

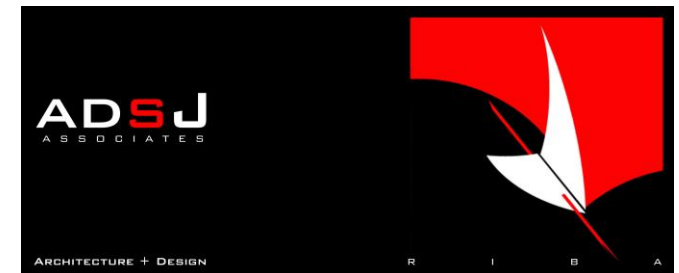
Supporting Application Statement

CERTIFICATE OF LAWFUL DEVELOPMENT APPLICATION (PROPOSED) FOR CONVERSION OF EXISTING LOFT SPACE TO CREATE HABITABLE ACCOMMODATION INCLUDING THE INSERTION OF 2No. DORMERS & REMOVAL OF CHIMNEY, CONVERSION OF EXISTING GARAGE TO HABITABLE ACCOMMODATION PLUS CHANGES TO EXISTING FENESTRATION & BAY WINDOW WITHIN THE CURTILAGE OF THE SITE AT, 44 OATLANDS ROAD, SHINFIELD, READING, RG2 9DN

Client: Ms. H. Lynch

Date: April 2026

Job no: 206_DAS_v2



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1.00 INTRODUCTION

1.01 AIMS OF THE STATEMENT

This Supporting Statement accompanies a Certificate of Lawful Development (Proposed) application by Ms. H. Lynch for the conversion of an existing loft space, garage with internal alterations and changes to fenestration.

The description of development is as follows:

'Conversion of existing loft space to create habitable accommodation including the insertion of 2no. Dormers & removal of a chimney, conversion of existing garage to habitable accommodation plus changes to existing fenestration & bay window within the curtilage of the site'

The aims of this Supporting Statement are to show that the proposed development has been informed by an awareness of the site's context, principles highlighted by Wokingham Borough Council and Local Government.

The statement will explain the proposals, identify the factors which have influenced this application and highlight the principles that were incorporated in the detailed design of the proposed works.

Whilst this is not a full planning application due regard has been given to the Wokingham Borough Local Development Framework – Core Strategy, Wokingham District Local Plan (2010), Supplementary Planning Guidance, Wokingham Borough Council – Borough Design, General Permitted Development Order (2015) and criteria highlighted within the National Planning Policy Framework, especially regarding 'Good Design' (2024).

1.02 PLANNING POLICIES

Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that proposals be determined in accordance with the

development plan unless material considerations indicate otherwise. Material considerations include relevant planning policies in the National Planning Policy Framework (NPPF) – among them the 'presumption in favour of sustainable development'.

Within the Wokingham Borough Local Development – Core Strategy, the main Planning Policies relevant to the development are:

- Policy CP1 - Sustainable Development
- Policy CP3 - General Principles for Development
- Policy CP6 - Highways
- Policy CP9 - Scale & Location of Development Proposals

Management Development Delivery Local Plan (2014)

- CC01 – Presumption in favour of sustainable development
- CC02 – Development Limits
- CC03 – Green infrastructure, trees & landscaping
- CC04 – Sustainable Design & Construction
- CC07 – Parking

Wokingham Borough Council – Borough Design Guide (SPD):

- Section 4 - Residential – the key objective of the Core Strategy is to retain and enhance the attractiveness of the borough's environment through well designed and inclusive developments.

1.03 PERMITTED DEVELOPMENT (GPDO)

Class A – Enlargement, improvement or alteration

Schedule 2, Part 1, Class A covers the enlargement, improvement or alterations to a house such as rear or side extensions as well as general alterations such as new windows and doors.

Schedule 2, Part 1, Class B covers additions or alterations to roofs which enlarge the house such as loft conversions involving dormer windows.

