

[Date]

[Council address]

Dear Sirs,

I am writing to inform you of my intention to site a *park home / lodge* in my garden at (*address of property*).

I understand that I do not need planning permission for this but thought it advisable to check before proceeding.

The *park home / lodge* will be sited in the actual grounds of the house and will be used by family members and guests in addition to the use of the main house. As an extra bedroom / dayroom it will fall within the primary use of the dwelling house.

The *park home / lodge* will not be separately metered and relies on the services from the main house. The *park home / lodge* will be positioned in the curtilage of the building, not in surrounding paddocks or farmland.

The *park home / lodge* will be used in a manner ancillary to the main property and will not be a separate dwelling. Guests or family members who stay in the *park home / lodge* will have meals and store belongings in the main residence and will use the caravan only for occasional sleeping purposes and daytime activities. Any use of the *park home / lodge* will vitally depend on a connection with the main house.

The *park home / lodge* falls under the current legal definition of a caravan set in the Caravan Sites and Control of Development Act 1960, 1968 and the 2006 amendment.

I look forward to your reply.

Yours sincerely

[signature]

[name]