



**WOKINGHAM
BOROUGH COUNCIL**

Wokingham Borough Council
Planning Services
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Wokingham, Berkshire
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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

5

Suffix

Property Name

Address Line 1

Snowberry Close

Address Line 2

Address Line 3

Wokingham

Town/city

Wokingham

Postcode

RG41 4AQ

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

Easting (x)

479803

Northing (y)

168350

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

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)

Yes, in the document section the proposed layout will show these changes. The works that will need to take place include: insulating the integral garage, installing stud walls to create the proposed layout, raising flooring to be level with current internal floor for the rest of the home, electrics installed for lighting and power, installation of an obscured glass window for the proposed office space on the side elevation of the building, installation of drainage and plumbing for downstairs WC (toilet and sink).

Does the proposal consist of, or include, a change of use of the land or building(s)?

☒ Yes

☐ No

If Yes, please give a full description of the scale and nature of the proposed use, including the processes to be carried out, any machinery to be installed and the hours the proposed use will be carried out

Scale and nature of proposed use: Change of use of integral garage into an extended hallway, downstairs toilet and office space.
Process to be carried out: Insulating garage, building internal stud walls, installing obscured glass window along side elevation of the garage, electrics and installation of drainage and plumbing of toilet / sink into downstairs WC.
Machinery to be installed: Not applicable but drainage will be installed for the downstairs WC from the manhole in the back garden on the property.
Hours: Mon - Sat between 8am and 7pm

If Yes, please fully describe the existing or the last known use, with the date when this use ceased

Existing use of the space is a garage for storage.

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 current use of the building (integral garage) which is proposed to be changed, is considered to be lawful as it is the same purpose and use of the property as it was when it was built, approval of which was applied for and granted in the 1970s.

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

This application is supported by the following documents:

- Covering letter
- Existing and proposed layout of the current integral garage
- CIL Form 1
- Site plan

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?

The proposed works comprise of:

1. Internal conversion of the existing garage space to extend the hallway, provide a downstairs toilet, and create a home office.
2. Retention of the existing garage door on the front (road-facing) elevation to ensure the external appearance remains unchanged. The garage door will remain in place but will be fixed shut, with no vehicular access to the garage.
3. Installation of a new obscured-glass window in the side elevation to serve the office.
4. No enlargement of the building footprint, no changes to the roofline, and no alterations to the front elevation.

It is my understanding that these works constitute permitted development under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), Schedule 2, Part 1, Class A, as they involve only internal alterations, do not result in an enlargement of the dwelling, and retain the appearance of the principal elevation.

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

Faith Newell

Date

28/08/2025