Schedule 2, Part 1, Class G covers the installation, alteration or replacement of a chimney, flue or soil and vent pipe.

Technical Guidance

When considering whether a development proposal is permitted development, all of the relevant Parts of the Order and all the Classes within those Parts need to be taken into account. For example, Part 1 Class A prevents the installation, alteration or replacement of a chimney, flue or soil and vent pipe from being permitted development because these works are specifically provided for in Class G subject to the rules set out under that Class. Similarly, changes to the roof of a house are not permitted development under Class A, but may be permitted development under Class B or C.

The proposal provides an opportunity to add to the visual amenity of the area and the contribution to the residential character of the area. The carefully considered design sensitively addresses the site and its surroundings within a residential setting.



Existing frontage



Existing roof dormer to be retained

2.00 SITE ASSESSMENT

2.01 LOCATION

The application site is off an adopted road, Oatlands Road, Shinfield, which is a highway linking with Cutbush Lane. The site is considered as located within a residential area.

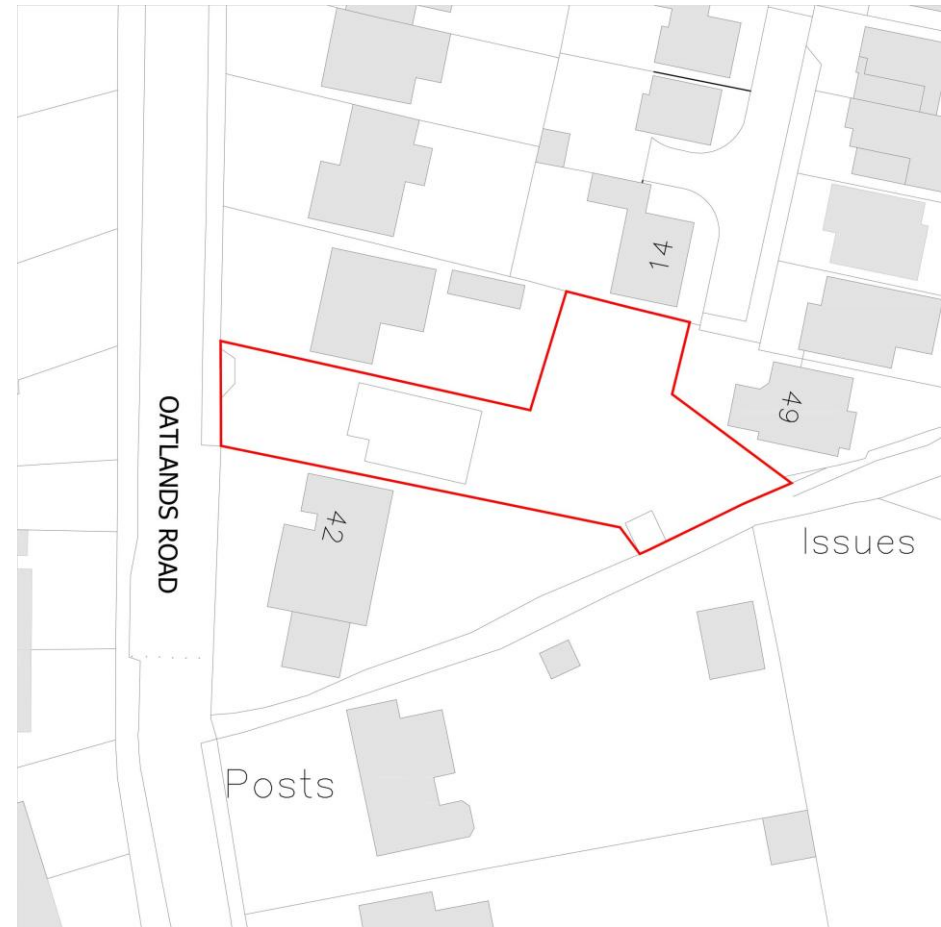
Shinfield is located south of the M4 motorway, and can be accessed off the A33 Basingstoke Road, via the villages of Three Mile Cross or Spencers Wood, as well as other routes from Reading. No. 44 is one of many properties served by the adopted road known as Oatlands Road. The properties enjoy modest front gardens and having the buildings set back from the highway allows a spatial separation from public and private areas.

