SOUTHPORT U.K.
LONDON OFFICE

SYSTEMS LTD

REFUSED

F/2001/3508



LOCATION:
Riseley Lodge Part Lane, Swallowfield Reading.

APPLICANT:
Mr & Mrs Makings C/O B D S Chartered Surveyors

PROPOSAL:
Proposed conversion of garage to granny annexe with front dormer extension and rooms in loft space.

EARLIEST DATE FOR DECISION: **08/04/2001**

APPLICATION WILL HAVE EXPIRED ON: 01/05/2001

CASE OFFICER: **Martin Durkan**

(MD)

WOKINGHAM DISTRICT COUNCIL

TOWN AND COUNTRY PLANNING ACTS

Notification of Refusal of Permission

Mr & Mrs Makings
C/O B D S Chartered Surveyors
Windward House
Hollow Lane
Shinfield
Berkshire RG2 9AB

Application Number: F/2001/3508

Parish: **SWALLOWFIELD**

Location: **Riseley Lodge, Part Lane, Swallowfield, Reading.**

Proposal: **Proposed conversion of garage to granny annexe with rear dormer extension and rooms in loft space.**

The Wokingham District Council in pursuance of their powers under the above Acts and Regulations hereby **Refuse Permission** for carrying out the above development in accordance with the application and the accompanying plans submitted to the Council, the reason for which is specified hereunder.

Reason

1. The proposed development, by reason of the height, mass and bulk of the roof extensions, the unsympathetic and inappropriate alterations to the building and the overall urbanising effect of the works, would be detrimental to the character and appearance of the building and the associated dwelling, as well as to the character and amenity of the designated Area of Special Character and the surrounding countryside. As such, it would be contrary to policies LD3, C2 and EN5 of the Berkshire Structure Plan, policies LTV2, LC20, LBE1 and LBE2 of the Loddon Area Local Plan, and to policies WOS2, WOS3, WCC7, WBE1, WHE8 and WH4 of the Wokingham District Local Plan Deposit Draft (as amended).

John Mitchell

John Mitchell
Development Control Manager
Date: 24/05/2001

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.

WORK SHEET FOR : Martin Durkan

Application Number : F/2001/3508

Applicant : Mr & Mrs Makings C/O B D S Chartered Surveyors.

Location : Riseley Lodge, Part Lane, Swallowfield, Reading.

Proposal : Proposed conversion of garage to granny annexe with ~~front~~ rear dormer extension and rooms in loft space.

Site Notice Displayed ? :

YES	NO	DATE
✓		08/05/01

Date of Neighbour Notifications : .....

Date of Site Visit : 08/05/01

Date Registered : 06/03/2001

Earliest Date for Decision : 08/04/2001

Latest Consultation Date/Site Notice Expiry Date : 08/04/2001

This application will have expired on: 01/05/2001. 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 :

1) SWALLOWFIELD P.C. - NO OBJECTION. SHOULD REMAIN PART OF EXISTING DWELLING.

2) HIGHWAYS - NO OBJECTION SUBJECT TO CONDITIONS.

3) ENVIRONMENTAL HEALTH - NO OBJECTIONS.

Planning Issues :

SITE DESIGNATION

LALP - RURAL AREA (LTV2)
RIVER VALLEY POLICIES AREA (LRV3 & LRV4)

WDLP - COUNTRYSIDE (WCC1 & WCC7)
AREA OF SPECIAL CHARACTER (WHE8)

MAIN ISSUES

IMPACT ON THE CHARACTER OF THE BUILDING AND THE MAIN DWELLING AND ON THE CHARACTER AND AMENITY OF THE AREA OF SPECIAL CHARACTER AND THE SURROUNDING COUNTRYSIDE.

Application Number: F/2001/3508

Appraisal:

The site comprises a large, two-storey dwelling with a separate, single-storey garage block. The proposal is to convert the garage block into a granny annexe. The scheme includes substantial alterations to the roof at the rear, including a new dormer and gable window. A new entrance door would be provided at the front, with French doors provided to the rear.

