APPLICATION NO:
F/2002/8130

LOCATION:
15 High Street, Twyford .

APPLICANT:
Mr J Laflin

PROPOSAL:
Proposed change of use of shop A1 to letting office A2.

EARLIEST DATE FOR DECISION: **30/01/2003**

APPLICATION WILL HAVE EXPIRED ON:
17/02/2003

CASE OFFICER: **Angela Odell**

APPROVED

WOKINGHAM DISTRICT COUNCIL

TOWN AND COUNTRY PLANNING ACTS

Notification of Approval of Permission

Mr J Laflin
21 Primrose Lane
Sherwood Grange
Wokingham
Berks
RG41 5UR

Application Number: F/2002/8130

Parish: **TWYFORD**

Location: **15, High Street, Twyford.**

Proposal: **Proposed change of use of shop A1 to letting office A2. Retrospective**

The Wokingham District Council in pursuance of their powers under the above Acts and Regulations hereby **Approve Permission** for carrying out the above development in accordance with the application and the accompanying plans submitted to the Council.

Informative
1. This approval is in accordance with drawing showing floor plans received by the Local Planning Authority on 23 November 2002.

Informative
2. You are advised, in compliance with The Town and Country Planning (General Development Procedure) (England) (Amendment) Order 2000, that the following policies and/or proposals in the development plan are relevant to this decision:

Berkshire Structure Plan Policy S3.
Loddon Area Local Plan Policy LSH3.
Deposit Draft Wokingham District Local Plan Policies WSH5 and WSH6.

T. G Watson

Trevor Watson
Development Control Manager
Date: 14/02/2003

Notice checked by: _____

If this notice grants permission to proceed with the proposal the applicant is reminded that it relates to planning permission only and does not constitute approval under any other legislation including Building Regulations.

APPEALS TO THE SECRETARY OF STATE

PLANNING & ADVERTISEMENT APPEALS

1) If you disagree with the decision of the your local planning authority to refuse planning permission or you do not think that conditions placed on an approval are justified or reasonable, then you can appeal to the Secretary of State for the Environment, Transport and the Regions.

   If you want to appeal you must do so within **6 months** of the date of the decision notice for **planning applications** and within **8 weeks** in respect of **advertisement applications**, using a form you can get from The Planning Inspectorate. They can be contacted on (0117) 372 6373 or you can write to them at ; Temple Quay House, 2 The Square, Temple Quay, Bristol. BS1 6PN.

2) In some exceptional circumstances an appeal can be considered if more than 6 months or 8 weeks have elapsed since the date of your decision. If the 6 month/8 week time limit has expired and you wish to appeal please contact the Planning Inspectorate to find out if they are willing to accept it.

3) The Secretary of State does not have to consider an appeal if it appears that the local planning authority could not have granted planning permission for the proposed development or could not have approved permission without the conditions it imposed while having regard to the statutory requirement of the development order or any directions given under the order. In practice The Secretary of State does not normally refuse to consider appeals solely because the local planning authority based its decision on a direction given by him.

4) It is a statutory requirement for all appellants to copy their appeal forms direct to Wokingham District Council, Planning Services, P.O. Box 157, Civic Offices, Shute End, Wokingham, RG40 1WR, at the same time as the appeal is sent to the Planning Inspectorate. Details of this procedure will be included on the appeal forms.

PURCHASE NOTICES

1) If the local planning authority or the Secretary of State for the Environment, Transport and the Regions refuses permission to develop land or grants it subject to conditions, the owner may claim that the land cannot be put to a reasonably beneficial use in its existing state or cannot make the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.

2) In these circumstances the owner may serve a purchase notice on the District Council in whose area the land is situated. This notice will require the Council to purchase an owners interest in the land in accordance with the provisions of Part XI of the Town and Country Planning Act 1971.

COMPENSATION

1) In certain circumstances compensation may be claimed from the Local Planning Authority if permission is refused or is granted subject to certain conditions by the Secretary of State for the Environment, Transport and the Regions on appeal or on reference of the application to him. These circumstances are set out in Section 114 and related provision of the Town and Country Planning Act 1990.

WORK SHEET FOR : Angela Odell

Application Number : F/2002/8130

Applicant : Mr J Laflin .

Location : 15, High Street, Twyford, .
Proposal : Proposed change of use of shop A1 to letting office A2.

Site Notice Displayed ? : YES [ ] NO [ ] DATE [ ]

Date of Neighbour Notifications : .....

Date of Site Visit : 14.01.03

Date Registered : 23/12/2002

Earliest Date for Decision : 30/01/2003

Latest Consultation Date/Site Notice Expiry Date : 30/01/2003

This application will have expired on: 17/02/2003. You need to make a decision 1 day prior to this date for this application to count as determined in less than 8 weeks.

Consultation Responses :

- Highway officer: No objection and Advises that as same parking standards apply to A1 & A2 uses, cannot ask for ~~extra~~ parking. (response to comments below from Twyford P.C.)
- Twyford P.C.: Notes this retrospective. Applicant should be asked to detail his parking arrangements for staff and visitors. At present appears to have no parking.
- Environmental Health Officer: No objections.
- 1 letter of objection on grounds of loss of valuable retail outlet, no customer parking and no staff parking
- 1 letter of general support as preferable for premises to be occupied. Asks if customers ~~to go~~ to be requested to go through the front entrance ~~or~~ so that volume of people using private walkway is kept to a minimum. and that private residents spaces are not used by customers - public car park nearby.
- Conservation Officer: Notes alterations sensitively and asks for confirmation there are no physical changes

Application Number: F/2002/8130

Appraisal :

See attached report.

Recomendation : Approval: ☑ **Refusal:** ☐
(tick appropriate box)

F/2002/8130 – Appraisal

Proposal
Is retrospectively to change the use of the shop unit to A2 property sales/ letting agents. No physical changes proposed to shop frontage (listed building).

Relevant Planning History
No relevant planning history on application site. Application F/2002/7199 for No. 11 High Street was refused permission for change of use from A1 shop to A2 on 12/9/02 on policy grounds – site in a primary frontage and contrary to policies WSH5 & 6. Nos. 1-11 High Street are currently in the following uses:

No.	Current Use
1.	Travel agent (A1)
3.	Vacant (appears to have last been a hairdressers (A1)
5.	Estate agents (A2)
7.	Shop (A1)
9.	Picture framers (A1)
11.	Vacant shop (unit to let as shop unit)

Principle of proposal
The site is in the primary shopping frontage of Nos. 1-17 High Street, Twyford in the Wokingham District Local Plan, covered by Policies WSH5 & 6. Policy WSH6 states that change from A1 to other class A uses will be more acceptable where non A1 retails units do not exceed 20% of unit floorspace or 20% of total frontage length. The memo from the Policy & Plans officer for application F/2002/7199 at No. 11 High Street stated that the total primary frontage length was 52m. and with the proposed change of use of No. 11, this would be 15m. of non-A1 use, which would be 28 %. However, the memo assumed that No. 15 High Street was in A2 use. This either was not so or did not have permission for change of use from A1 to A2 use. (On the application form for the current application the applicant states that No. 15 was vacant for 15 months and prior to that was a butchers shop.) The frontages of Nos. 11 and 15 are virtually the same length – No. 11 being 4.2m. and No. 15 being 4.5m. Therefore, if the figures are reworked assuming that No. 11 is in A1 use and No. 15 is in A2 use, there would be 11m. of non-A1 use over a total length of 52m. which would be 21%. This would be only marginally in excess of the 20% referred to in Policy WSH6. Added to this Policy WSH5 states that under criterion (J) vacancy levels should be taken into account. In view of the current situation where 2 of the units (Nos. 3 and 11) are vacant shop units, that No. 15 is at the end furthest away from Twyford centre of this primary frontage, and that there would be no clustering of non-A1 uses (criterion F), consider the proposal is acceptable in principle under the above policies.