Vehicular access is off Oatlands Road with a dedicated pedestrian footpath to both sides of the highway, however, the highway outside the site does not benefit from footpaths.

Oatlands Road is predominantly made up of two storey dwellings and bungalows with other house types further afield in the area i.e. Wychelm Road, predominantly in red/buff brick with part render cladding to frontages and tiled roofs.

No. 44 is a detached bungalow that is set back from the highway with a pedestrian access to the western boundary of the site. No. 46 (Merrifields) to the north of the application site been extended with a rear extension and loft conversion. Similarly, No. 42 to the south has also been modernised with improvements. To the east of the application site is farmland along with a recent housing development that backs onto the Eastern Relief Road (A327) providing a buffer to the application site. However, due to the juxtaposition of dwellings in Oatlands Road there is good separation between the properties.

The existing road has ample width for two vehicles to pass comfortably. The application site benefits from a side access with good separation from the north and south boundaries.



Location Plan

2.02 SITE AND PLANNING HISTORY

The planning history for the property shows that the earliest planning application dates back to 1966 (ref: [O/143/66](#)) when the site was in the ownership of Mr G. Ford who applied for a [Bungalow & Garage on land adjoining 'Cloon Eavin', Oatlands Road, Shinfield Reading](#). This outline application placed the new bungalow further back into the site and allowed for a long driveway from Oatlands Road. However, this application was refused in June 1966 on the grounds that it would create a double building line, constitute a badly sited development and impact privacy. More importantly was the concern that it would lead to other similar future applications.

In September 1967, Mr. G. Ford, made a further application (ref: [157/67](#)) for a [Detached bungalow and garage adjoining 'Cloon Eavin', Oatlands Road, Shinfield, Reading](#), which obtained consent in October 1967 and retained three planning conditions pertaining to material samples, access drive width and replacement garage for 'Cloon Eavin'. The same application reference was used for the [Notice of passing of plans](#) for building regulations and confirms the construction materials and thermal values (where required). The application drawings reflect the dwelling currently on site following a similar building line to the neighbouring properties.

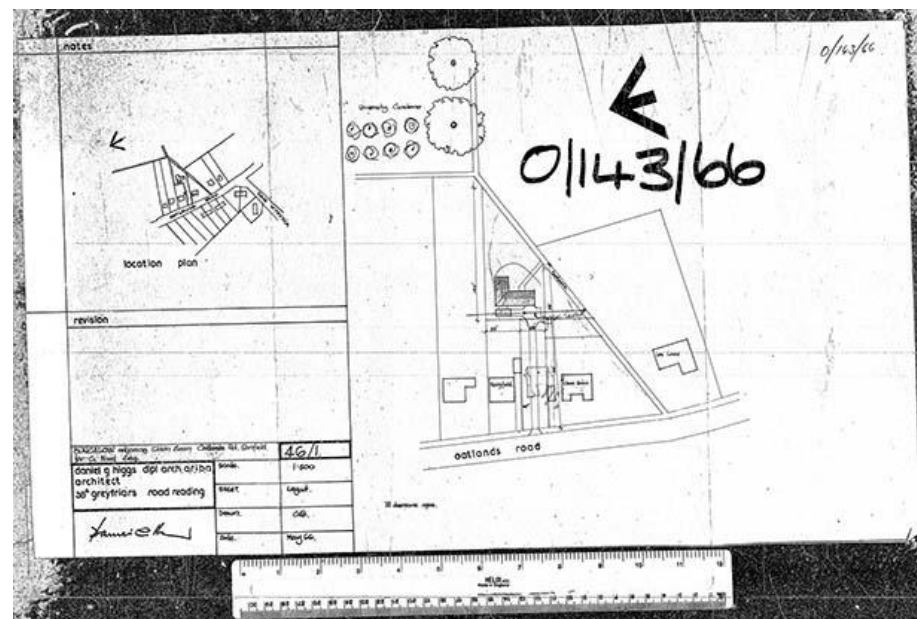
Given that the original planning consent (ref: [157/67](#)) has no references to permitted development rights being removed (App 1), it is suggested that the existing first-floor development and small roof dormer were undertaken as permitted development.

