

Date: 21 July 2025
Application: 251733



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

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Dear WBC Highways,

Full Planning Approval Consultation

Application Number: 251733

Applicant: Mr Simon Alder

Site Address: The Metro Building, Toutley Road, Wokingham, RG41 1QN

Parish: Wokingham Town

Grid Reference: Easting - , Northing -

Type of Development: Minor All other developments

Proposal: Full application for first floor extension to existing storage facility.

Case Officer: Claire Moore

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 251733. 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 found on the Z Drive at: [Z:\Standard Planning Conditions](#).

Your observations are required in respect of this application within **10 working days** of the above date or **15 working days** if the development type is classed as a major development.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP		
Service	WBC Highways	App No:	251733
Address:	The Metro Building, Toutley Road, Wokingham, RG41 1QN.		
Proposal:	Full application for first floor extension to existing storage facility.		
Type of Development:	Minor All other developments		
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

A Pre-application (Reference 241229) has been submitted prior to the formal planning application. The Highways have provided recommendations on parking and cycle parking based on the same submitted scheme. The applicant proposes an upward extension to provide additional office facilities of 41m².

As confirmed in the planning statement and application form:

- Three parking spaces are proposed within the red line, and those proposed parking is already existing and in-use by the applicant's business use.
- Further additional parking is also available further up Toutley Road, where the applicant also occupies Units 3-5.
- A total of 5 new full-time staff will be employed.

Traffic Impacts

The traffic generated from the 41m² additional office space will unlikely have significant impact on the local highway network.

Parking

According to the WBC Car Parking Standards, User Class B1 development of such scale will require two additional parking spaces. Each parking space shall have minimum dimensions of 5.0m x 2.5m.

The retainment of existing parking does not fully meet the council's parking requirement for additional parking. Two additional allocated parking will be required, unless the applicant can justify there are surplus of parking provisions with the

parking survey data which the applicant has the rights to park. The application red line or blue line shall include those parking spaces.

Meanwhile, independent access to the vehicle is required when cars are owned by different owners, so that tandem parking is generally unacceptable. As these parking spaces are currently in-used by the applicant, they can be retained for this instance.

Cycle Parking

Cycle parking within the existing storage area is acceptable.

Conditions & Reasons (if required)

Date:	23/7/2025	Signed:	JP
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