Regarding comments of Twyford P.C. regarding parking, Highway officer has advised that as the same parking standards apply to A2 as A1 use, the authority cannot ask for parking provision.

Applicant has confirmed there have been no physical changes.

Re. comments on use of back entrance etc. suggest letter sent to applicant asking him to co-operate.

Recommendation: Conditional approval

Application Number F/2002/8130
Conditions/Reasons for Refusal

No	Std Con	Std Reas	Non Std Conditions / Reasons for Refusal
			No conditions (as retrospective)
			Informative
			approval re drawing showing floor plans re 23.11.02.

RECORD OF SITE VISIT

SITE ADDRESS: 15 High Street
Twyford .

APPLICATION NUMBER: F/2002/8130

OFFICER: Angela Odell

DATE OF SITE VISIT: 14.01.03

1 SITE/STATUTORY NOTICE DISPLAYED ?

2. DESCRIPTION OF SURROUNDINGS Mix of uses in High Street in centre of Twyford .

3. DESCRIPTION OF SITE/BUILDING Shop unit. Currently occupied by an estate agent.

4. RELATIONSHIP TO ADJOINING PROPERTIES No. 11 is a vacant shop (to let)
No. 17 appears to be residential. ~~No. 13~~

5. SITE CONSTRAINTS

TREES /

ACCESS/PARKING

LEVELS Flat.

BOUNDARY TREATMENT /

OTHERS

Tel. 0118 974 6445 (Direct Line)
E-mail: Angela.Odell@wokingham.gov.uk
Date. 12 March, 2003
My ref. AO/F/2002/8130

Mr J Gilbert and A. Laflin
21 Primrose Lane
Sherwood Grange
WOKINGHAM
RG41 5UR

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 977 8909
DX: 33506 – Wokingham

Dear Sirs

PLANNING APPLICATION F/2002/8130
PROPOSED CHANGE OF USE OF SHOP (A1 USE) TO LETTING OFFICE (A2 USE) AT 15 HIGH STREET, TWYFORD

Further to the above consent, during the consultation period I received a letter supporting the proposal In principle, but expressing concern that the access to the premises from the car park requires people to walk through a private walkway past their front doors. They asked that customers to No. 15 be requested to use the front entrance to the premises and that the volume of people through the private walkway is kept to a minimum, and also that the residents' car parking spaces are not used. I would be grateful if you would try to ensure these points are complied with.

I trust the above is clear, but meanwhile if you wish to discuss the above further please contact me.

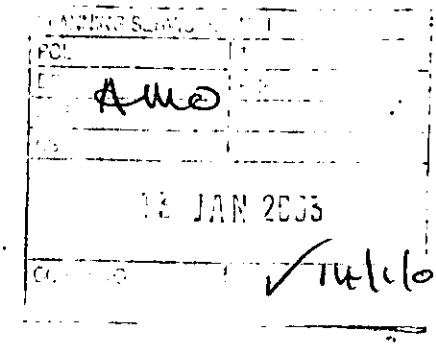
Yours sincerely

AO

MRS A ODELL
Planning Officer

OBS

Carol Hurst



From: Richard.Pavey@prudential.co.uk
Sent: 10 January 2003 14:35
To: Development.control@wokingham.gov.uk
Subject: Comments on application F/2002/8130

FAO Angela Odell case officer.

My postal address:
3 Butchers Row
Polehampton Close
Twyford
Reading
RG10 9TW

My comments are as follows:

I take it that this is a retrospective application as the shop has already changed to a letting office
I am generally in support of the application as there are many positive benefits to the premises being occupied
The access to the premises from the carpark requires people to walk through a private walkway past our front doors. I would ask that customers are requested to use the front entrance to the premises and that the volume of people through the private walkway is kept to a minimum.
I understand that the letting office has two parking spaces allocated to it. Experience so far has shown that there are usually more vehicles relating to the office parked in our private car park than they have allocated spaces. Whilst I appreciate that residents are usually at work during the day this is not the point. These are our private property and should not be used under any circumstances. There is a public car park available a short distance away for use by customers and employees.

Regards

Richard Pavey

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PLANNING APPLICATION COMMENTS SHEET FOR F/2002/8130. (Case Officer:Angela Odell)

PLEASE NOTE THAT **ALL** COMMENTS SUBMITTED ARE OPEN TO PUBLIC VIEW, **THIS INCLUDES THE APPLICANT.**

WOKINGHAM UNITARY
Aiming for Excellence

THINGS WE **CAN** TAKE INTO CONSIDERATION WHEN DETERMINING A PLANNING APPLICATION;
DESIGN, APPEARANCE AND LAYOUT.
HIGHWAY SAFETY.
RESIDENTIAL AMENITY (loss of attractive features within the locality; e.g. parks or woodland).
LOSS OF LIGHT.
OVERSHADOWING/OVERLOOKING (loss of privacy).
NOISE, DISTURBANCE, SMELL etc ONCE THE DEVELOPMENT IS IN USE (e.g. from a proposed restaurant, takeaway, public house or industrial unit).

14 JAN 2003

THINGS WE **CAN'T** TAKE INTO CONSIDERATION WHEN DETERMINING A PLANNING APPLICATION;
PRIVATE PROPERTY ISSUES, FOR EXAMPLE BOUNDARY AND ACCESS DISPUTES.
LOSS OF VIEW OVER OTHER LAND.
EFFECT ON PROPERTY VALUES.
POTENTIAL INCONVENIENCE, NOISE AND DISTURBANCE CAUSED BY CONSTRUCTION WORKS.
MATTERS COVERED BY OTHER LAWS (e.g. alcohol, betting, restaurant, music licensing).
MATTERS SUBJECT TO MARKET COMPETITION (we can't refuse an application on the basis that its approval would harm other commercial activity of a similar nature in the area).
THE SPECULATIVE USE OF A DEVELOPMENT AFTER IT HAS BEEN BUILT.
RADIO OR TELEVISION INTERFERENCE CAUSED BY A DEVELOPMENT.
SUBSIDENCE TO NEIGHBOURING PROPERTIES.

COMMENTS CAN ALSO BE E-MAILED TO US AT: Development.Control@wokingham.gov.uk
(Please remember to include your postal address in any comments made by E-mail)

COMMENTS ON APPLICATION: F/2002/8130

YOUR NAME: ANDREW YAPP

YOUR ADDRESS: ***(Please check these details & amend if incorrect)***
1 Wargrave Road
Reading
Berks
RG10 9NY

PLEASE RETURN YOUR COMPLETED FORM TO:

Environmental Services Department,
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR

I WISH TO (tick relevant box); OBJECT TO THE APPLICATION ☑
SUPPORT THE APPLICATION ☐ COMMENT ON THE APPLICATION ☐

Comments: Loss of valuable retail outlet
NO CUSTOMER PARKING
NO STAFF PARKING

Continue over the page if more room required

☎ 0118 974 6379 (Direct Line)

10 February 2003

WOKINGHAM UNITARY
Aiming for Excellence

J Gilbert
21 Primrose Lane
Sherwood Grange
Wokingham
RG41 5UR

Access Officer
Environmental Services Department
Building Control
P.O. Box 155
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6379
Fax: (0118) 974 6385
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham
Email: henry.knight@wokingham.gov.uk

Dear Sir/Madam,

Planning Application No: F/2002/8130

Address: 15 High street, Twyford

The above planning application has been reviewed for the provision of access and facilities for disabled people. The following comments are brought to your attention in order to incorporate potential improvements in access for disabled people into the proposed designs at the most cost effective point in the design process.