Recent development in the immediate vicinity has taken place where planning consent has been granted and are noted below.

- 33 Oatlands Road - [Proposed single storey rear extension following demolition & removal of existing conservatory, first floor side extension, to include changes to roof at first floor level](#) - F/2015/0163

- 36 Oatlands Road – [Proposed erection of single storey rear and front extension, changes to fenestration and garage conversion with front porch](#) - 251479
- 40 Oatlands Road – [Demolition of existing conservatory preceding erection of single storey rear, with associated internal reconfiguration](#) - 242588

The applicant wishes to renovate and extend this existing bungalow for their family home which will reflect a more coherent design and layout to the property. The extension will provide a layout that is more conducive to modern living.



Outline planning application (refused)

3.00 INVOLVEMENT AND EVALUATION

3.01 INVOLVEMENT

It is noted that the application site is within the settlement boundary, and the nature of the proposal would require a Certificate of Lawful Development (Proposed) application. The proposed flat roofed rear dormer and garage conversion would be in keeping with the character of the dwelling. However, Guidance set down within the General Permitted Development Order (2015), Class A & B have been followed.

The existing pitch roof dormer undertaken as permitted development by the previous owners' measures 2.35 m³, and therefore under the permitted 50m³.

The proposed dormers are to serve two bedrooms with each dormer measuring 23.62m³ in volume (2 x 23.62 = 47.25 m³).

$2.35\text{m}^3 + 47.25\text{m}^3 = \mathbf{49.60\text{m}^3}$ (below the 50m³ allowance).

This proposal, in principle, is to renovate the property to contemporary living standards with a proposal that will match the existing dwelling and be in keeping with the character of the area. The addition will bring a coherent design to the property that will provide two additional bedrooms, kitchen/dining/lounge area with a garage conversion to provide a dressing area and ensuite to the master bedroom.

It is also noted that the site is within flood zone 1 and therefore will not require a Flood risk Assessment report.

The applicant wishes to carry out the proposals to allow an internal layout fit for contemporary living whilst sensitively altering the external appearance to be complementary to its surroundings. In turn enhancing the character of Oatlands Road and the wider area. The applicant's investment in the proposals will relate to usefulness of the proposed floor area, therefore, any amendments will require further consideration in terms of value and viability.



Existing east elevation



Existing entrance to north elevation

3.02 EVALUATION

The proposal is for a Certificate of Lawful Development application to create a garage conversion and roof dormers within the parameters of the General Permitted Development Order (GPDO).

Planning Considerations

- Whether the development is permitted by Part 1, Classes A of schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 (The enlargement, improvement or other alteration of a dwellinghouse).

The proposed fenestration arrangements and garage conversion would be considered under Part 1, Class A and are permitted due to the following.

- Permission to use the dwellinghouse as a dwellinghouse was not granted only by virtue of Class M, N, P or Q of Part 3 of this Schedule (changes of use).
- The total area of ground covered by buildings, enclosures and containers within the curtilage (other than the original dwellinghouse) would not exceed 50% of the total area of the curtilage (excluding the ground area of the original dwellinghouse).
- The height of the proposal will not exceed the highest part of the roof of the existing dwellinghouse.
- The height of the eaves of the proposal will not exceed 3 meters and/or the height of the eaves of the existing dwellinghouse.
- The enlarged part of the dwelling house will not extend beyond a wall forming the side elevation of the original dwellinghouse
- The enlarged part of the dwellinghouse is to have a single storey and not extend beyond the rear wall of the original dwellinghouse by more than or 3 metres.
- The proposed extension and alterations are to be constructed in materials of a similar appearance to the existing dwellinghouse

- Whether the development is permitted by Part 1, Class B of schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 (additions etc to the roof).

