

Date: 2 April 2026
Application: 260652



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

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Berkshire, RG40 1BN

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Dear WBC Highways,

Full Planning Approval Consultation

Application Number: 260652

Applicant: Apacord Ltd

Site Address: Eastheath House, Eastheath Avenue, Wokingham, RG41 2PR

Parish: Wokingham

Grid Reference: Easting - 480383, Northing - 167821

Type of Development: Other Change of Use

Proposal: Full application for Temporary planning permission for Change of Use of part of the existing buildings on site from E(g), B2 & B8 to Class E(d) Indoor Sport.

Case Officer: Rowan Reynolds

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 260652. 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 **26 April 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP		
Service	WBC Highways	App No:	260652
Address:	Eastheath House, Eastheath Avenue, Wokingham, RG41 2PR.		
Proposal:	Full application for Temporary planning permission for Change of Use of part of the existing buildings on site from E(g), B2 & B8 to Class E(d) Indoor Sport.		
Type of Development:	Other Change of Use		
Site Visit Made:	Yes/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

General

The site has a total floorspace of 1,000 sqm. The applicant proposes to change the use of the site from permitted Use Class E(g)(i), B2 and B8 to Use Class E(d), for three indoor padel courts. The site is currently vacant. The site proposes to have a total of 6 full-time equivalent staff members.

The applicant shall clarify the proposed opening hours, staff shift pattern and site capacity.

Traffic Impacts

Given the traffic patterns for Classes B2, B8, E(d) and E(g)(i) are different, the applicant is expected to assess the net trip generation of the proposal during the peak hours.

Parking

According to the WBC Car Parking Standards, the parking requirements for Classes B2, B8, E(g)(i) [noted as B1 in council's Parking Standards] and E(d) [noted as D2 in council's Parking Standards] are as follows:

User Class	Car Parking Requirement	Cycle Parking Requirement
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B2	Up to 250m ² : 1 space/25m ² Additional space above 250m ² : 1 space/50m ²	1 LT space/200m ²
B8	Up to 250m ² : 1 space/25m ² Additional space above 250m ² : 1 space/200m ²	1 LT space/200m ²
E(a) / A1	1 space/20m ²	1 space/125m ² (20% LT, 80% ST)
E(d) / D2 (leisure centre and gyms)	1 space/10m ² of public space	1 ST space per 10 per visitor and 1 LT space per 5 staff

As the proposed area of the public floor space are not clearly defined on the plan, the applicant is expected to assess the net changes of parking demand of the permitted and proposed uses to justify the sufficiency of the proposed parking.

It shall be reminded that the temporary parking demand between two sessions shall be considered.

While there are bus stops located within acceptable walking distance, no regular than hourly bus services are available and Wokingham Station is located in exceed of the preferred maximum walking distance. Therefore, if the proposed parking provisions would not be sufficient, mitigation and management measures including but not limited to Parking Management Strategy and/or Travel Plan would be expected.

The application form and the proposed site plan suggest that 35 no. parking spaces are to be provided within the red line, but the planning statement only mentions that 12 car parking spaces (including 1 disabled bay) are available adjacent to the service yard. Clarification is needed.

Meanwhile, the applicant shall also confirm if all proposed parking spaces are allocated parking to this site. If the applicant might intend to utilise any unallocated parking spaces of the wider site, parking survey data shall be provided to verify the existing parking utilisation of the wider site.

Cycle Provisions

According to the WBC Parking Standards and the proposed details, the proposal will require 1 short-term cycle parking for visitor and 1 long-term cycle parking for staff.

The proposed provision of 10 cycle parking spaces is acceptable. Details of provision can be secured via conditions.

Conditions & Reasons (if required)

Date:	21/4/2026	Signed:	JP
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