Comments made below may be material to a planning application, a requirement under the building regulations, examples of best practice with reference to BS8300, or general improvements likely to reduce an organisations liabilities under the Disability Discrimination Act (1995).

Comments:

1. To consider the removal of any stepped approach into the offices and replace with level access suitable for use by wheelchair users.
2. To consider the existing door widths and ensure that the minimum width provided is at least 800mm for a single door leaf.
3. To ensure that the force required to open doors is not excessive. Recommended force for opening door should not exceed 25N.
4. To consider the design and position of door furniture in terms of reach and grip. Door handles which can be suitably gripped and turned can benefit both ambulant and non-ambulant visitors.
5. To ensure that any large areas of glazing are suitably identified to reduce the potential hazard to a person who is visually impaired.
6. To ensure that lighting levels are suitable for use by all potential visitors.

POSITIVE ABOUT DISABLED PEOPLE
INVESTOR IN PEOPLE

7. To ensure that where stairs are to be used by service users that they are of a suitable design for use by ambulant disabled visitors (e.g. have a suitable hand rail, colour contrasted nosing etc).
8. To ensure that access is provided to all areas where a unique service is provided. Service providers should take steps to review policies practices and procedures to ensure services provided from the first floor can be made available on the ground floor if necessary.

The above comments are for information only and are provided in an attempt to encourage a more accessible design approach within the Wokingham District Area.

Should you wish to discuss any of the above issues please do not hesitate to contact me on (0118) 974 6379.

If you have any queries with regard to Planning requirements you can contact the planning officer on (0118) 974 6429.

If you have any queries with regard to the Building Regulations please contact the area building control surveyor on (0118) 974 6376.

Yours faithfully,

Henry Knight
Access Officer

CC: Angela Odell - WDC Planning Dept.

Our ref: ATL/bf

27th January 2003

65472

PLANNING SERVICES	HPT
POL	
DC AO	
APP	
CS	
29 JAN 2003	
COPIES TO	

Mrs A. Odell
Planning Officer
Wokingham Unitary
P.O. Box 157
Shute End
Wokingham
Berkshire
RG40 1WR

WentWorth
Sales & Lettings

24 Charles Square,
Bracknell, Berkshire
RG12 1DF
Sales: 01344 411600
Lettings: 01344 485988
Fax: 01344 486386
Land & New Homes:
01344 485878
Financial Services:
01344 487879

bracknell@wentworthestateagents.co.uk
www.wentworth-estates.com

Dear Mrs Odell

Re: 15 High Street, Twyford, Berkshire

Thank you for your letter dated 14th January 2003 and the contents I note. I confirm that there have been no physical changes to the above mentioned property including the balcony area.

I further confirm that the area shown on the floor plans were previously A1 shop and ancillary usage.

I hope this information will be of assistance to you. Should you require further information please do not hesitate to contact me.

Yours sincerely

Adrian Laflin
MANAGING DIRECTOR

Wentworth Estate Agents is a trading name of Blade Developments Ltd.
Registered in England No. 3453071

Wokingham District Council
Planning Application

Town and Country Planning (General Development Procedure) Order 1995 – Notice under Article 8

AND/OR

Planning (Listed Buildings and Conservation Areas) Regulations 1990 and Planning (Listed Buildings and Conservation Areas) Act 1990

Application No: 2002/8130

Proposal:
Proposed change of use of shop A1 to letting office A2.

Location:
15 High Street Twyford

This application is being advertised in the Reading Chronicle newspaper on the 24/01/2003 for the following reason(s);

SITE IS A LISTED BUILDING OR IS WITHIN THE CURTILAGE OF A LISTED BUILDING AND IS IN A CONSERVATION AREA

The application can be inspected at Wokingham District Council's offices during the following times:

PLANNING DEPARTMENT, SHUTE END, WOKINGHAM TEL (0118) 974 6428
8.30 - 5.00 Monday - Thursday & 8.30 - 4.00 Friday

WOODLEY LIBRARY HEADLEY ROAD WOODLEY (9.30am - 7.00pm Mon, Thurs & Fri. 9.30am - 5.00pm Tues, 9.30am - 1.00pm Saturday. closed all day Wednesday)

Comments should be sent in writing QUOTING THE APPLICATION NUMBER to the Case Officer Angela Odell P.O. Box 157 Council Offices, Shute End, Wokingham, Berkshire, RG40 1WR to arrive before **14/02/2003**. Written comments submitted will become available for public inspection.

In view of the very large number of planning applications and letters of comment received, it will not be possible for an individual reply to observations made. However any comments will be taken into account when the application is determined and you will be notified of the decision.

Date: 24/01/2003

File

POLICY CONSULTATION

Officer Angela Odell

Application No F/2002/8130 Proposed Change of Use of shop (A1) to letting office (A2) at 15 High Street, Twyford (Retrospective)

Applicant J Gilbert/ A Laflin

The application site is located in a primary shopping frontage in the retail centre ofTwyford Village, which is a District Centre in the Berkshire Retail hierarchy. To assess this application for its retail impact, it is necessary to consider the requirements of policies WSH5 and WSH6 of the WDLP as proposed to be modified. The proposal should be considered against each of the criteria in policy WSH5 to see if it has a positive effect, is neutral or has a negative effect on the vitality and viability of the centre as a whole. You will need to take an aggregate view of these issues. I attach as a separate sheet my assessment of this but this has been done without benefit of a recent site visit so you may take a different view based on what you see on the ground.

WSH6 deals specifically with criterion c of policy WSH5 and provides guidance to the effect that no more than 20 % of unit floorspace or unit frontage should be in non A1 floorspace in order to maintain a predominantly retail character in any primary shopping frontage. Frontage widths and unit floorspaces can be obtained by accessing the retail survey layer on GIS. As there are a number of vacant units in the frontage you will need to check the authorised uses for these units by checking their planning history as some of them may have permission for change of use. Previous occupants can be checked by looking at the retail survey layer for 2002 and if necessary previous years. The retail survey is updated in February each year in the major town and district centres. You should consider looking at best and worst case scenarios if several other units have permission for change of use.

The WDLP should be read as a whole and you will need to consider more issues than retail policy. e.g amenity, parking and impact on the Conservation Area and the historic character, maintenance and integrity of what may be a listed building.

Recommendation.
Unless this proposal is doing real harm conditional approval should be granted, especially as it is a retrospective application. Long term vacant units in a centre have can have a very detrimental effect upon the appearance of a centre and deter potential investors. This is particularly if they are prominently located.