The site is included in an Area of Special Character in the Wokingham District Local Plan Deposit draft (as amended) and the adjacent Riseley Farmhouse is a Grade II listed building.

Under policy LC20 of the Loddon Area Local Plan, proposals for the use or conversion of buildings to dwellings will not be considered appropriate where it would detract from the scale and character of the building and would have an adverse effect on the appearance, character or amenity of the countryside or nearby properties.

Under policy WH4 of the Wokingham District Local Plan Deposit Draft (as amended), proposals for the conversion of buildings for residential use must not have an adverse affect on the amenity of neighbouring or adjoining properties or on the character of the environment.

This proposal would involve substantial extension and alteration to the building that would significantly alter its character. The rear dormer window would extend to ridge height and would appear particularly bulky. This, combined with the insertion of the front entrance door and rear French doors, would have an urbanising effect on the building and on the area in general.

The main dwelling is a building with strong design features and prepossessing character. The garage block is constructed in similar materials to, and reflects the character of, the main dwelling. The former represents an integral, although clearly subordinate, element of the overall development on the site. Under these proposals, this subordinate relationship between the garage block and the main dwelling would be lost, with the garage block assuming the appearance and character of a separate dwelling.

It is considered that the proposed roof extension and other alterations would be detrimental to the character and appearance of the garage building and the main dwelling. It is also considered that the development overall would be detrimental to the character and amenity of the designated Area of Special Character and the surrounding countryside. It is concluded that, as such, the proposals would be contrary to the policies of the development plan and the emerging local plan and consequently, it is recommended that planning permission should be refused.

Recommendation: ~~Approval~~ **Refusal.** ✓

Application Number F/2001/3508

Reason for Refusal

No	Non Std Reason for Refusal
1	The proposed development, by reason of the height, mass and bulk of the roof extensions, the unsympathetic and inappropriate alterations to the building and the overall urbanising effect of the works, would be detrimental to the character and appearance of the building and the associated dwelling, as well as to the character and amenity of the designated Area of Special Character and the surrounding countryside. As such, it would be contrary to the following policies: LD3, C2 and EN5 of the Berkshire Structure Plan; LTV2, LC20, LBE1 and LBE2 of the Loddon Area Local Plan; and WOS2, WOS3, WCC7, WBE1, WHE8 and WH4 of the Wokingham District Local Plan Deposit Draft (as amended).

RECOMMENDATION AND REASON AGREED.....
(Development Control Manager)

Date.....

RECORD OF SITE VISIT

SITE ADDRESS: Riseley Lodge Part Lane Swallowfield Reading.

APPLICATION NUMBER: F/2001/3508

OFFICER: Martin Durkan

DATE OF SITE VISIT: 08/05/01

1 SITE/STATUTORY NOTICE DISPLAYED ? YES

2. DESCRIPTION OF SURROUNDINGS

RURAL. FARMS TO NORTH-EAST AND SOUTH-WEST.

3. DESCRIPTION OF SITE/BUILDING

TWO-STOREY HOUSE WITH SEPARATE SINGLE-STOREY GARAGE. LARGE CURTAILAGE.

4. RELATIONSHIP TO ADJOINING PROPERTIES

NO IMMEDIATELY ADJOINING PROPERTIES.

5. SITE CONSTRAINTS

TREES NONE AFFECTED BY DEVELOPMENT

ACCESS/PARKING EXISTING ACCESS AND PARKING

LEVELS EVEN

BOUNDARY TREATMENT VEGETATION ALONG FRONT BOUNDARY

OTHERS

Tel: (0118) 974 6446

Date: 15/05/01

My ref: F/2001/3508

CONFIDENTIAL

Councillor Beatty
The Lieutenants Cottage
Three Mile Cross
Reading
RG7 1AP

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/2001/3508
Riseley Lodge, Part Lane, Swallowfield, Reading.
Proposed conversion of garage to granny annexe with rear dormer extension and rooms in loft space.

I write to let you know that the above mentioned application has been recommended for ~~APPROVAL: ☐~~ REFUSAL: ☑ under delegated powers.

