



**WOKINGHAM
BOROUGH COUNCIL**

Wokingham Borough Council
Planning Services
PO Box 157, Civic Offices, Shute End
Wokingham, Berkshire
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Application for a Lawful Development Certificate for a Proposed Use or Development

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	<input type="text" value="2"/>
Suffix	<input type="text"/>
Property Name	<input type="text"/>
Address Line 1	<input type="text" value="Merrifield Close"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text" value="Wokingham"/>
Town/city	<input type="text" value="Earley"/>
Postcode	<input type="text" value="RG6 4BN"/>

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

Easting (x)	Northing (y)
<input type="text" value="475483"/>	<input type="text" value="169965"/>

Description

Applicant Details

Name/Company

Title

Mrs

First name

Sarah

Surname

Ross

Company Name

Doggy Hairstyles

Address

Address line 1

2 Merrifield Close

Address line 2

Lower Earley

Address line 3

Town/City

Reading

County

Berkshire

Country

United Kingdom

Postcode

RG6 4BN

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Description of Proposal

Does the proposal consist of, or include, the carrying out of building or other operations?

- ☐ Yes
☒ No

Does the proposal consist of, or include, a change of use of the land or building(s)?

- ☐ Yes
☒ No

Has the proposal been started?

- ☐ Yes
☒ No

Grounds for Application

Information about the existing use(s)

Please explain why you consider the existing or last use of the land is lawful, or why you consider that any existing buildings, which it is proposed to alter or extend are lawful

The existing use of the land and building is lawful because it forms part of the original residential property as approved when the house was first built. The garage is an integral part of the dwelling and has only ever been used for purposes incidental to the main residential use (such as storage and parking). No unauthorised changes, structures, or alternative commercial uses have taken place.

The proposed alteration involves converting part of the existing integral garage into a small dog-grooming workspace. The external structure of the garage is lawful and original. The conversion will not involve any increase in the building's footprint, and the works will simply adapt the internal layout and add a door/window in accordance with building control requirements.

Therefore, the existing building is lawful in its present state, and the proposed works relate only to the interior and minor openings of an existing, legally constructed garage.

Please list the supporting documentary evidence (such as a planning permission) which accompanies this application

Select the use class that relates to the existing or last use.

Information about the proposed use(s)

Select the use class that relates to the proposed use.

Is the proposed operation or use

- ☒ Permanent
☐ Temporary

Why do you consider that a Lawful Development Certificate should be granted for this proposal?

I'm applying for a Lawful Development Certificate as having thoroughly reviewed the planning portal information on integral garage conversions and also working from home, plus having sought some informal advice via Planning officers, I believe full planning permission would not be required.

The proposal involves converting part of the existing garage into a dedicated grooming workspace. The conversion will be professionally carried out and will include appropriate soundproofing and the installation of a double-glazed door to minimise any noise.

I have been operated my part-time grooming business for over seven years, working from a mobile dog grooming van, I work solely with small to medium-sized dogs on a one-to-one basis. My client list is established and full; therefore, I will not be taking on new dogs. The dogs I groom are familiar to me and are generally quiet during appointments. Should any dog exhibit persistent barking, they would be referred to a more suitable commercial salon.

The business will run strictly on a limited schedule. I will groom an average of 3–4 dogs per day, over no more than four days a week and never on weekends. My proposed working hours are 9:00 am to 4:30 pm, with clear breaks between each appointment to avoid any customer overlap. Dogs will be brought to the salon via the side entrance, with no access through the main house or garden, and dogs will never be left unattended. All owners will be asked to exercise and toilet their dogs prior to arrival.

Two off-road parking spaces are available on the property for customer drop-off and collection. Clients will be provided with clear instructions on where to park. A significant proportion of my existing customers live locally and may walk to appointments, and I will also offer a collection service for elderly and disabled clients making the service accessible to them and helping to keep vehicle traffic minimal.

Environmental responsibility is an important part of my business. I use low-odour, natural products, avoid single-use plastics where possible, and dispose of waste appropriately. Dog hair is recycled through the Green Groomers Collective for use in composting and other sustainable initiatives.

No external changes to the property are proposed. The appearance of the house and garage will remain unchanged, and no signage will be displayed.

Overall, the business will operate quietly, unobtrusively, and at a very small scale, with minimal impact on neighbouring properties or the residential character of the area.

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

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

111160

Date (must be pre-application submission)

29/08/2025

Details of the pre-application advice received

I was informed that I would not require a licence from the local authority to have a grooming salon at home.

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

Interest in the Land

Please state the applicant's interest in the land

- ☒ Owner
- ☐ Lessee
- ☐ Occupier
- ☐ Other

Declaration

I/We hereby apply for Lawful development: Proposed use 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

Sarah Ross

Date

02/12/2025