



**WOKINGHAM  
BOROUGH COUNCIL**

Wokingham Borough Council  
Planning Services  
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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"/>
Suffix	<input type="text"/>
Property Name	<input type="text" value="Thatched Cottage"/>
Address Line 1	<input type="text" value="Sonning Lane"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text" value="Wokingham"/>
Town/city	<input type="text" value="Sonning"/>
Postcode	<input type="text" value="RG4 6ST"/>

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

Easting (x)	Northing (y)
<input type="text" value="475686"/>	<input type="text" value="175311"/>

Description

## Applicant Details

Name/Company

Title

First name

Surname

Company Name

## Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

- ☒ Yes  
☐ No

## Contact Details

Primary number

Secondary number

Fax number

Email address

## Agent Details

Name/Company

Title

First name

Surname

Company Name

## Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

# Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

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)

Application for a Lawful Development Certificate (proposed) for a minor amendment to approved application 222390 at the Vine House (a building ancillary to the main dwellinghouse), comprising the insertion of one rooflight within the north-facing roof slope. The rooflight is proposed to compensate for daylight loss following the bricking up of an existing window facing the adjoining property (Old Walls) to improve neighbour privacy.

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 Vine House is an existing building within the residential curtilage and is lawfully used as an outbuilding ancillary to the main dwellinghouse. Planning permission 222390 confirms the lawful status of the building and the approved restoration works. This application seeks confirmation that the proposed alteration, being the insertion of a single rooflight to the north-facing roof slope, would be lawful as permitted development under the GPDO (Part 1, Class B), because the rooflight will not project more than 150 mm beyond the plane of the roof, it will not be higher than the highest part of the existing roof (it will sit below the ridge line), and it does not create a balcony, veranda or raised platform. The rooflight is proposed to maintain internal daylight following the bricking up of an existing window facing the adjoining property (Old Walls) to protect neighbour privacy. To the best of the applicant's knowledge, permitted development rights for roof alterations have not been removed by condition or Article 4 direction.

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

- Planning Decision Notice and approved drawings for application 222390 (Wokingham Borough Council)
- Existing and proposed drawings showing the rooflight (plans and elevations, with rooflight dimensions and projection)
- Site/block plan showing the Vine House within the residential curtilage
- Detailed sectional drawing through the proposed rooflight confirming overall dimensions and projection above the roof plane (to demonstrate compliance with GPDO Part 1, Class B)
- Photographs of the existing roof slope and the bricked up window facing Old Walls

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

C3 - Dwellinghouses

#### Information about the proposed use(s)

Select the use class that relates to the proposed use.

C3 - Dwellinghouses

Is the proposed operation or use

- ☒ Permanent
- ☐ Temporary

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

A Lawful Development Certificate should be granted because the proposal - the insertion of a single rooflight within the existing north-facing roof slope of the Vine House (an outbuilding ancillary to the main dwellinghouse) - constitutes permitted development under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), Part 1, Class B. The rooflight will not project more than 150 mm above the plane of the roof, it will not be higher than the highest part of the existing roof, and it does not create a balcony, veranda or raised platform. The application is submitted to provide formal confirmation of lawfulness alongside the implementation of the wider works approved under planning permission 222390.

## 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

## 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

Alastair Selven

Date

17/12/2025