

Date: 6 October 2025
Application: 252336



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

Minicom No: (0118) 974 6991

Dear WBC Highways,

Householder Consultation

Application Number: 252336

Applicant: Mr & Mrs Graham Collings

Site Address: 31 Mallard Close, Twyford, Wokingham, RG10 0BE

Parish: Twyford

Grid Reference: Easting - 479441, Northing - 175169

Type of Development: Other Householder

Proposal: Householder application for the proposed conversion of the existing attached garage into habitable accommodation, including the erection of a single-storey front extension with a raised flat roof, with external materials and facing brickwork to match the existing dwelling, together with associated fenestration alterations.

Case Officer: Marcus Hillman

Development Management has received the above application, and we require your comments on the proposal using the recommended memorandum below. The documents associated with this are available to view in NEC DM using the application number 252336. Alternatively, public documents are available to view on the Council's planning application search page: [Wokingham Borough Council Online Planning](#).

Please index your response into NEC DM against the application. If you are recommending conditions, you should give a reason with reference to relevant policies. A list of standard conditions can be requested from the case officer.

Your observations are required in respect of this application by **27 October 2025**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	Stantec (SW)		
Service	WBC Highways	App No:	252336
Address:	31 Mallard Close, Twyford, Wokingham, RG10 0BE.		
Proposal:	Householder application for the proposed conversion of the existing attached garage into habitable accommodation, including the erection of a single-storey front extension with a raised flat roof, with external materials and facing brickwork to match the existing dwelling, together with associated fenestration alterations.		
Type of Development:	Other Householder		
Site Visit Made:	Yes/No		

Summary Of Recommendations

- ☐ No comment
- ☐ No objection
- ☒ No objection subject to conditions (and reasons) **stated below**
- ☐ Request further information before determination as **stated below**
- ☐ Objection due to the reason(s) **stated below**

Comments On Proposal

Car Parking

While the total numbers of habitable rooms cannot be identified in this submission, with reference to the submitted plans in application reference 200314, there are four habitable rooms on the first floor. The proposal will therefore result in total numbers of seven habitable rooms.

It was acknowledged by the applicant that the proposed works will affect the existing car parking arrangements, and two off-road car parking spaces in front of the property will be retained. The proposed car parking arrangements are acceptable and in line with current guidance.

Cycle Parking

The removal of garage space requires reinstatement of the removed cycle storage space. Alternative cycle storage provision shall be identified when discharging the condition.

Conditions & Reasons (if required)

CF9 - CYCLE PARKING (TO BE APPROVED)

Date:	14/10/2025	Signed:	Stantec (SW)
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