



**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 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"/>
Suffix	<input type="text"/>
Property Name	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Town/city	<input type="text"/>
Postcode	<input type="text"/>

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

Easting (x)	Northing (y)
<input type="text"/>	<input type="text"/>
Description	<input type="text"/>

Applicant Details

Name/Company

Title

Mr

First name

Ben

Surname

Pelling

Company Name

Astra Office Interiors Ltd

Address

Address line 1

Unit 9 Campbell Court

Address line 2

Bramley

Address line 3

Town/City

Tadley

County

Hampshire

Country

United Kingdom

Postcode

RG26 5EG

Are you an agent acting on behalf of the applicant?

- ☒ Yes
☐ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Agent Details

Name/Company

Title

Mr

First name

Ben

Surname

Pelling

Company Name

Astra Office Interiors Ltd

Address

Address line 1

Unit 9 Campbell Court

Address line 2

Address line 3

Bramley

Town/City

Tadley

County

Hampshire

Country

United Kingdom

Postcode

RG26 5EG

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Description of Proposal

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

- ☒ Yes
- ☐ No

If Yes, please give detailed description of all such operations (includes the need to describe any proposal to alter or create a new access, layout any new street, construct any associated hard-standings, means of enclosure or means of draining the land/buildings) and indicate on your plans (in the case of a proposed building the plan should indicate the precise siting and exact dimensions)

To remove an existing ground floor window, lower the brickwork below the window and install a new roller shutter door. Existing window opening lintel and reveals will not be altered. Existing raised ground floor will be removed and the ground floor slab below then used for light storage. We can confirm that these alterations will be structurally acceptable. We have instructed a Structural Engineer to assess. Storage loads to the ground floor will be limited to no more than 250kg per square metre.

The car park should be extended and be tarmacked - width of one parking bag - 2m as follows

25mm of 6mm dense wearing course

50mm of 20mm dense base course

Minimum 225mm of Type 1 sub base for CBR greater than 5.

Building control has approved our plans and a site visit has been attended.

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

no change in the buildings use - remaining as office space. Remaining and matching existing buildings that have roller shutter doors installed.

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

Ground Works - site plan
Door Specification

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

E(g)(i) - Offices - Except where not suitable in a residential area

Information about the proposed use(s)

Select the use class that relates to the proposed use.

E(g)(i) - Offices - Except where not suitable in a residential area

Is the proposed operation or use

- ☒ Permanent
☐ Temporary

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

Because change of use will remain the same and only a ground floor window is being replaced by a roller shutter door.

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

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Date (must be pre-application submission)

Details of the pre-application advice received

I've had a look at the site and it appears to be that there may be a condition restricting the proposed works.

The original planning approval was O/2006/9071. The decision notice contains a condition relating to the requirement for a reserved matters application to be submitted that would contain details of the appearance, as well as other details. I haven't been able to easily identify the specific reserved matters application.

It's probably best that you get this formally checked by one of our planning officers. To do this you would have to submit a lawful development certificate application for the proposed works. This can be done via the Planning Portal, Planning Portal.

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

If Other, please give the names and addresses of anyone who has an interest in the land and state the nature of their interest (if known)

***** REDACTED *****

Have they been informed of the application?

- ☒ Yes
☐ No

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

Liz Lines

Date

26/01/2026