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

Householder Application for Planning Permission for works or extension to a dwelling

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: 20

Suffix:

Property Name:

Address Line 1: Melrose Gardens

Address Line 2:

Address Line 3: Wokingham

Town/city: Arborfield

Postcode: RG2 9PZ

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

Easting (x): 476164

Northing (y): 166761

Description:

Applicant Details

Name/Company

Title

Miss

First name

Sara-Jayne

Surname

Major

Company Name

Address

Address line 1

20 Melrose Gardens

Address line 2

Address line 3

Town/City

Arborfield

County

Wokingham

Country

Postcode

RG2 9PZ

Are you an agent acting on behalf of the applicant?

- ☑ Yes
- ○ No

Applicant Contact Details

Primary number

Secondary number

Fax number

Email address

***** REDACTED ******

Agent Details

Name/Company

Title

Mr

First name

Ben

Surname

Connell

Company Name

TPO Design + (The Planning Office Limited)

Address

Address line 1

25 Peppard Road

Address line 2

Sonning Common

Address line 3

Town/City

Reading

County

Country

GB

Postcode

RG4 9SS

Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Description of Proposed Works

Please describe the proposed works

Replacement Garage & Associated Landscaping

Has the work already been started without consent?

◯ Yes
⊘ No

Materials

Does the proposed development require any materials to be used externally?

⊘ Yes
◯ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:
Walls

Existing materials and finishes:
concrete panels to the garage, red brick to the main house

Proposed materials and finishes:
red brick

Type:
Roof

Existing materials and finishes:
Cement panels on the garage clay tile to the house

Proposed materials and finishes:
TPO flat rubber roof to the new garage

Type:
Windows

Existing materials and finishes:
grey UPVC

Proposed materials and finishes:
grey UPVC

Type:
Doors

Existing materials and finishes:
grey UPVC

Proposed materials and finishes:
grey UPVC

Type:
Boundary treatments (e.g. fences, walls)

Existing materials and finishes:
existing garage forms part of the boundary with timber fence line to the rear. hedgerow forms the boundary from the garage to the front of the plot

Proposed materials and finishes:
new garage will sit upon new +650mm retaining red brick wall and be constructed of matching red brick. any affected sections of fence will be made good or replaced

Type:
Vehicle access and hard standing

Existing materials and finishes:
existing drive is unfinished ground

Proposed materials and finishes:
new driveway will be graded up to the new garage height from the road and have permeable block paving finish

Type:
Lighting

Existing materials and finishes:
N/A

Proposed materials and finishes:

N/A

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- [x] Yes
- [ ] No

If Yes, please state references for the plans, drawings and/or design and access statement

00A LOCATION BLOCK
01A EX ELEV
02A EX PR SITE PLANS
03A PR ELEV

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

- [ ] Yes
- [x] No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

- [ ] Yes
- [x] No

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

- [ ] Yes
- [x] No

Is a new or altered pedestrian access proposed to or from the public highway?

- [ ] Yes
- [x] No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

- [ ] Yes
- [x] No

Parking

Will the proposed works affect existing car parking arrangements?

- [x] Yes
- [ ] No

If Yes, please describe:

There is currently one space on the unfinished driveway. The proposal will create two spaces on an evenly graded permeable block paved surface

Biodiversity net gain

Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

☑ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

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 ******

Reference

Application: 261617

Date (must be pre-application submission)

02/09/2026

Details of the pre-application advice received

My client asked about pulling the garage forward by 1m and raising it up level with the patio. That was well received with positive feedback.

Please note that we have pulled it forward by 1.5m in the proposals due to the minimum requirement for a 6x3m garage occupying more space than the existing. We believe the feedback still applies as it sits back from the principal elevation for the street.

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

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days? E.g. All the land is owned by a single individual

⊘ Yes
◯ No

Is any of the land to which the application relates part of an Agricultural Holding?

◯ Yes
⊘ No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

*** "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.**

**** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.**

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

◯ The Applicant
⊘ The Agent

Title

Mr

First Name

Ben

Surname

Connell

Declaration Date

05/11/2026

☑ Declaration made

Declaration

I/We hereby apply for Householder planning permission 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

Ben Connell

Date

05/11/2026