If you have any questions please do not hesitate to contact **Martin Durkan** on **(0118) 974 6446.**
If you then feel the application needs to be transferred to the next available Development Control Committee for decision please fill in the form below.
This form must be received no later than 25TH MAY 2001

Yours faithfully

John Mitchell
Development Control Manager

LISTING FORM

Case officer: **Martin Durkan** Application Number: **F/2001/3508**
Riseley Lodge, Part Lane, Swallowfield, Reading.
Proposed conversion of garage to granny annexe with rear dormer extension and rooms in loft space.

Transfer: Yes ☐ No ☐
Reason for Transfer:

_____

_____

Signed: _____ Date: _____

Councillor Beatty

NB. It would be helpful for speedy decision making if you could respond, even if you do not wish this application to be transferred.

HIGHWAYS CONSULTATION SHEET

From: Martin Durkan **Date:** 15 March 2001

Application Number: F/2001/3508

Proposal: Proposed conversion of garage to granny annexe with front dormer extension and rooms in loft space.

Parish: SWALLOWFIELD PARISH

Site Address:
Riseley Lodge, Part Lane, Swallowfield, Reading.

Applicant:
Mr & Mrs Makings C/O B D S Chartered Surveyors.

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).

1/ C122 (INSERT: '...turning space for 4 vehicles herein approved...'), R122.

3/ The proposed development shall always remain ancillary to, and not be sold, leased nor otherwise disposed of seperately from, the main dwelling

Signed: _____ **Print name:** Adam Coggins 28/03/01

WOKINGHAM DISTRICT COUNCIL
ENVIRONMENTAL PROTECTION AND HOUSING

MEMORANDUM

From: John Mullaney
Environmental Health

My Ref:

To: Martin Durkan
Development Control

Your Ref: F/2001/3508

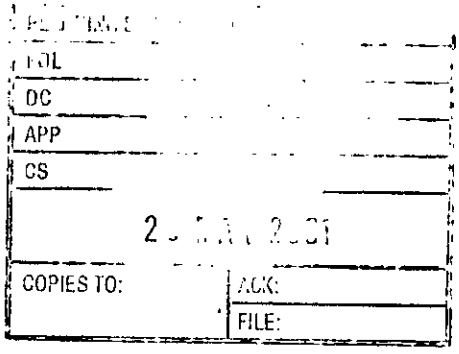
Date. March 19, 2001

PROPOSED: CONVERSION OF GARAGE TO GRANNY ANNEX

LOCATION: RISELEY LODGE, PART LANE, SWALLOWFIELD

These proposals have been evaluated and I have no environmental health objections to the application.

JOHN MULLANEY
SENIOR ENVIRONMENTAL HEALTH OFFICER
ENVIRONMENTAL PROTECTION AND HOUSING



SWALLOWFIELD PARISH COUNCIL
PENTON COTTAGE
SWALLOWFIELD STREET, SWALLOWFIELD
READING, BERKS, RG7 1QX
Tel: 0118 988 5929 Fax: 0118 988 6443
email: clerk@swallowfieldpc.freeserve.co.uk

05/04/2001

FAXED AND POSTED

Planning Dept.,
P.O. Box 157,
Wokingham District Council,
Shute End,
Wokingham,
Berks. RG40 1WR

[illegible]	TLS
DC MTD	[illegible]
APP	
CS	
06 APR 2001	
COPIES TO:	ACK:
	FILE:

Dear Sirs,

Application Number: F/2001/3508
Location: Riseley Lodge, Part Lane, Swallowfield
Proposal: Proposed conversion of garage to granny annexe with rear dormer extension and rooms in loft space
Case Officer: Martin Durkan

The Parish Council has no objection to this proposed alteration as it considers that it is totally in keeping with the existing building.

However, the Parish Council is concerned that the garage, converted to living quarters, could, in due course, be separated from the existing dwelling. The Parish Council therefore requests that if planning permission is granted then a condition is attached requiring the converted garage to remain part of the existing dwelling.