The proposed additions to the existing roof would be considered under Part 1, Class B and are permitted due to the following.

- Permission to use the dwellinghouse as a dwellinghouse was not granted only by virtue of Class M, N, P or Q of Part 3 of this Schedule (changes of use).
- any part of the dwelling house would, as a result of the works, exceed the height of the highest part of the existing roof.
- and part of the dwelling house would, as a result of the works, extend beyond the plane of any existing roof slope which forms the principal elevation of the dwelling house and fronts a highway.
- the cubic content of the resulting roof space would exceed the cubic content of the original roof space by more than (i) 40 cubic metres in the case of a terraced house (N/A), (ii) 50 cubic metres in any other case (see page 7).
- would not consist or include (i) the construction or provision of a verandah, balcony or raised platform, or (ii) the installation, alteration or replacement of a chimney, flue or soil and vent pipe.
- the dwelling house is not on article 2(3) land.

Technical Guidance

Installation, alteration or replacement of chimneys, flues or soil and vent pipes will often be necessary when loft conversions are undertaken. Whilst these are not permitted development under Class B of Schedule 2 of the Order, they may be permitted development under Class G.

The proposed alterations to the existing chimney would be considered under Part 1, Class G and are permitted due to the following.

- Permission to use the dwellinghouse as a dwellinghouse was not granted only by virtue of Class M, N, P or Q of Part 3 of this Schedule (changes of use).
- the height of the chimney, flue or soil and vent pipe would not exceed the highest part of the roof by 1 metre or more.
- the dwelling house is not on article 2(3) land.

In terms of overlooking and overshadowing the proposal would not detrimentally overlook or overshadow neighbouring dwellings due to the setback nature of the proposed dormers. Windows serving bathrooms will have obscure glazing for privacy with 'letterbox windows to habitable rooms set at 1.7m above floor level. It is noted that most rear gardens are overlooked at an oblique angle from most upper floors and this should not cause harm or warrant refusal.

It is also noted that the existing pitched roof dormer and rooflights are to be retained and do not overlook any neighbouring windows.

No. 44 is a two-car household and will mitigate the loss of the garage with two parking spaces within the driveway.

4.00 DESIGN

4.01 PRINCIPLES OF DEVELOPMENT

Wokingham Borough Council Development Plan – Core Strategy Policy CP3 states that the policy 'seeks to ensure development is of a high standard of design that can integrate with the character of the area and is also important to achieving sustainable development in the Borough.

In considering the design of the proposed garage conversion and first floor roof dormer extensions it should be noted that the proposal does not obscure any light to the adjacent properties. Neighbouring properties also have their front elevations facing west respectively on similar building lines, therefore, there will be no harsh shadows from the east or west sunlight.

The proposal will serve to rationalise the external elevations whilst allowing an ordered floor plan layout as well as the opportunity for overdue property renovation. The proposal is a positive design enhancement that will be completely in keeping with the character of the area, in mass and height. Whilst the low-key alterations to the rear will create a minor elevation change, there will be no increase in width of the dwelling's footprint. In addition, the bulk and mass would be proportionally in keeping with the existing and neighbouring properties.

The impact of the dormer extensions to No. 42 (south) would be minimal in terms of mass and articulation, therefore, the amount of light and shade will be identical to the present situation.

In order to reflect a good design in keeping within the existing residential area, it was considered that a proposal consisting of a garage conversion and roof dormers would complement and integrate well with the existing dwellings and would be sensitive to the existing surroundings. The proposal makes a positive contribution to the character of the area. The massing is appropriate in terms of height, design and appearance.

The design components are discussed in more detail in the following sections.



