

*[Date]*

*[Council address]*

Dear Sirs,

*[FULL ADDRESS OF THE PROPERTY IN QUESTION]*

I am proposing to site a *park home / lodge* in the garden of my property above. A location plan is attached with the property edged red.

I understand I do not need planning permission to station a *park home / lodge* and would be grateful to receive your confirmation.

The *park home / lodge* would be sited within the curtilage of my house.

The *park home / lodge* would be built to BS 3632 which falls within the legal definition of a caravan in terms of its design, mobility, size and construction.

The *park home / lodge* would be placed on the land and would not be fixed to the ground.

The *park home / lodge* would be used as *[an annexe by a family member(s) / additional bedrooms / guest accommodation / staff accommodation / hobbies]* as an integral part of the overall use of the house as a single dwelling. It would share services, facilities and access with the house.

I believe the proposed use would not be a material change of use and would be incidental to the enjoyment of the dwelling house.

If you have any questions, please contact me. Otherwise, I look forward to receiving your confirmation.

Yours sincerely

*[signature]*

*[name]*