Yours sincerely,

M.F. Bowker

p.p. Celia Adams, Clerk

SWALLOWFIELD PARISH COUNCIL

PENTON COTTAGE
SWALLOWFIELD STREET, SWALLOWFIELD
READING, BERKS, RG7 1QX
Tel: 0118 988 5929 Fax: 0118 988 6443
email: clerk@swallowfieldpc.freeserve.co.uk

05/04/2001

FAXED AND POSTED

Planning Dept.,
P.O. Box 157,
Wokingham District Council,
Shute End,
Wokingham,
Berks. RG40 1WR

Dear Sirs,

Application Number: F/2001/3508
Location: Riseley Lodge, Part Lane, Swallowfield
Proposal: Proposed conversion of garage to granny annexe with rear dormer extension and rooms in loft space
Case Officer: Martin Durkan

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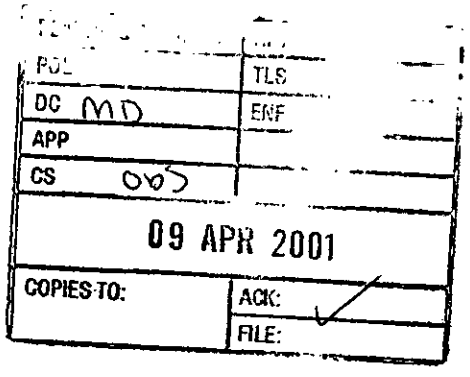
However, the Parish Council is concerned that the garage, converted to living quarters, could, in due course, be separated from the existing dwelling. The Parish Council therefore requests that if planning permission is granted then a condition is attached requiring the converted garage to remain part of the existing dwelling.

