

Date: 18 July 2025
Application: 251696



**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,

Householder Consultation

Application Number: 251696

Applicant: Mr Paulo Jose Alves

Site Address: 39 Forest Road, Woodley, Wokingham, RG5 4BQ

Parish: Woodley

Grid Reference: Easting - 477990, Northing - 173939

Type of Development: Other Householder

Proposal: Householder application for the proposed partial conversion of the existing garage to an office with thermal upgrades and associated alterations to fenestration, alongside the formation of a replacement hardstanding car parking space to the front.

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 251696. 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:	251696
Address:	39 Forest Road, Woodley, Wokingham, RG5 4BQ.		
Proposal:	Householder application for the proposed partial conversion of the existing garage to an office with thermal upgrades and associated alterations to fenestration, alongside the formation of a replacement hardstanding car parking space to the front.		
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

The applicant proposes to convert an existing carport into a home office, and to replace the existing front garden to front drive.

Replacement of front garden to front drive

As Forest Road is a private road, Highways have no objection for the provision of new dropped kerb as site access. However, if the hardstanding will be used as parking space(s), the new parking provision(s) of suitable dimensions will have to be provided within the red line.

Partial garage conversion

While the total numbers of habitable rooms and existing parking provisions cannot be identified from the submission, there will be one additional habitable room on the ground floor.

According to the WBC Car Parking Standards, the demand of parking for residential dwelling is subject to the numbers of habitable rooms. Each parking space shall have minimum dimensions of 5.0m x 2.5m.

The applicant is required to provide the total numbers of habitable rooms (preferably in form of floor plan of all floors) of the dwelling for Highways to determine the sufficiency of the proposed parking.

No negative impacts on abilities for cycle storage are expected, which is acceptable.

Conditions & Reasons (if required)

Date:	22/7/2025	Signed:	JP
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