Existing eastern boundary

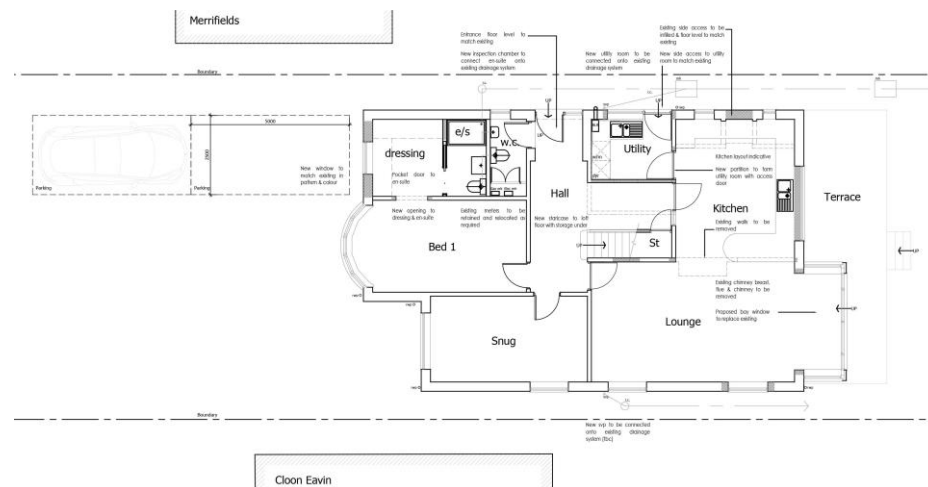


Existing southern boundary (Cloon Eavin)

4.02 ACCOMMODATION

The garage conversion would allow for an ensuite and dressing room to be linked to the master bedroom whilst allowing the location of a w.c. The existing bathroom is to be remodelled as a utility room with a relocated staircase to provide emphasis to the entrance hall. A kitchen/dining/lounge is to be formed with views to the rear garden via a remodelled bay window and the inclusion of a snug (quiet room).

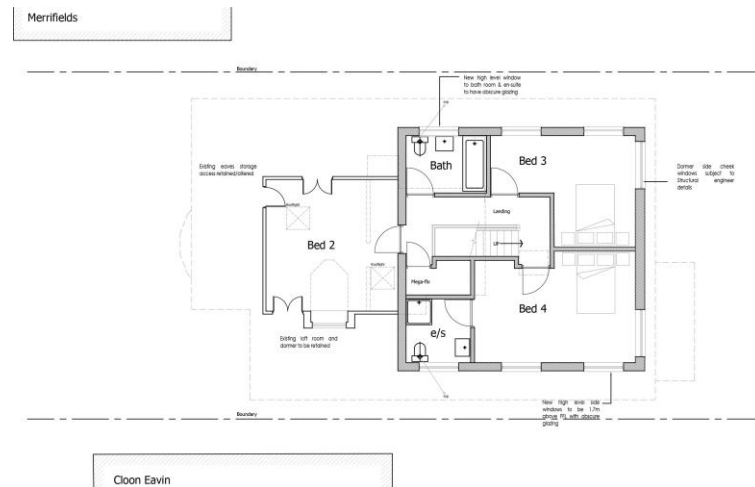
The first floor is to retain the existing loft conversion in addition to two bedrooms (with one ensuite) and a bathroom.



4.03 LAYOUT

The proposal will maintain and reflect the principal orientation of the existing dwelling. The accommodation, now rationalised, will be easy to access and move through. The new accommodation will be naturally daylighted with windows to the northern, eastern and southern elevations with no impact to overlooking.

A central staircase leads to the first-floor accommodation that provides two additional bedroom, bathroom and boiler cupboard.