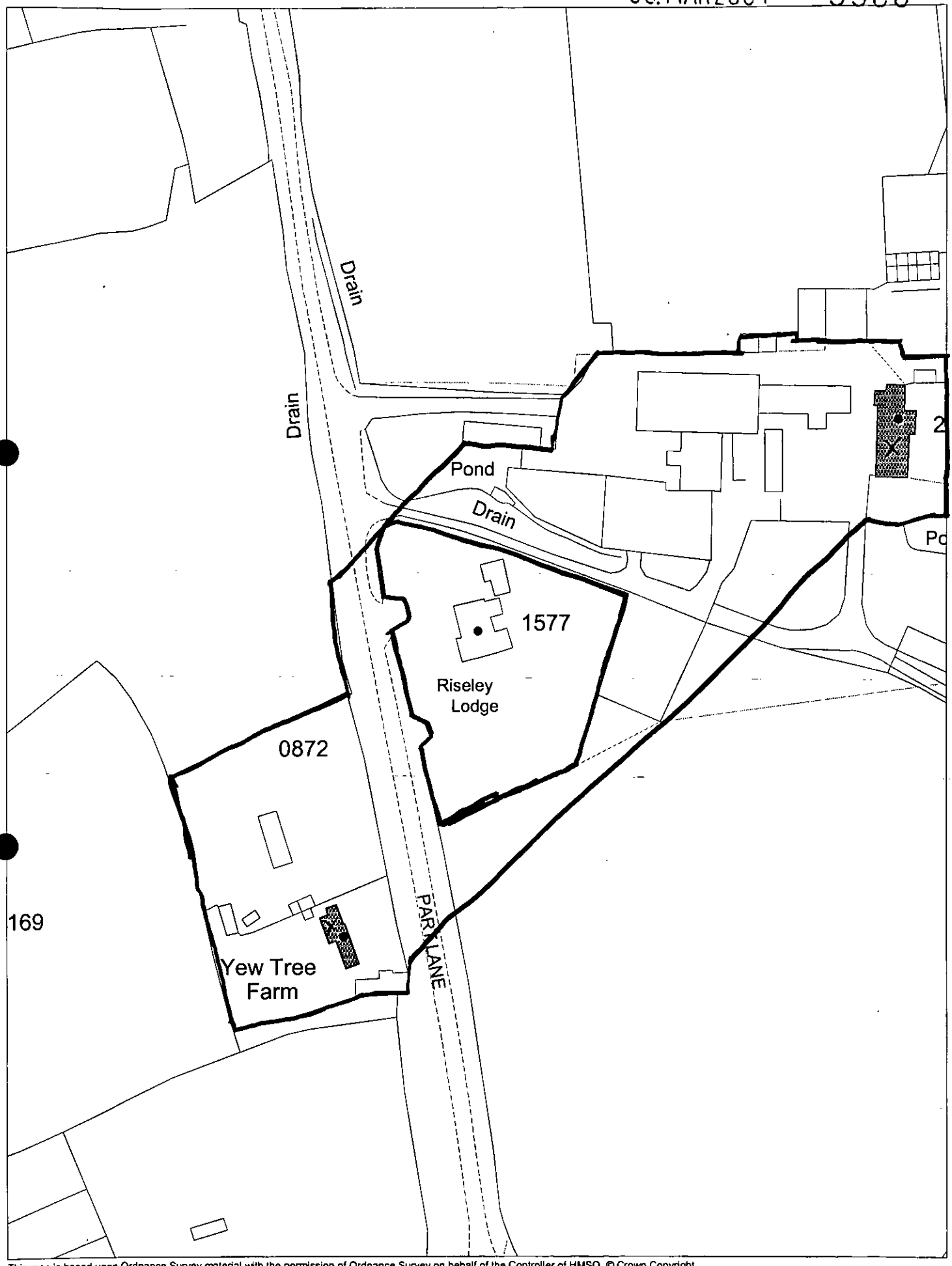
Yours sincerely,

M.F. Bowles

p.p. Celia Adams, Clerk



06.MAR2001* 3508



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Development Control Section, Environmental Services, Wokingham District Council.
7 March 2001 Scale: 1 : 1250

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

Tel: (0118) 974 6446

Date: **15 March 2001**

My ref: F/2001/3508

CONFIDENTIAL

Councillor Beatty
The Lieutenants Cottage
Three Mile Cross
Reading
RG7 1AP

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/2001/3508
Riseley Lodge, Part Lane, Swallowfield, Reading.
Proposed conversion of garage to granny annexe with front dormer extension and rooms in loft space.

I write to let you know that the above mentioned house holder 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 may wish the application to be listed for consideration by the Development Control Sub-Committee. This form must be received no later than 28 days from the date of this letter.

If you have any questions please do not hesitate to contact **Martin Durkan** on **(0118) 974 6446**.

Yours faithfully,

John Mitchell

John Mitchell
Development Control Manager

LISTING FORM

Case officer: **Martin Durkan** Application Number: **F/2001/3508**
Riseley Lodge, Part Lane, Swallowfield, Reading.
Proposed conversion of garage to granny annexe with front dormer extension and rooms in loft space.
I wish this application to be listed should the officers recommendation be for_____
and my reason(s) are_____
_____
_____

Signed: _____ Date: _____
Councillor Beatty

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

Received by Wokingham District Council

Application No: F/2001/3508

Proposal:
Proposed conversion of garage to granny annexe with front dormer extension and rooms in loft space.

Location:
Riseley Lodge, Part Lane, Swallowfield, Reading.

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. closed all day Wednesday). If you intend to view this application at Woodley Library (see details above) please allow 4 days from the date of this notice for delivery of plans.

Comments should be sent in writing QUOTING THE APPLICATION NUMBER to the Case Officer Martin Durkan P.O. Box 157 Council Offices, Shute End, Wokingham Berkshire, RG40 1WR to arrive on or before 08/04/2001. 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 normally 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.

Head Planning and Transportation

15 March 2001

ADDITIONAL NEIGHBOUR CONSULTATION SHEET

APPLICATION NUMBER: F/2001/3508
CASE OFFICER: Martin Durkan

ADDRESS OF ADDITIONAL NEIGHBOUR CONSULTATION	NUMBER OF DAYS FOR RESPONSE	DATE LETTER ISSUED (for Admin use)

Date: 27 March 2001

To: Case Officer

We have received Additional Plans for the following planning application:

Application Number: F/2001/3508

Location: Riseley Lodge, Part Lane, Swallowfield, Reading.