E J Gibbons

16/1/03

(returned by post + email)

Assessment against WSH5

Criterion	Subject	Comment
A	Does use provide service to public	Yes POSITIVE
B	Level of Activity	Use may be less intensive during day than a butchers shop but dependent upon working hours may be more likely to extend use later into evening NEUTRAL OR SLIGHT DETRIMENT
C	In Primary frontage	Assess against WSH6
D	Location	End of frontage furthest away from other primary frontages, but a prominent building because set forward
E	Frontage width and unit size	Frontage width similar to other units in frontage. Because first floor use proposed gives a unit that is slightly larger than average for this particular primary frontage. See retail survey. NEUTRAL ON BALANCE
F	Clustering of non A1	As adjacent unit refused non A1 use no cluster will occur POSITIVE
G	Effect on Retailer Representation	Not an anchor store. POSITIVE/NEUTRAL
H	Pedestrian flows	NEUTRAL. Little effect on centre as a whole.
I	Amenity	Check use of first floor in previous use. If it was previously residential the application proposal could have an effect on the amenity of neighbouring residential property, but this may well be capable of mitigation by use of conditions re hours, location of the storage buffer or measures to reduce noise transfer between properties. Given the location of the neighouring residential property on a busy road in a commercial area it is unlikely that the effects of use will be as noticeable as noise from the road, but even so noise issues should be addressed.
J	Voids	Unit has been vacant for a period. Reuse POSITIVE
K	Visual character of unit	Presumably no change but check. NEUTRAL
L	Vitality and Viability of centre as a whole	Of the town and district centres monitored annually in the Berks vacancy rate survey Twyford is the centre within Wokingham District with the highest % of vacant units, although it is improving. It is preferable to see units in use as this has a positive effect on investor confidence. POSITIVE

WOKINGHAM DISTRICT COUNCIL

ENVIRONMENTAL SERVICES DEPARTMENT
ENGINEERING SERVICES

MEMORANDUM

FROM: Adam Coggins

MY REF: AC/8130

YOUR REF:

TO: Angela Odell - Planning

DATE: 20/1/03

PLANNING APPLICATION NO. F/2002/8130
PROPOSED CHANGE OF USE OF SHOP (A1) TO LETTING OFFICE (A2)
15 HIGH STREET, TWYFORD

Angela,

The same parking standards apply to the change of use from A1 to A2. Therefore as the existing use does not have any parking provision the highway authority cannot ask for any parking to be provided for the proposed use.

Regards,

Adam Coggins
Engineering Technician (Highway Development Control)

Angela Odell

ATE: 07 January 2003

DELEGATED

TWYFORD PARISH CONSULTATION SHEET

Application Number: F/2002/8130

Proposal: Proposed change of use of shop A1 to letting office A2.

Site Address: 15, High Street, Twyford, .

Applicant: Mr J Laflin .

PLANNING SERVICE
FOR
OR
29 JAN 2003
COPIES TO

Your observations are required in respect of this application **by 30/01/2003** .

This is retrospective
applicant should be asked to detail his
parking arrangements for staff and visitors.
At present he appears to have no parking.

SIGNED: _____ DATE: 17/1/03

Clerk To Twyford Parish Council Parish/Town Council.

FROM: Angela Odell

DATE: 07 January 2003

TWYFORD PARISH CONSULTATION SHEET

Application Number: F/2002/8130

Proposal: Proposed change of use of shop A1 to letting office A2.

Site Address: 15, High Street, Twyford, .

Applicant: Mr J Laflin .

Your observations are required in respect of this application **by 30/01/2003** .

This is retrospective

applicant should be asked to detail his parking arrangements for staff and visitors. At present he appears to have no parking.

SIGNED: _____ DATE: 17/1/03

Clerk To Twyford Parish Council Parish/Town Council.

Angela Odell

From: John Mullaney
Sent: 14 January 2003 18:32
To: Angela Odell
Subject: 15 High Street, Twyford READING, Berkshire F/2002/8130

I have no objections.

John Mullaney
Senior Environmental Health Officer
Environmental Protection and Housing
Wokingham District Council
Tel. 0118 974 6766
Fax. 0118 974 6401
john.mullaney@wokingham.gov.uk
www.wokingham.gov.uk

file checklist

- format: - organised?
  - actionsheet.

- use of standard forms: registration comm templates
- Use of IT: for identifying consultees (n'bors)
  - standard letters
  - setting timescales
- Process - time for reg
- Pre-app - evidence
- Records - of conversation

- level + speed of consultation - n'hood n

- amendments allowed

- involvement of ward members
- role of Parish councils
- report / assessment of the proposal
- was it a committee item or delegate
- quality control (who reports)
- Use of standard conditions / reasons for refusal
- decision notice - how long after decision
- time taken to determine tendence of project mgmt for tank exp mgmt

Tel. 0118 974 6445 (Direct Line)
E-mail: Angela.Odell@wokingham.gov.uk
Date. 14 January, 2003
My ref. AO/F/2002/8130

Mr J Gilbert and A. Laflin
21 Primrose Lane
Sherwood Grange
WOKINGHAM
RG41 5UR

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 977 8909
DX: 33506 – Wokingham

Dear Sirs

PLANNING APPLICATION F/2002/8130
PROPOSED CHANGE OF USE OF SHOP (A1 USE) TO LETTING OFFICE (A2 USE) AT 15 HIGH STREET, TWYFORD

Following comments I have received from our Conservation Officer Harold Sanders, please confirm that no physical changes are proposed, including to the balcony area, only the change of use. Please also confirm that all the area shown on the floor plan was previously in A1 shop and ancillary use, and not in any other uses(s) (i.e. ground floor area 10.67m. x 3.96m. and first floor 2.74m. x 3.96m.)

It is important that the additional information requested above is submitted to me within two weeks, i.e. by 29 January, to ensure that the application is not determined on the basis of the current unsatisfactory submission. Should you have any difficulty in meeting this deadline or should you wish to discuss the additional information please contact either Harold Sanders on 974 6465 or me immediately.

However, I advise you that the above is in relation to additional information only and does not imply that the application is considered otherwise acceptable as it has not yet been assessed.

Yours sincerely

MRS A ODELL
Planning Officer

cc: Harold Sanders

To:
Harold Sanders
Urban Design And Conservation Officer

From: Angela Odell

Date: 07 January 2003 08 JAN 2003

Application Number: F/2002/8130

Proposal: Proposed change of use of shop A1 to letting office A2..

Site Address:
15, High Street, Twyford, .

Applicant:
Mr J Laflin .

Your observations are required in respect of this application within **7 days** of the above date.

NO 15 HIGH ST IS A LISTED BUILDING.

THE PROPOSED CHANGE OF USE DOES NOT INCLUDE ANY ALTERATIONS TO THE FABRIC OF THE BUILDING. THE SHOP INCLUDED TOILET FACILITIES NOT NOTED ON THE PLAN?

CONFIRMATION SHOULD BE SOUGHT THAT NO CHANGES ARE PROPOSED, INCLUDING TO THE UPPER BALCONY AREA.

Harold Sanders

08.01.03.

HIGHWAYS CONSULTATION SHEET

From: Angela Odell **Date:** 07 January 2003

Application Number: F/2002/8130

Proposal: Proposed change of use of shop A1 to letting office A2.

Parish: TWYFORD PARISH

Site Address:
15, High Street, Twyford, .

Applicant:
Mr J Laflin .

Your observations are required in respect of this application within **7 days** of the above date.

✓ below as applicable;

1) ☐ Recommend refusal for the reason(s) **stated below**;
2) ☐ Recommend approval but with condition(s) & reason(s) **stated below**;
3) ☑ Recommend approval with **no** condition(s) or reason(s).

Site visit carried out: ☐ **No** ☐ **Yes - Date & Time:** _____

Signed: _____ **Print name:** _____ 10/1/03

(*) PRE-APP ATTACHED (*)

Application Number: F/2002/8130

Case Officer :

Map No :	33
Site Area :	0.01
Received Date:	05/12/2002

Valid Date : AO. 23|12|02

Level : Delegated Application

Description : Proposed change of use of shop A1 to letting office A2.

Location : 15, High Street, Twyford, .

Parish : TW **Ward :** TWY.

Applicant : Mr J Laflin .

Fee Required: £220 **Fee Received: £110** (3) ✓ 220 for course.

