Spires Architects

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22nd October 2026
Ref: JCGS/26.16/3.1
Document: 26.16-ACL1

Wokingham Borough Council
Planning Services
PO Box 157
Civic Offices
Shute End
Wokingham
Berkshire
RG40 1BN

Via Planning Portal

Dear Sir or Madam,

Change of use of the first-floor retail accommodation to a two-bedroom dwelling; construction of an external access staircase and formation of a new entrance door to serve the dwelling; installation of a new shopfront and alterations to the existing forecourt to provide ramped access to the retained ground-floor retail premises.
14 Beke Avenue, Shinfield, Reading, RG2 9UW.

I write to submit a Full Planning Application for the change of use of the first-floor retail accommodation to a two-bedroom dwelling; construction of an external access staircase and formation of a new entrance door to serve the dwelling; installation of a new shopfront and alterations to the existing forecourt to provide ramped access to the retained ground-floor retail premises at 14 Beke Avenue, Shinfield.

Please find enclosed the following documents in support of this application:

- Application Form
- CIL Form 1
- Planning / Design & Access Statement 26.16-DAS1
- Community Involvement Statement 26.16-CIS1
- Drawings 26.16-110, 111, 112A, 120A, 121A, 122A, 123A, 124A, 125A, 126A, 127A, 130A, 131, 132, 133, 134A, 135A, 136A & 137A
- Application Fee of £610 (paid via the Planning Portal)

I trust that the enclosed documentation is sufficient to enable validation of the application. Should you require any further information or clarification, please do not hesitate to contact me.

Yours faithfully,

Jonathan Spires
BA BArch RIBA
Director

Cc: Applicant

Jon Spires Architects is a limited company registered in England and Wales.
Registered Number: 9917842, Registered Office: 9 Monks Way, Reading, RG30 3DP