Proposal: Proposed conversion of garage to granny annexe with rear dormer extension and rooms in loft space.

Applicant: Mr & Mrs Makings C/O B D S Chartered Surveyors.

Case Officer: Martin Durkan

The new plans show the following: Parking layout.

Comments are required by 10/04/2001.

Should you have any queries regarding this application please contact the case officer Martin Durkan on (0118) 974 6446.

(RING ONE)

REVISED PLANS | **ADDITIONAL PLANS** | MINOR AMENDMENTS | ADDITIONAL / REVISED PLANS TO COMPLY WITH CONDITIONS

App No. 3508 (Planaps) / (Ludhouse) Date Rec. 23/03/01

Location: RISELY LODGE, PART LANE

Parish SWALLOWFIELD

Applicant: MR & MRS P MAKINGS

Description of attached plans PARKING LAYOUT

Drawing No's: BLOCK PLAN

CONSULTEES

Copies of plans will automatically be sent to Woodley Library, Part I Reg., Parish Council, Ward Councillors and the Case Officer unless specified.

Please tick which of the following you wish consulted.

OTHERS: _____ Drawing No's

1.	NK (Landscape & Trees)		
2.	NK (Env. Design)		
3.	XA (Highways)		✓
4.	NF (Building Control)		
5.	BC/DC Liaison		

A full set of plans will be sent to all consultees unless particular drawing No's are specified in the spaces above.

NEIGHBOURS: _____

Date for Responses 14 DAYS

FURTHER ACTION

Re-advertise App. Y / N (Delete as required)

Redate Application Y / N From _____

New Site Notice Y / N

New Description _____

CASE OFFICER

Consultations Sent by Admin. on 27.03.01

Yellow - Part One Copy
Green - Officer's Copy

BDS

Chartered Surveyors & Property Consultants
Architectural & Building Design Services
Building & Structural Engineers

Windward House, Hollow Lane, Shinfield, Reading RG2 9AB. Tel: (0118) 988 4477 (3 Lines) Fax: (0118) 988 5268

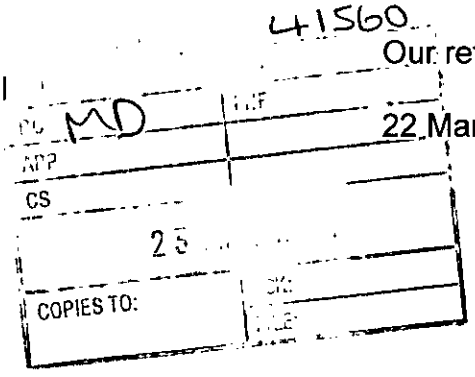
The Association of BUILDING ENGINEERS

41560

Mr M Durkan
Wokingham District Council
Planning Services
PO Box 157
Shute End
Wokingham
RG40 1WR

Our ref JS 5103-8

22 March 2001



3508

ADDITIONAL PLAN

Dear Mr Durkan

RE; APPLICATION NUMBER F/2001/3508
PROPOSED CONVERSION OF GARAGE TO GRANNY ANNEXE

Please find enclosed revised Block Plan indicating the parking layout for the above application.

I trust this meets with your approval, however, should you have any queries please do not hesitate to contact me.

Yours sincerely

J Sutton

J SUTTON

Encl

Alan V. Sylvester F.R.I.C.S., F.B.Eng., I.R.R.V., M.R.S.H.
Associate: Richard C.Coleman C.Eng.,M.I. Struct.E.
C.A.D. Manager: Tony C.Grover Dip. Surv.

MD

1792

I have today displayed the site notice(s) in a prominent position on the land/ buildings to which the application number P/2001/3508 relates.

Address of site Riseley Lodge, Post Lane Swallowfield, Berks RG7 1TR

Signed

Date 27.3.01.

