposals. If you require planning advice I recommend that you submit a further enquiry.

This advice is informal officer opinion only and made without prejudice to the formal determination of any application. If you want a formal opinion then you will need to make an application with its associated supporting documentation, plans and fee.

All applications will be subject to consultation and publicity and any proposal may be subject to a call-in by a Councillor for determination at Development Control Committee.

**Application Submission:**

Our Joint Local Validation Checklist sets out the details required for each application and this is available at <http://www.babergh.gov.uk/planning/development-management/apply-for-planning>.

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[permission/national-and-local-validation-requirements/](#). However, on the basis of the information provided I would particularly draw your attention to the need to provide:

- Heritage Statement

This is not an exhaustive list of all documents and information which need to support your application, as mentioned above please consult the Joint Local Validation Checklist.

We recommend that applications are submitted on the Planning Portal, which also provides further advice on making planning applications: <https://www.planningportal.co.uk/>

As part of any application you will need to submit the appropriate CIL form, which is available on our website.

I hope that this provides useful information with regards to your enquiry. If you have any queries in respect of this letter, or require clarification of issues, please do not hesitate to contact me. If you would like further discussion with regards to the detail of the proposal this would be subject to a charge for further advice, see [www.babergh.gov.uk](http://www.babergh.gov.uk) for further details.

Yours sincerely

**Natalie Drewett** – Principal Heritage Officer  
*on behalf of Philip Isbell – Chief Planning Officer – Sustainable Communities*

Please note that any advice provided by the Council's Officers is informal opinion only and is made without prejudice to any formal determination which may be given in the event of an application being submitted. In particular, it will not constitute a formal response or decision of the Council with regard to any future planning applications, which will be subject to wider consultation and publicity. Although the Case Officer may indicate the likely outcome of a subsequent planning application, no guarantees can or will be given about the decision.

Please also note, responses to pre-application enquiries are only valid for six months from the date of receipt. You should seek confirmation that circumstances have not changed if you are submitting an application outside of this period.

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