

Lawful Development Certificate – Supporting Information

For a Partial Internal Garage Conversion to a Home Office

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20 Lawrence Place, Reading, RG2 9RS

Certificate of Lawful Development

Partial conversion of existing internal garage to a home office

03/10/2025

This statement supports an application for a certificate of existing lawful development for the partial conversion of a garage into an office along with changes to fenestration. Under Section 192 of the Town and Country Planning Act 1990 (as amended).

The development involves the partial internal conversion of an existing integral garage at 20 Lawrence Place into two thirds a domestic home office and one third garage. The conversion will be contained entirely within the envelope of the existing building and does not involve any external extensions or structural alterations that would materially affect the external appearance of the property.

Site and Context

The property is a detached house located in a residential area at Shinfield Meadows (20 Lawrence Place, Reading, RG2 9RS). The dwelling includes a detached garage that forms part of the original structure. The garage is accessible from the main house via the garden and was previously used for general domestic storage.

The property is not located within a conservation area and is not a listed building.

Description of Development

The proposed works consist of a Partial Conversion of a garage into an office. Introducing a glass sliding door, new stud walls, a sub-stud floor and celotex insulation. Extension of electrical circuit (sockets & lights) from an existing distribution board installed in the garage to be used solely for purposes incidental to the enjoyment of the dwellinghouse.

Key features of the proposal include:

- * Retaining the external garage door to preserve the external appearance of the dwelling;
- * Installation of an internal stud wall to partition the front section of the garage (which may still be used for storage);
- * Internal insulation and plasterboarding;
- * Flooring, lighting, and electrical works consistent with a habitable domestic space;
- * Sliding glass door added for access;
- * No increase in the building's footprint or volume;
- * No alteration to the roof, external elevations, or drainage.

Planning Considerations

Permitted Development Rights

The proposed conversion is considered to be permitted development under Class F of Part 1, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), which allows for the use of part of a dwellinghouse for purposes incidental to the enjoyment of the dwellinghouse.

As there are no external alterations proposed and the use remains ancillary and incidental to the main residential use, planning permission was not required.

Material Change of Use

There is no material change of use. The office will be used by the occupants of the dwelling for personal use (e.g. home working, study, etc.), not for any business or commercial enterprise requiring visits from clients or employees. The room will not be let or used independently from the rest of the dwelling.

Compliance Checklist:

Requirement

- No enlargement of the dwelling
- No extensions proposed
- No external alterations
- Garage door retained
- Use incidental to dwelling
- Home office for private use only
- No change to parking provision
- Existing driveway unaffected
- No impact on highway safety

Supporting Documents

The following documents are submitted in support of this application:

- * Completed application form (LDC – Proposed Development);
- * Site location plan (1:1250);
- * developed floor plans (1:100);
- * This Supporting Statement.

Conclusion

In summary, the proposed works constitute permitted development as defined under the GPDO 2015 and do not require express planning permission. This application seeks formal confirmation from the Local Planning Authority that the completed partial garage conversion is lawful under Section 192 of the Town and Country Planning Act 1990.

Regards
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