Postage
will be paid
by licensee

Do not affix Postage Stamps if posted in
Gt. Britian, Channel Islands, N Ireland
or the Isle of Man

Business reply service
License no. RG147

The Planning Officer
Wokingham District Council
Council Offices
Shute End
Wokingham
Berkshire, RG40 1BN

WOKINGHAM D.C. DEVELOPMENT CONTROL

Start date:	06 MAR 2001
Officer: MD	Application No. F/2001/3508

Map No. 111.. Site ...031....
Easting: ..... Flood Pln .....
Northing: ..... Mineral .....

Level: ☐ Sub Committee ☑ Delegated ☐ Sec. State
☐ Incorrect Fee ☐ Invalid ☐ PD

Description:
(F.) PROPOSED CONVERSION OF GARAGE TO GRANNY ANNEX WITH ~~FRONT~~ * DORMER * REAR EXTENSION & ROOMS IN LOFT SPACE

Location: RISELEY LODGE PART LANE

Parish: SWALLOWFIELD Ward: Swallowfield 15.3.01 JB

Applicant: MR / MRS MAKINGS

Fee Received 95-00 Required ..... Additional ..... Refund .....

Enforcement Section (4) to be notified ☐ tick if required

Additional information required for validation

		Reason	Requested	Received
1	1:2500 OS location plan showing property edged in blue/red			
2	1:500 block plan showing existing & proposed dev. + adj. Properties	show parking layout	16.3	
3	Forms unsigned			
4	Correct S 66 certificate			
5	Elevation plans			
6	Floor plans			
7	Metric scale disclaimer			
8	Encroachment letter			
9	Miscellaneous			

APPLN NO. _____

ACTION REQUIRED BY DEVELOPMENT CONTROL

Conservation Area .....

Listed Building 1 2 2*

Advertisement Required .....

Date Site Notice Sent : 15.3.01 D Parish Council Informed - YES / NO

INTERNAL CONSULTATIONS

Building Control .....
Landscape .....
Trees .....
Conservation Officer .....
Environmental Health ✓ .....
Housing .....
Leisure & Cultural services .....
Public Rights of Way .....
Property .....
District Secretary (only if called in by SOS) .....
Policy & Plans .....
Strategic Planning (JSPU) .....
Minerals (INTERNAL) .....
Archaeological Site (BABTIE) : .....
Education .....
Social Services .....
Highways ✓ .....

EXTERNAL CONSULTATIONS

Adjacent D P A : .....
Adjacent Parish : .....
Southern Electricity Board .....
British Gas .....
PSA Oil Pipeline .....
Transco : .....
Environment Agency .....

Rail Track .....
Police Arch. Liaison Officer .....

HERITAGE BODIES

The Georgian Group .....
Ancient Monuments Society .....
Council for British Arch. .....
RCHME .....
Telecommunications (NRPB) : .....
Sport England : .....

OTHERS:

.....nil pre-apps.....
.....
.....

NEIGHBOURS:

.....
.....site notice & see maps for neighbour notification.....
.....
.....
.....
.....
.....
.....
.....

BDS Chartered Surveyors & Property Consultants
Architectural & Building Design Services
Building & Structural Engineers

Windward House, Hollow Lane, Shinfield, Reading RG2 9AB. Tel: (0118) 988 4477 (3 Lines) Fax: (0118) 988 5268

The Association of BUILDING ENGINEERS

Planning Department
Wokingham District Council
PO Box 157
Shute End
Wokingham
RG40 1WR

Our ref JS 5103-5

5 March 2001

Dear Sirs

RE: CONVERSION OF GARAGE TO GRANNY ANNEX AT RISELEY LODGE, PART LANE, SWALLOWFIELD

Please find enclosed herewith a planning application for the above project. I am writing to confirm that our Client is happy to sign an agreement preventing the sale of the flat and garage separately from the main house.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

J SUTTON

Encl

Alan V. Sylvester F.R.I.C.S., F.B.Eng., I.R.R.V., M.R.S.H.
Associate: Richard C.Coleman C.Eng.,M.I. Struct.E.
C.A.D. Manager: Tony C.Grover Dip. Surv.

ADDRESS RISELEY LODGE, PART. LANE PARISH SWALLOW

PLOT No. ORD. SHEET No.

