



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 Planning Permission, and for relevant demolition of an unlisted building in a conservation area

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

54

Suffix

Property Name

Address Line 1

Denmark Street

Address Line 2

Address Line 3

Town/city

Wokingham

Postcode

RG40 2BB

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

Easting (x)

481081

Northing (y)

168326

Description

Applicant Details

Name/Company

Title

First name

Jo

Surname

Lovell

Company Name

Wokingham Borough Council

Address

Address line 1

Civic Offices

Address line 2

Shute End

Address line 3

Town/City

Wokingham

County

Country

United Kingdom

Postcode

RG40 1BN

Are you an agent acting on behalf of the applicant?

Yes
 No

Contact Details

Primary number

Secondary number

Fax number

Email address

***** REDACTED *****

Agent Details

Name/Company

Title

Mr.

First name

Harvey

Surname

Lee

Company Name

RLB

Address

Address line 1

Level 11, The Shard

Address line 2

32 London Bridge St

Address line 3

Town/City

London

County

Country

United Kingdom

Postcode

SE1 9SG

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Site Area

What is the measurement of the site area? (numeric characters only).

1987.00

Unit

Sq. metres

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

Please describe details of the proposed development or works including any change of use

The first floor of the former library building is to become a new post-16 SEND hub. As part of this, we are seeking to refurbish the internal spaces and prepare the building for the new provision. The works detailed within this application for planning consent involve full replacement of external fenestration (windows and glazed doors), installation of a new double-door entrance at first floor level, installation of a new heat pump system, expansion of solar PV array and replacement of existing AC units at roof level.

Has the work or change of use already started?

Yes
 No

Explanation for Proposed Demolition Work

Why is it necessary to demolish all or part of the building(s) and/or structure(s)?

We are proposing to replace all fenestration at the building with new units as detailed within the supplied drawings and supporting documents forming this application. Therefore, it is necessary to remove existing units to make way for the specified replacements.

Existing Use

Please describe the current use of the site

The site is currently vacant, however it was the former Wokingham public library building.

Is the site currently vacant?

Yes
 No

If Yes, please describe the last use of the site

The site is currently vacant, however it was the former Wokingham public library building.

When did this use end (if known)?

03/09/2022

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated

Yes
 No

Land where contamination is suspected for all or part of the site

Yes
 No

A proposed use that would be particularly vulnerable to the presence of contamination

Yes
 No

Materials

Does the proposed development require any materials to be used externally?

Yes
 No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:

Windows

Existing materials and finishes:

Powder-coated, double-glazed aluminium windows in red

Proposed materials and finishes:

Powder-coated, double-glazed aluminium windows in grey (with trickle vents)

Type:

Doors

Existing materials and finishes:

Powder-coated, double-glazed aluminium glazed doors in red

Proposed materials and finishes:

Powder-coated, double-glazed aluminium glazed doors in grey (with trickle vents)

Type:

Walls

Existing materials and finishes:

Aluminium framed automatic glazed sliding door in red

Proposed materials and finishes:

Hinged double door with aluminium transom window section in grey. New brickwork infill to match the existing external walls.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

Yes

No

If Yes, please state references for the plans, drawings and/or design and access statement

- P-023739-W_RLB_D_A_S5_Denmark Street_01_Location Plan_P02
- P-023739-W_RLB_D_A_S5_Denmark Street_02_Existing Site Plan_P02
- P-023739-W_RLB_D_A_S5_Denmark Street_03_Existing Elevations_P02
- P-023739-W_RLB_D_A_S5_Denmark Street_04_Proposed Elevations_P02
- P-023739-W_RLB_D_A_S5_Denmark Street_05_Window Types 1_P02
- P-023739-W_RLB_D_A_S5_Denmark Street_06_Window Types 2_P02
- P-023739-W_RLB_T_A_S5_Denmark Street_DAS_P02
- P-023739-W_RLB_T_A_S5_Denmark Street_Planning Statement_P02

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular access proposed to or from the public highway?

Yes

No

Is a new or altered pedestrian access proposed to or from the public highway?

Yes

No

Are there any new public roads to be provided within the site?

Yes

No

Are there any new public rights of way to be provided within or adjacent to the site?

Yes
 No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

Yes
 No

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

Yes
 No

Please provide information on the existing and proposed number of on-site parking spaces

Vehicle Type:

Cars

Existing number of spaces:

5

Total proposed (including spaces retained):

5

Difference in spaces:

0

Trees and Hedges

Are there trees or hedges on the proposed development site?

Yes
 No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

Yes
 No

You may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application.

The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

Yes
 No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

Yes
 No

Will the proposal increase the flood risk elsewhere?

Yes
 No

How will surface water be disposed of?

Sustainable drainage system
 Existing water course
 Soakaway
 Main sewer
 Pond/lake

Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species

Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

b) Designated sites, important habitats or other biodiversity features

Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

c) Features of geological conservation importance

Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in [Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 \(as amended\)](#)) would apply?

Yes
 No

Biodiversity net gain has been introduced as a general condition for planning permission. As set out in [The Environment Act 2021](#): "grants of planning permission in England [are] to be subject to a condition to secure that the biodiversity gain objective is met". Therefore, in England, all planning permissions are generally subject to biodiversity gain rules, unless they are specifically exempt or out of scope.

If you have stated that the biodiversity net gain requirement does not apply to your application you must provide the reason(s) why, and may also need to supply evidence (especially where you believe the application is eligible for the 'de minimis' exemption).

Please add all the reasons why biodiversity net gain does not apply and enter a justification for each one

Reason biodiversity net gain does not apply:

Development subject to the de minimis exemption (development below the threshold)

What best describes the size of your site?:

Over 25 square metres

Please justify the reason why biodiversity net gain does not apply:

This application relates to the replacement of fenestration and installation of building services equipment only.

Note: Please read the help text for further information why developments may be exempt or not in scope.

Foul Sewage

Please state how foul sewage is to be disposed of:

Mains sewer
 Septic tank
 Package treatment plant
 Cess pit
 Other
 Unknown

Are you proposing to connect to the existing drainage system?

Yes
 No
 Unknown

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

Yes
 No

Have arrangements been made for the separate storage and collection of recyclable waste?

Yes
 No

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

Yes
 No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

Yes
 No

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

Yes
 No

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

Yes
 No

Existing Employees

Please complete the following information regarding existing employees:

Full-time

0

Part-time

0

Total full-time equivalent

0.00

Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time

Part-time

Hours of Opening

Are Hours of Opening relevant to this proposal?

Yes
 No

Please add details of the of the Use Classes and hours of opening for each non-residential use proposed.

If you do not know the hours of opening, select the Use Class and tick 'Unknown'

Use Class: F1 - Learning and non-residential institutions
Unknown: Yes

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

Yes
 No

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Small scale commercial kitchen and cafeteria space containing various ovens, refrigerators, freezers and assorted cooking equipment.

Is the proposal for a waste management development?

Yes
 No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

Yes
 No

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

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- Yes
- No

Is any of the land to which the application relates part of an Agricultural Holding?

- Yes
- No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

The Applicant
 The Agent

Title

Mr.

First Name

Harvey

Surname

Lee

Declaration Date

14/11/2025

Declaration made

Declaration

I/We hereby apply for Full planning & demolition in a conservation area 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

Harvey Lee

Date

21/11/2025