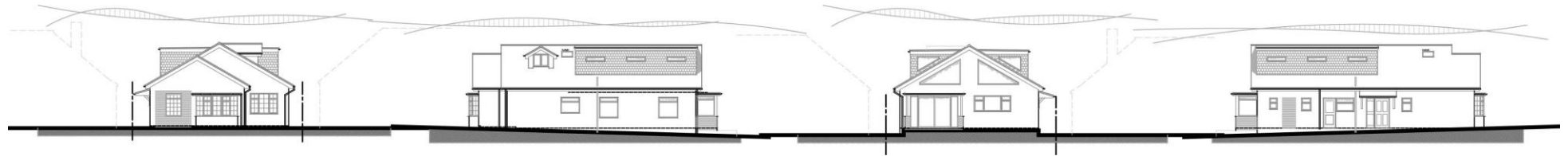


Proposed G.F. & F.F. Layouts

4.04 SCALE

The height of the property will not be increased from its current ridge level. The proposal utilises the existing roof space with glazing to the rear gable. The proposed dormers to the rear provide the additional bedrooms with the dormers to either side of the ridge along with an ensuite and bathroom at first floor. The flat roof dormers are set back from the frontage so to retain the bungalow feel on the street scene. The existing building has red brick walls with a plain tiled roof. The same materials will be carried through to the new extension, and the dormers will be clad with plain tiles to match the roof.

The immediate neighbouring properties to the north and south have undergone similar additions. Other neighbouring properties to the east and west are approximately over circa 25m and 35m away respectively and partially screened. Whilst the site would be visible from the neighbouring properties, it is not considered that there would be any detrimental impacts or encroachments on the residential amenities presently enjoyed by the occupants of these properties, in fact, the garage conversion and dormer extensions would be less obvious from the highway due to their size.



Proposed Frontage Side (south), Rear & Side (north) Elevations respectively

4.05 LANDSCAPING

The existing hard and soft landscaping will be retained and will remain unchanged and therefore form a strong framework which will emphasize the landscape structure within the site.

4.06 APPEARANCE

The appearance of the proposal seeks to preserve the character of the existing property and maintain the appearance, where the existing building condition and physical form are a strong element within the streetscene. The modest new alteration will match the existing in terms of form, scale and materials.

External fenestration has been designed to match in with the existing elevations limiting the impact of the residential features. The resultant juxtaposition between the proposed form and the use of vernacular materials enables the strength of the existing form and design to provide an appropriate and sympathetic visual reference to the characteristics of the existing site and its environs.

4.07 ACCESS

The proposed access to the dwelling will remain as existing from Oatlands Road for vehicles etc. With regards to the impact upon highway safety conditions along Oatlands Road, it is deemed that no adverse effects will arise from the proposal as no alterations to the existing boundary treatments are proposed.

The proposal will not result in an increased generation of vehicle movements per day, and it is not considered that the development would result in a material impact upon the existing road safety regarding vehicular movements onto Oatlands Road.



Existing highway view north



Existing highway view south

5.00 CONCLUSION

The physical extent of the development proposed within this residential location has been appropriately designed ensuring the visual impact upon the character, appearance and visual amenity of the locality has been preserved.

It is the applicant's desire to create a high-quality enhancement to the site; the scheme has been designed to the highest standards thus ensuring a quality and sensitive development overall within keeping of its surroundings.