Additional: 110 **or Refund:** received 23|12

Enforcement Section to be notified ☐ (tick if required)

Additional information required for validation;

REASON	NOTES	DATE REQ	DATE RECD
LOCATION PLANS			
BLOCK PLANS			
FORMS UNSIGNED	Q 24 – no entry for A2 in col 4	✓ 11|12	✓ 23|12
S.66 MISSING/INCORRECT/ UNSIGNED	Not deleted correctly	✓ 11|12	✓ 23|12
ELEVATION PLANS	existing / proposed floor plan	✓ 11|12	✓ 23|12 ~~No Scale~~
FLOOR PLANS			~~no scale~~
NO SCALE OR SCALE IS IMPERIAL			
ENCROACHMENT LETTER REQUIRED			
OTHER			

Is the site in a Conservation Area: ☑ Yes ☐ No If "Yes" which one Tewkesbury

Is the site a Listed Building: ☑ Yes ☐ No

Is a Statutory Advertisement required: ☑ Yes ☐ No LB in Cons Area

---

INTERNAL CONSULTATIONS

Building Control

Heritage (Harold Sanders)

Landscape

Trees

Environmental Health

Housing

Leisure & Cultural Services

Public Rights of Way Officer

Property

Policy & Plans

Joint Strategic Planning Unit

Archaeological Officer (BABTIE)

Education

Social Services

Highways

Access officer

EXTERNAL CONSULTATIONS

Adjacent DPA : _____

Adjacent Parish : _____

SEB

British Gas

Oil pipeline

Transco

Environment Agency

Railtrack

Police Arch Officer

HERITAGE BODIES

Victorian Society
The Georgian Group
Ancient Monuments Society
Council for British Arch
RCHME
NRPB (Telecommunications)
Sport England
Society for Proct' of Ancient Bldgs
English Heritage

OTHERS

.....

.....

.....

.....

.....

.....

NEIGHBOURS

.....

S/N + see map

.....

.....

Pre-app attached.

**********FILE COPY**********

Tel: (0118) 974 6445

Date: 07 January 2003

My ref: F/2002/8130

WOKINGHAM UNITARY
Aiming for Excellence

Councillor C A Ferris
The Corner House
Station Road
Twyford
RG10 9NG

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

Dear Councillor

Application Number: F/2002/8130
15, High Street, Twyford, .
Proposed change of use of shop A1 to letting office A2.

I write to let you know that the above mentioned application has been received.

At this stage a recommendation has not yet been made. This form should only be returned if it is likely that you might wish for the application to be listed for consideration by the Development Control Committee. This form must be received no later than 28 days from the date of this letter.

If you have concerns about the proposals it may be possible for these to be addressed during the consideration of the application. In these circumstances it would be helpful if you could discuss these with the case officer **Angela Odell** on **(0118) 974 6445** in the first instance.

Yours sincerely
Trevor Watson
Development Control Manager

LISTING FORM
Case officer: **Angela Odell** Application Number: **F/2002/8130**
15, High Street, Twyford, .
Proposed change of use of shop A1 to letting office A2.
I wish this application to be listed should the officers recommendation be for: GRANT/REFUSAL and my reasons are:

_____

_____

Should the officers recommendation be in accordance with my views I am happy for the application to be determined under delegated powers. YES/NO

Signed: _____ Date: _____

Councillor C A Ferris
**********FILE COPY**********

**********FILE COPY**********

Tel: (0118) 974 6445

Date: 07 January 2003

My ref: F/2002/8130

WOKINGHAM UNITARY
Aiming for Excellence

Councillor Tomlin
Wits End
Ruscombe Road
Twyford
Berks
RG10 9JL

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
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Yours sincerely
Trevor Watson
Development Control Manager

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I wish this application to be listed should the officers recommendation be for: GRANT/REFUSAL and my reasons are:

_____

_____

Should the officers recommendation be in accordance with my views I am happy for the application to be determined under delegated powers. YES/NO

Signed: _____ Date: _____

Councillor Tomlin

**********FILE COPY**********

**********FILE COPY**********

Tel: (0118) 974 6445

Date: 07 January 2003

My ref: F/2002/8130

WOKINGHAM UNITARY
Aiming for Excellence

Councillor Conway
20 Arnside Close
Twyford
RG10 9BS

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

Dear Councillor

Application Number: F/2002/8130
15, High Street, Twyford, .
Proposed change of use of shop A1 to letting office A2.

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If you have concerns about the proposals it may be possible for these to be addressed during the consideration of the application. In these circumstances it would be helpful if you could discuss these with the case officer **Angela Odell** on **(0118) 974 6445** in the first instance.

Yours sincerely
Trevor Watson
Development Control Manager

LISTING FORM

Case officer: **Angela Odell** Application Number: **F/2002/8130**
15, High Street, Twyford, .
Proposed change of use of shop A1 to letting office A2.
I wish this application to be listed should the officers recommendation be for: GRANT/REFUSAL and my reasons are:

_____

_____

Should the officers recommendation be in accordance with my views I am happy for the application to be determined under delegated powers. YES/NO

Signed: _____ Date: _____

Councillor Conway

**********FILE COPY**********

Received by Wokingham District Council

Application No: F/2002/8130

Proposal:
Proposed change of use of shop A1 to letting office A2.

Location:
15, High Street, Twyford, .

The application is available for inspection at Wokingham District Council's offices during the following times:

PLANNING DEPARTMENT, SHUTE END, WOKINGHAM TEL (0118) 974 6428
8.30 - 5.00 Monday - Thursday & 8.30 - 4.00 Friday

WOODLEY LIBRARY HEADLEY ROAD WOODLEY 9.30am - 7.00pm Mon, Thurs & Fri. 9.30am - 5.00pm Tues, 9.30am - 1.00pm Saturday and 1.00pm - 4.00pm Sunday. Library closed all day Wednesday. If you intend to view this application at Woodley Library please allow 4 days from the date of this letter for delivery of plans and remember to quote application number F/2002/8130 to enable the library staff to locate the correct information.

Comments should be sent in writing QUOTING THE APPLICATION NUMBER to the Case Officer Angela Odell P.O. Box 157 Council Offices, Shute End, Wokingham Berkshire, RG40 1WR to arrive on or before 30/01/2003. Written comments submitted will become available for public inspection.

In view of the very large number of planning applications and letters of comment received, it will not be possible for an individual reply to be issued to observations made. However any comments will be taken into account when the application is determined and you will be notified of the decision.

Trevor Watson
Development Control Manager

07 January 2003

Organisation_Name	Building_Name	address1	Postcode
JENNINGS BUTCHERS			RG10 9AB
		1BELL COURTREADING	RG10 9YA
		2BELL COURTREADING	RG10 9YA
		4BELL COURTREADING	RG10 9YA
		6BELL COURTREADING	RG10 9YA
JEMS COLLECTABLES		7HIGH STREETREADING	RG10 9AB
		19HIGH STREETREADING	RG10 9AB
ENCORE		21HIGH STREETREADING	RG10 9AB
VILLAGE FLORAL BOUTIQUE		11HIGH STREETREADING	RG10 9AB
	7A	7AHIGH STREETREADING	RG10 9AB
		2HIGH STREETREADING	RG10 9AE
SIMMONDS & LAWRENCE		1WARGRAVE ROADREADING	RG10 9NY
ABRA CAD LTD		4HIGH STREETREADING	RG10 9AE
VIDEO INN	2A	2AHIGH STREETREADING	RG10 9AE
BELL ANTIQUES	2B	2BHIGH STREETREADING	RG10 9AE
	15 - 17	15 - 17HIGH STREETREADING	
		9BUTCHERS ROWREADING	RG10 9TW
		8BUTCHERS ROWREADING	RG10 9TW
		17HIGH STREETREADING	RG10 9AB
[redacted]VALI TANDOORI		15CHURCH STREETREADING	RG10 9DN
		15HIGH STREETREADING	RG10 9AB
	17A	17AHIGH STREETREADING	RG10 9AB
	17B	17BHIGH STREETREADING	RG10 9AB
	17C	17CHIGH STREETREADING	RG10 9AB
		1BUTCHERS ROWREADING	RG10 9TW
		2BUTCHERS ROWREADING	RG10 9TW
		3BUTCHERS ROWREADING	RG10 9TW
		4BUTCHERS ROWREADING	RG10 9TW
		5BUTCHERS ROWREADING	RG10 9TW
		9BELL COURTREADING	RG10 9YA
	6A	6AHIGH STREETREADING	RG10 9AE
NATIONWIDE BLDG SOC		6HIGH STREETREADING	RG10 9AE
BELL COURT ASSOCIATES	11-12	11-12BELL COURTREADING	RG10 9YA

