



**WOKINGHAM
BOROUGH COUNCIL**

Wokingham Borough Council
Planning Services
PO Box 157, Civic Offices, Shute End
Wokingham, Berkshire
RG40 1WR
email: development.control@wokingham.gov.uk
Phone: 0118 974 6000

Application for a Non-Material Amendment Following a Grant of Planning Permission

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

23

Suffix

Property Name

Address Line 1

Cotterell Gardens

Address Line 2

Address Line 3

Wokingham

Town/city

Twyford

Postcode

RG10 0XP

Description of site location must be completed if postcode is not known:

Easting (x)

479819

Northing (y)

175192

Description

Applicant Details

Name/Company

Title

Mrs

First name

Sarah

Surname

Brunsdon

Company Name

Address

Address line 1

23 Cotterell Gardens

Address line 2

Address line 3

Town/City

Twyford

County

Wokingham

Country

Postcode

RG10 0XP

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Eligibility

Does the applicant have an interest in the part of the land to which this amendment relates?

- ☒ Yes
- ☐ No

If the applicant is not the sole owner, has notification under Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) been given?

- ☐ Yes
- ☐ No
- ☒ Not applicable

Description of Your Proposal

Please provide the description of the approved development as shown on the decision letter

Householder application for the proposed erection of a single storey infill extension between house and garage along with changes to fenestration.

Reference number

252023

Date of decision

14/10/2025

What was the original application type?

Householder planning permission

For the purpose of calculating fees, which of the following best describes the original development type?

- ☒ **Householder development:** Development to an existing dwelling-house or development within its curtilage
- ☐ **Other:** Anything not covered by the above category

Non-Material Amendment(s) Sought

Please describe the non-material amendment(s) you are seeking to make

as follows:

1. rear bi-fold and window omitted and full width bi-fold added within same opening
2. utility moved to alongside garage
3. side wall high level window moved along 1013mm
4. front wall 1360mm door and side window replaced with 1585mm window
5. front wall 1585mm window replaced with 1360mm front door and side window
6. rooflight repositioned over kitchen
7. rooflight repositioned over dining

Please state why you wish to make this amendment

relocation of the utility to improve internal layout and increase connection to the garden.

Are you intending to substitute amended plans or drawings?

☒ Yes

☐ No

If yes, please complete the following details

Old plan/drawing numbers

JMR-25004-001-D, JMR-25004-007-E, JMR-25004-008-D, JMR- 25004-009-D, JMR-25004-010-D

New plan/drawing numbers

JMR-25004-001-H, JMR-25004-007-I, JMR-25004-008-H, JMR- 25004-009-H, JMR-25004-010-H

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

☒ Yes

☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

☐ The agent

☒ The applicant

☐ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

☐ Yes

☒ No

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
- ☒ No

Declaration

I/We hereby apply for Non-Material Amendment as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Jamie Redman

Date

16/03/2026