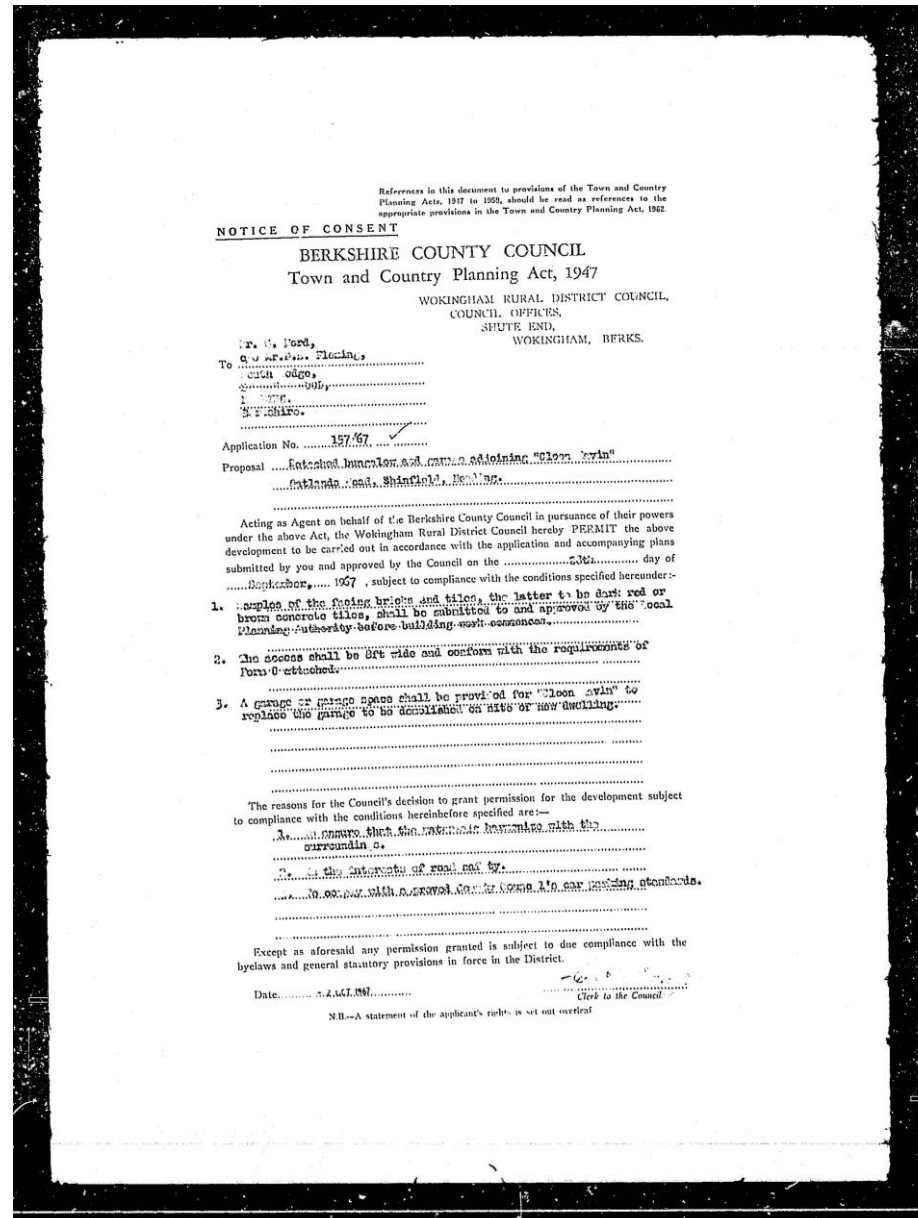
The new proposals will not give rise to any adverse impacts upon the residential amenities within the mature vegetation currently enjoyed by existing residents within the proximity of the site. The proposals total 42.6 sqm, and under 12.1 of Wokingham Borough Council Community Infrastructure Levy, Guidance Notes for Applicants, February 2015, the proposal is under 100 sqm and therefore exempt from these charges.

The development will not prejudice highway safety conditions along Oatlands Road or at the junctions immediately adjacent to the property.

Given the proposals lack of encroachment and visibility beyond the immediate vicinity of the site, it is not considered that there would be any harmful visual impact on the residential environment and therefore considered to be acceptable and in accordance with policies CP1 and CP3 of the Core Strategy and relevant sections of the Borough Design Guide.

The development therefore complies with national planning guidance and strategic and local planning policies as well as the parameters set out within the GPDO. On the basis of the evidence and justification set out in this Supporting Statement with the Certificate of Lawful Development application, it is respectfully requested that this application be approved.

Appendix 1 – Planning consent 157/67



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