2002/8130

23.DEC.2002 8130

Tel. (0118) 974 6429 or 6433

Date: 11 December 2002

Your Ref:

My Ref: F/2002/8130

WOKINGHAM UNITARY
Aiming for Excellence

Mr J Laflin
21
Primrose Lane
Sherwood Grange
Wokingham, Berks
RG41 5UR

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

Dear Sir/Madam

Reference Number: 2002/8130

Site Address: 15, High Street, Twyford, .

Proposal: Proposed change of use of shop A1 to letting office A2.

I return your application, as it is invalid and cannot be determined for the following reason(s);

The fee for a change of use application is £220.00, so an additional £110 is required.

6 copies of the existing and proposed floor plans are required.

The bottom part of the agricultural holdings certificate of the Section 66 should be deleted.

Q24 on application form is incorrect. A1 floor space should be in column 2 and A2 floor space should be in column 4.

Please re-submit the proposal with the amendments and/or additional information requested above.

Yours faithfully,

Carol Hurst

Senior Technical Officer
Development Control

1769a

WOKINGHAM DISTRICT COUNCIL 23 DEC 2002 8130

PLANNING APPLICATION PART 1

WOKINGHAM UNITARY
Aiming for Excellence

APPLICATION FOR PERMISSION TO CARRY OUT DEVELOPMENT - TOWN AND COUNTRY PLANNING ACTS

Please answer **ALL QUESTIONS** in **BLOCK LETTERS**. If a question is not applicable, answer N/A in space. Please submit **SIX** copies of this form and plans to:-

THE DISTRICT PLANNING OFFICER
WOKINGHAM DISTRICT COUNCIL
PLANNING DEPARTMENT
P O Box No. 157
COUNCIL OFFICES
SHUTE END
WOKINGHAM
BERKSHIRE, RG40 1WR

FOR OFFICE USE ONLY

23 DEC 2002

8130

05 DEC 2002

1. APPLICANT'S NAME J. GILBERT. A LAFLIN

ADDRESS 21, PRIMROSE LANE. SHERWOOD GRANGE. WOKINGHAM

POST CODE RG41 5UR PHONE

AGENT'S NAME

2. If the applicant has an agent, all correspondence will be sent to the agent

ADDRESS

POST CODE PHONE

3. On the plans show the SITE outlined in RED Show also OTHER land in the applicant's ownership or control in BLUE.

SITE LOCATION 15, HIGH ST. TWYFORD. BERKSHIRE-

4. WHAT IS THE APPLICATION FOR ? Give brief details and state for what purpose this site and any buildings will be used.

CHANGE OF USE TO OFFICES FOR SALES & LETTING - FROM A1 SHOP USE TO A2 USE.

5. Give the area in hectares or part of a hectare

AREA OF SITE 0.6 H.

6. State the applicant's interest in the land e.g. owner, prospective purchaser, lessee

OWNERSHIP OWNER

List all the plans and drawings submitted with the application

PLANS/DRAWINGS 6 No 0.5. MAPS 1:500.
6 No 0.5. MAPS. 1:1250.

8. DOES THE APPLICATION INVOLVE ANY OF THE FOLLOWING ?

Tick the boxes(x)

CHANGE OF USE ✓ REDEVELOPMENT

ERECTION OF NEW BUILDING ALTERATION or EXTENSION

9. WHAT TYPE OF APPLICATION IS THIS ? Tick one box only

OUTLINE PERMISSION — See question 10

FULL PERMISSION ✓

APPROVAL OF DETAILS/RESERVED MATTERS — State relevant outline permission number Also complete Question 10

TEMPORARY PERMISSION — State period required

RELAXATION OF CONDITIONS — State relevant application number Conditions to be relaxed

10. IF THIS IS AN OUTLINE APPLICATION OR AN APPROVAL OF RESERVED MATTERS, which details, if any, do you wish to be considered as part of this application ?

SITING

EXTERNAL APPEARANCE DESIGN

MEANS OF ACCESS LANDSCAPING

1769b

11. WHAT IS THE EXISTING USE OF THE LAND AND/OR BUILDING(S) e.g. residential, industrial, etc. If the site is vacant say so, and also state its previous use and when that ceased.

THE SITE WAS VACANT FOR 15 MONTHS BEFORE THEN THE BUTCHERS RELOCATED OVER THE ROAD. AND HAVE NOW CLOSED.

12. DOES A PUBLIC RIGHT OF WAY CROSS OR ABUT THE SITE OR THE PROPOSED ACCESS?

~~YES~~/NO — If yes, show existing route(s) and any proposed alternatives on the plans

13. ARE THERE ANY TREES ON THE SITE? IF YES, ARE ANY TO BE FELLED?

~~YES~~/NO — If yes, please show their positions, spread and species on the plans and which, if any, are to be felled.

14. STATE EXTERNAL MATERIALS TO BE USED.

N/A.

15. HOW WILL THE SITE BE ENCLOSED? Say whether walls, fences or hedges, and give height, colour and materials. If the site is divided into plots, say how each is to be enclosed.

ALL AS EXISTING

16. HOW WILL SURFACE WATER BE DISPOSED OF?

ALL AS EXISTING

17. HOW WILL FOUL SEWAGE BE DISPOSED OF? N/A

To existing system YES/NO

If no, please give details

18. WHAT ARE THE ACCESS ARRANGEMENTS?
AS EXISTING
AS PROPOSED
Give details of pedestrian and vehicular access

ALL AS EXISTING.

19. HAS PROVISION BEEN MADE FOR THE DISABLED? See notes for applicants

NO.

20. IF THIS PROPOSAL INVOLVES RESIDENTIAL DEVELOPMENT OR THE LOSS OF RESIDENTIAL UNITS, COMPLETE THE FOLLOWING TABLE

N/A.

	No. OF DWELLINGS/HABITABLE ROOMS PROPOSED	TO BE RETAINED	TO BE LOST
HOUSE	/ *	/ *	/ *
BUNGALOW	/ *	/ *	/
FLAT/MAISONETTE	/ *	/ *	/ *
OTHER	/ *	/ *	/ *

21. DOES THE PROPOSAL INVOLVE ANY NON-RESIDENTIAL BUILDING OR USE?

* STATE No. OF HABITABLE ROOMS

YES/NO — If YES, complete Part 2 of the form

22. DOES THE PROPOSAL INVOLVE THE WINNING, WORKING OR PROCESSING OF MINERALS: THE DISPOSAL OF MINERAL WASTE, OR THE DEPOSIT OR PROCESSING OF REFUSE AND WASTE MATERIALS?

YES/NO — If YES, please ask for and complete Part 3 of the form

23. STATE THE FEE ENCLOSED WITH THIS APPLICATION The current scale of fees is enclosed. If you believe a reduced fee or no fee is payable, say why.