BUILDER

Plan No.	Applicant	Description of Development	Date of Decision	Decision
1498 72	Mr. W.C. Goulding	Conversion & Extens	28.9.72	— C/A
1478/73	"	Conversion & Extens	27.9.73	— C/A
44798	MR & MRS MAKINGS	CONSERVATORY	19.9.95	C/A
85/60886/P				

DATE OF COMPLETION

MINISTRY DECISION

SPECIAL ORDERS

DRAINAGE

ENVIRONMENTAL SERVICES

06.MAR2001 * 3508

WOKINGHAM DISTRICT COUNCIL

PLANNING APPLICATION FORM

Please answer all questions in CAPITAL letters. If any question is not applicable, put N/A in the space.
Please submit six copies of the completed form and your plans to the address below.
Guidance notes are provided to help you complete the form, but if you have any questions please call Planning Support on 0118 974 6428 or 0118 974 6429.

		For office use only. Application No.:	
1	YOUR NAME	**MR & MRS P MAKINGS**	
	ADDRESS	**RISELEY LODGE,**	
		PART LANE	
		SWALLOWFIELD	
		BERKSHIRE	
	POST CODE	**RG7 1TB**	TEL.NO.
2	AGENT'S NAME	**BDS Chartered Surveyors**	
	ADDRESS	**Windward House,**	
		Hollow Lane,	
		Shinfield	
		Reading	
	POST CODE	**RG2 9AB**	TEL.NO. **0118 988 4477**
3	SITE LOCATION	**RISELEY LODGE,**	
	We require you to submit 6 copies of the 1:2500 scale location plan and 6 copies of the 1:500 scale block plan, with the site outlined in red. You can purchase these maps from the Environmental Services reception or order them by telephoning 0118 974 6485	**PART LANE**	
		SWALLOWFIELD	
		READING	
		BERKSHIRE	
		RG7 1TB	
4	Give brief details of the proposal e.g. two storey side extension. ABOUT THE APPLICATION	**CONVERSION OF GARAGE TO GRANNY ANNEX**	
5	ARE THERE ANY TREES ON THE SITE? If YES, please show their positions, spread and species of the trees on the plans. Indicate any which are to be felled.	**NO**	
6	PLEASE LIST THE EXTERNAL MATERIALS TO BE USED e.g. Red brick to match existing, Dark stained timber	**RED BRICK TO MATCH EXISTING**	
		SLATES TO MATCH EXISTING	
7	WILL THE PROPOSAL CHANGE THE PEDESTRIAN OR VEHICLE ACCESS TO THE SITE? Please show details of the existing access and any proposed changes on the plans.	**NO**	
8	WILL THE CAR PARKING PROVISION AT THE SITE BE CHANGED? If YES, please show details of any changes on the plans	**NO**	

Please turn over

9	HOW MANY BEDROOMS DOES THE PROPERTY HAVE?	Existing: **4**	Proposed: **5**
10	DOES A PUBLIC RIGHT OF WAY TOUCH THE SITE? If YES, please show the route and any proposed alternative on the plans	**YES**	
11	CHECKLIST Please ensure that you enclose the following:- (a) 6 copies of this form signed and dated (b) The fee (current scale of fees is attached) If no fee is payable please say why below		
	(c) 6 copies of each set of plans and drawings listed below:		
	(i) 1:2500 scale location plan with site outlined in red	✓	
	(ii) 1:500 scale site layout plan	✓	
	(iii) 1:100 or 1:200 scale floor plans and elevations	✓	

12 CERTIFICATE OF OWNERSHIP (SECTION 66 TOWN & COUNTRY PLANNING ACT 1990).
Please delete either certificate A or Certificate B. If neither apply you must complete a full certificate obtainable from Environmental Services

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

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 (a) of any part of the land to which the application relates.

* None of the land forms part of an agricultural holding.

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

~~*~~ None of the land forms part of an agricultural holding.

SIGNED [signature] ON BEHALF OF **MR & MRS P MAKINGS**

DATE **05.03.01**

Please tick this box if you or your spouse/partner are employed by Wokingham District Council ☐