

Date: 23 April 2026
Application: 260988



**WOKINGHAM
BOROUGH COUNCIL**

WBC Drainage

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

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Dear WBC Drainage,

Householder Consultation

Application Number: 260988

Applicant: J Stovell

Site Address: 11 Curlys Way, Swallowfield, Wokingham, RG7 1QZ

Parish: Swallowfield

Grid Reference: Easting - 472702, Northing - 164834

Type of Development: Other Householder

Proposal: Householder application for the proposed part conversion of the existing double garage to habitable accommodation with associated changes to fenestration.

Case Officer: Jessie Arrow-Smith

Development Management has received the above application, and we require your comments on the proposal using the recommended memorandum below. The documents associated with this are available to view in NEC DM using the application number 260988. Alternatively, public documents are available to view on the Council's planning application search page: [Wokingham Borough Council Online Planning](#).

Please index your response into NEC DM against the application. If you are recommending conditions, you should give a reason with reference to relevant policies. A list of standard conditions can be requested from the case officer.

Your observations are required in respect of this application by **15 May 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	NT		
Service	WBC Drainage	App No:	260988
Address:	11 Curlys Way, Swallowfield, Wokingham, RG7 1QZ.		
Proposal:	Householder application for the proposed part conversion of the existing double garage to habitable accommodation with associated changes to fenestration.		
Type of Development:	Other Householder		
Site Visit Made:	No		

Summary Of Recommendations

- ☐ No comment
☐ No objection
☐ No objection subject to conditions (and reasons) **stated below**
☒ Request further information before determination as **stated below**
☐ Objection due to the reason(s) **stated below**

Comments On Proposal

LLFA received Householder application for the proposed part conversion of the existing double garage to habitable accommodation with associated changes to fenestration on 23rd April 2026. The LLFA has been consulted on the above householder application. The proposal seeks the part conversion of an existing double garage to habitable accommodation with associated changes to fenestration. The site is located within Flood Zone 2 .

The LLFA's comments are provided in respect of flood risk and surface water drainage.

2. Policy Context - The LLFA notes the following relevant policy considerations:

- The site lies within Flood Zone 2 and the proposed change of use from garage to habitable accommodation results in a change in the flood risk vulnerability classification of that part of the building.
- Under NPPF Annex 3, a garage is generally considered water compatible or less vulnerable use. The proposed conversion to habitable accommodation elevates this to More Vulnerable. NPPF and PPG require that a change to a more vulnerable use within Flood Zone 2 must satisfy the Sequential Test. The applicant should confirm whether this has been considered and accepted by the LPA.

3. Flood Risk Assessment - The LLFA notes that no FRA appears to have been submitted in support of this application. LLFA considers that a site-specific FRA is required and should be submitted

before this application can be properly assessed. As a minimum, the FRA should address the following:

3.1 Flood Levels and Depths and Finished Floor Levels

- Confirmation of the flood source(s) affecting the site, including fluvial, surface water, groundwater and any other relevant sources
- Estimated flood depths at the application site under each design scenario
- Confirmation of whether the existing garage floor level is above or below the design flood level
- The proposed FFL of the converted habitable space must be confirmed and assessed against the design flood level. Also, according to EA Advice FFL for habitable accommodation should be set a minimum of 300mm above the 1% AEP flood level as an absolute minimum, with 600mm freeboard strongly preferred
- If the existing garage slab level is at or below the design flood level, the applicant must demonstrate how the proposed habitable accommodation will be protected, or confirm that the floor level will be raised accordingly

3.2 Flood Resilience and Resistance Measures

- Where the proposed habitable floor level cannot be raised above the design flood level, the applicant must demonstrate what flood resistance and resilience measures are proposed
- These may include, but are not limited to, flood resistant door and window thresholds, water resistant internal finishes, raised electrical sockets and services, and non-return valves on drainage connections
- The LLFA notes that flood resistance measures alone are unlikely to be sufficient justification for creating habitable accommodation below the design flood level in Flood Zone 2

3 Safe Access and Egress

- The FRA must demonstrate that safe access and egress can be achieved and maintained during a flood event for the proposed habitable accommodation. Where safe access cannot be demonstrated, the LLFA is unlikely to be able to support the application

4. Groundwater

Given the Flood Zone 2 setting, the LLFA recommends that the FRA gives consideration to the risk of groundwater flooding to the proposed habitable space, particularly if the existing garage slab level is at or close to ground level. Where groundwater risk is identified, appropriate mitigation such as a tanking strategy or raised floor construction should be considered and detailed.

Conditions & Reasons (if required)

Date:	28/04/2026	Signed:	NT
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