[illegible]00. £220,00.

I hereby apply for permission in respect of the particulars described above and in the attached plans and drawings. If planning permission is granted, the development must be carried out strictly in accordance with the approved plans. Failure to do so could result in enforcement action being taken. Permission under the Town & Country Planning Acts does not obviate the possible need to apply for Building Regulations approval.

SIGNED [signature] ON BEHALF OF Lawn & Gilbert DATE 5/11/02

Before submitting the application check that it is complete, that all questions have been answered and that the site boundary and the new work are clearly edged in red on the plans. Every application must be accompanied by the appropriate certificate and fee. See "NOTES TO HELP APPLICANTS".

1769c

PLANNING APPLICATION

PART 2

This part of the form need only be completed if the application involves non-residential development. Please answer all questions in print or block letters. If the answer is not applicable, write N/A in the space. You may wish to amplify your answers in a covering letter.

24. STATE THE GROSS FLOOR SPACE (by external measurement) OF ALL BUILDINGS TO WHICH THIS APPLICATION REFERS. Please give all floor areas in SQUARE METRES.

	USE CLASS	Existing floor space		Proposed additional floorspace created by	
		Retained in existing use	Lost by change of use or demolition	New building	Change of use
A1	SHOPS X		464m²		
A2	FINANCIAL AND PROFESSIONAL SERVICES X				464 m²
A3	FOOD AND DRINK				
B1(a)	OFFICE (other than A2)				
B1 (b)	RESEARCH AND DEVELOPMENT				
B1 (c)	LIGHT INDUSTRIAL				
B2	GENERAL INDUSTRIAL				
B3-7	SPECIAL INDUSTRIAL				
B8	STORAGE OR DISTRIBUTION				
C1	HOTELS AND HOSTELS				
C2	RESIDENTIAL INSTITUTIONS				
D1	NON-RESIDENTIAL INSTITUTIONS				
D2	ASSEMBLY AND LEISURE				
OTHER	Please Specify				
OTHER	Please Specify				
	TOTAL		464 m²		464 m²

25. IF C1 OR C2 USE IS PROPOSED, PLEASE STATE NUMBER OF BED SPACES —

26. WHAT PROVISION IS BEING MADE FOR PARKING?

	Cars	Lorries
Existing	1	—
Proposed	1	—

27. DESCRIBE THE ACTIVITY OR PROCESSES TO BE CARRIED ON
Please provide details of any equipment, plant or machinery to be installed and any end products. You may wish to amplify your answers in a covering letter.

LETTING / ESTATE AGENCY

28. WHO WILL OCCUPY THE PREMISES?
a) Give the name and current operating address of the proposed occupier
b) Will these premises be vacated?

WENTWORTHS ESTATE / LETTING AGENCY

NO.

29. IF KNOWN, HOW MANY PEOPLE ARE LIKELY TO BE EMPLOYED ON SITE AFTER COMPLETION OF THE DEVELOPMENT?

Existing Staff	Transferred Staff	New Staff	Total
0	0	6	6

30. DOES THE PROPOSAL INVOLVE THE USE OR STORAGE OF ANY OF THE HAZARDOUS SUBSTANCES LISTED IN THE NOTES?
If so, state this material, the quantity and method of storage.

NO

Before submitting the application check that it is complete, that all questions have been answered and that the site boundary and the new work are clearly edged in red on the plans. Every application must be accompanied by the appropriate certificate and fee. See "NOTES TO HELP APPLICANTS'.

1769d

YOUR PLANNING APPLICATION

WHY DO YOU NEED TO MAKE A PLANNING APPLICATION ?

New buildings, major alterations and enlargement of existing buildings, and many changes in the use of buildings and land need planning permission.
The Town and Country Planning Acts impose a duty on Local Authorities to control these changes, and this means that a balance has to be found between the need and pressure for change, and the desire to protect the character of settlements and the countryside.
The merits of each application are, therefore, carefully examined.

WHAT ELSE MAY YOU HAVE TO DO ?

Listed Building Consent: for works to a Listed Building; or for demolition works on land within the curtilage of a Listed Building or within a Conservation Area.

Advertisement Consent: for the display of advertisements or signs

Building Regulation Approval: for most new building or construction work.

Special forms are available for these types of applications.

You should also check whether there are any other regulations with which you may need to comply.

WHAT HAPPENS TO THE APPLICATION ?

It will first be checked to see if it is complete and if it is, it will be registered.

Consultations will be carried out with public and other bodies, such as the Highway Authority, or Local Parish Councils.

Publicity may be given to allow local people the opportunity to comment on your proposals.

The application will be considered in relation to the Council's planning policies and guidelines, the past history of decisions on that site or in the locality, other standards (such as parking, or visibility at road junctions), and any other material considerations.

The site will be visited by a Planning Officer You may be asked to submit more information, or to amend your application.

The application will then be considered either by a Planning Committee or Sub Committee (made up of Councillors) or by the Chief Officer responsible for planning matters. Objections to an application will be taken into consideration by the Committee or the Chief Officer.

Shortly after the application has been determined, you will receive a Decision Notice.

HOW LONG WILL IT TAKE ?

An application will generally be determined within eight weeks although a longer period may sometimes be required for a complicated application.

WHAT SORT OF DECISION CAN BE MADE ?

Your application may be approved.

Your application may be approved subject to certain conditions. These could impose restictions on the use of land or buildings, or require further details to be approved at a later stage, (e.g. materials or landscaping).
You may appeal against the conditions, but this opens the entire permission to review by the Secretary of State.

Your application may be refused. The reason will be listed on the Decision Notice.

WHAT HAPPENS IF THE APPLICATION IS REFUSED ?

You have the right to appeal against the refusal to the Secretary of State, but you have to do that within six months. Appeals can be dealt with by written representations by both sides, or by a Public Inquiry.
You may ask the Planning Officer whether an amended application would be more likely to receive planning permission.

DATA PROTECTION ACT 1984

'Information contained in this form is likely to be personal data within the terms of the Data Protection Act 1984, and as such will be held by the Council on computer (such as the PLANAPS applications processing system) and may be used by the Council only for purposes registered under the terms of the Data Protection Act.'

1789/a

SECTION 66 CERTIFICATE

Application No. 20.DEC.2002 01130

05 DEC 2002

Please fill in both Certificate A, B, C or D and the Agricultural Holdings Certificate. Delete sections not relevant.

(a) "Owner" means a person having a freehold interest or leasehold interest the unexpired term of which is not less than 7 years.

OR

+ See Note (a) to Certificate A

OR

(b) Insert description of steps taken.

(c) Name of local newspaper circulating in the area where the land is situated.

(d) Date of publication (which must be not earlier than the beginning of the period of 21 days ending with the date of the application).

CERTIFICATE A

I certify that:

at the beginning of the period of 21 days ending with the date of the accompanying application, nobody, except the applicant, was the owner of (a) of any part of the land to which the application relates.

CERTIFICATE B

I certify that:

I have/The applicant has* given the required notice to everyone else who, at the beginning of the period of 21 days ending with the date of the accompanying application was the owner (a) of any part of the land to which the application relates, as listed below.

Owner's(a) name	Address at which notice was served	Date on which notice was served

CERTIFICATE C

I certify that

- I/The applicant* cannot issued a certificate in accordance with either paragraph (a) or paragraph (b) of Section 66(1) of the Act in respect of the accompanying application.

- I have/The applicant has* given the required notice to the persons specified below, being persons who at the beginning of the period of 21 days ending with the date of the application were owners (a) of any part of the land to which the application relates.

Owner's(a) name	Address at which notice was served	Date on which notice was served

- I have/The applicant has* taken all reasonable steps open to me/him/her* to find out the names and addresses of the other owners (a) of the land, or of a part of it, but have/has* been unable to do so. These steps were as follows:

  (b) .....

  .....

- Notice of the application as attached to this Certificate, has been published in

  the (c) .....

  on (d) .....

1789/b

CERTIFICATE D

I certify that

● I/The applicant cannot issue a certificate in accordance with paragraph (a) of Section 66 of the Act in respect of the accompanying application.

OR

● I/The applicant have/has taken all reasonable steps open to me/him/her to find out the names and addresses of everyone else who, at the beginning of the period of 21 days beginning with the date of application was the owner (a) of any part of the land to which the application relates, but have/has been unable to do so. These steps were as follows:

(b) . . . . . .

. . . . . .

(b) Insert description of steps taken

(c) Insert name of local newspaper circulating in the area where the land is situated.

(d) Insert date of publication (which must not be earlier than the beginning of the period of 21 days ending with the date of the application).

● Notice of the application as attached to this Certificate, has been published in the (c) . . . . . .

on (d) . . . . . .

ALL APPLICANTS MUST COMPLETE THIS SECTION

If any of the site is part of an area of land which is let or there is an agreement to let the land for agricultural purposes to a tenant, it may be an agricultural holding. Further advice may be obtained from the Department.

Agricultural Holdings Certificate

One or other section must be crossed through as not applicable.

If the applicant is the sole agricultural tenant he or she must delete the first alternative and insert "not applicable" as the information required by the second alternative.

● None of the land to which the application relates is, or is part of, an agricultural holding.

OR

● I have/The applicant has given the required notice to every person other than my/him/herself who, at the beginning of the period of 21 days ending with the date of the application, was a tenant of an agricultural holding on all or part of the land to which the application relates, as follows:

Tenant's name	Address at which notice was served	Date on which notice was served

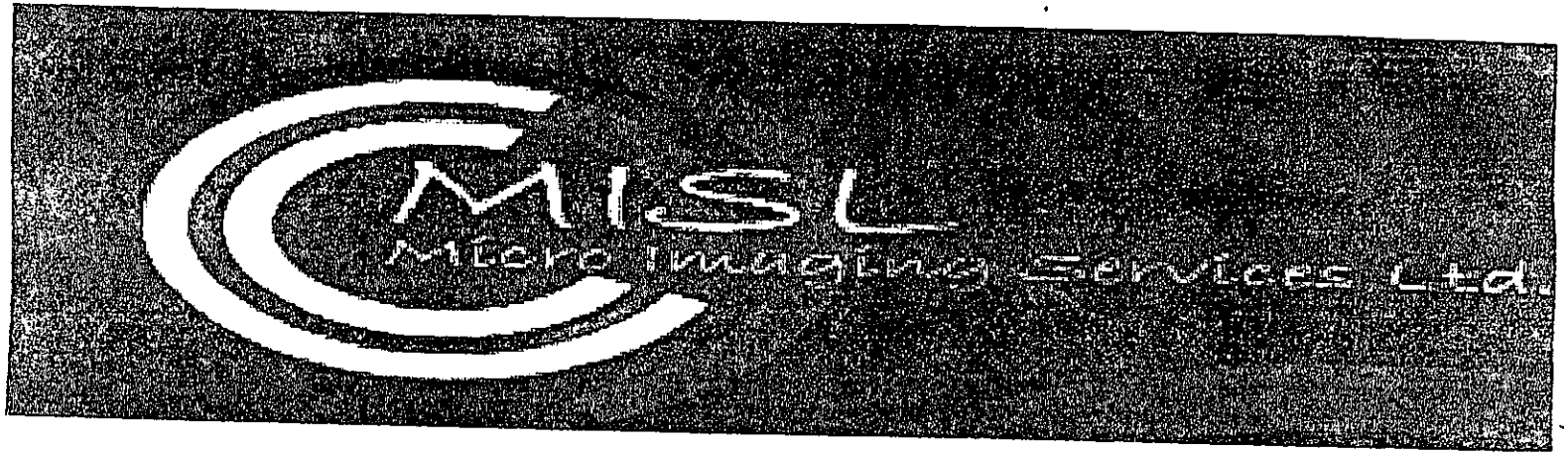
Signed . . . . . .

On behalf of . . . . . WENTWORTH ESTATE AGENTS

Date 5-11-02

TOWN AND COUNTRY PLANNING ACT, 1990
TOWN & COUNTRY PLANNING GENERAL DEVELOPMENT ORDER 1988
Certificate under Section 66

THE FOLLOWING SCANNED IMAGES
ARE DOCUMENTS OF BAD QUALITY
OR ARE PHOTOCOPIES.



FOR THIS REASON THEY MAY
APPEAR UNREADABLE ON SCREEN

(1) E

ADDRESS 15-17 HIGH STREET PARISH TWYFORD

PLOT No. LISTED BUILDING ORD. SHEET No. SU 7875 33

BUILDER

Plan No.	Applicant	Description of Development	Date of Decision	Decision
720/52	[illegible]	[illegible]	[illegible]	APP N/A
0/104/66	TRUSTEES OF [illegible]	[illegible]	[illegible]	N/A [illegible]
0/165/69	MR. N.J.L. JENNINGS	A - DEM HOUSE & SHOP REBUILD WITH ACCESS TO B - RES. DEV. AT REAR (16 HOUSES)	7.6.69	N/A REF
07637	"	2 ACRES AT REAR - FREEZER MEAT CUTTING & PROP. BLOCK.	16.3.78	N/A REF
22915	QPC HOMES LTD.	REAR SERVICE ACCESS	7.3.85	REF.
BRA 199	MR. L.J. JENNINGS	REPAIRS TO ACCIDENTAL DAMAGE	24.1.86	APP N/A
42097	17	N/P		
96/64326/X	W/DR.			
97/65497/F	Mr. N. Jennings & Mr. C. Nelson	Erect 7 flats & convert building to 3 flats & Shop	10.7.98	C/A.
97/[illegible]7271/LA	Mr. N. Jennings & Mr. C. Nelson	Refurbish & alter listed Bldg & Part Demo of R. exts.	8.7.98	C/A.
99/70591/LA	"	Alts to listed Bldg.		W/D

MINISTRY DECISION 22915 - APPEAL GRANTED - 14.7.86

C/65497/13	"	D. to C. - Appl of Archeological Brief	26.1.00	APP
C/65497/04	Izod Design Ltd.	D. to C. - Appl of Slab levels	3.2.00	APP
C/65497/10	Mr N Jennings & C Nelson	D to C - Appl of materials	09.03.00	APP

(2) 1933

ADDRESS 15-17 HIGH STREET PARISH TWYFORD

PLOT No ORD. SHEET No. 33

BUILDER

Plan No.	Applicant	Description of Development	Date of Decision	Decision
F/2000/1225	Thames Valley H.A.	Revised siting of units 3, 8, 9, 10 & revised elevations to units 3 & 8 consent 97/65497/1	26.09.00	C/A
FP/1999/9177	Izod Design	Ten flats & Shop refurbishment	12/11/99	REF
LB/2000/2014	Thames Valley Housing	Porch ext. + int. alts & r/gable recon.	5/2/01	C/APP
F/2000/1252	"	PROP. EXT. TO PORCH ON FLAT 2.	25.08.00	APP
F/2001/4601	Mr. C. Dawson	(No. 15)		
LB/2001/4602	"	(")		
F/2001/5424	W/D	(")		
F/2002/8130	Mr Laflin	c/o/u of shop A1 to letting office A2		

MINISTRY DECISION

SPECIAL ORDERS