

118 READING RD

HOUSEHOLDER PLANNING APPLICATION DESIGN & ACCESS STATEMENT

ISSUE DATE: April 2026

PROJECT SCOPE: Extension & Refurbishment

PROJECT ADDRESS: 118 Reading Road, Finchampstead, RG40 4RA



GUTTFIELD
ARCHITECTURE

CONTENTS

0.0	ABOUT THE ARCHITECT	P.02
1.0	PURPOSE OF THE APPLICATION	P.02
2.0	EXISTING SITE	
	2.1 SITE LOCATION	P.03
	2.2 SITE DESCRIPTION & PHOTOS	P.04
3.0	BRIEF	
	3.1 EXTENSION	P.05
	3.2 OTHER EXTERNAL	P.05
4.0	PLANNING CONTEXT	
	4.1 PLANNING CONSTRAINTS	P.05
	4.2 PLANNING HISTORY	P.06
	4.2.1 118 Reading Road	
	4.2.2 116 Reading Road	
	4.2.3 120 Reading Road	
5.0	DESIGN PROPOSAL	
	5.1 DESIGN OVERVIEW	P.08
	5.2 GROUND FLOOR PLAN DESCRIPTION	P.10
	5.3 RELATIONSHIP WITH 116 READING ROAD BOUNDARY	P.11

5.4	PROPOSED ELEVATIONS	P.12
6.0	PLANNING POLICY CONSIDERATION	
	6.1 WBC PLANNING POLICY & DESIGN GUIDANCE	P.13
	6.2 PARKING, REFUSE & RECYCLING	P.13
	6.3 NEIGHBOURING AMENITY	P.13
	6.3.1 Overlooking	
	6.3.2 Daylight & Sunlight	
	6.4 BIODIVERSITY	P.13
	6.5 SUSTAINABILITY & CARBON REDUCTION	P.14
	6.6 TREE PRESERVATION ORDERS (TPOs)	P.14
	6.6.1 Existing TPOs	
	6.6.2 Impact of Proposals	
	6.6.3 Mitigation Strategy	
7.0	CONCLUSION	P.15

0.0 ABOUT THE ARCHITECT

Guttfeld Architecture is an award-winning RIBA Chartered Architects Practice based in Twyford, Berkshire. As a specialist in residential design, we have extensive experience of the design of unique houses and extensions in both rural and urban settings.

Practice Principal Fred Guttfeld is an ARB and RIBA Chartered Architect, Chair of RIBA Berkshire and Vice Chair of the Reading Borough Council Design Review Panel, assisting Reading Borough Council Planning Department with the assessment of complex Planning Applications in the Borough. He is also a RIBA Professional Examiner and RIBA Student Mentor. Guttfeld Architecture was included in ‘New Architects 4’, a book by The Architecture Foundation “surveying the best British architectural practices established in the past ten years.”

1.0 PURPOSE OF THE APPLICATION

This is a Householder Planning Application for a single storey side/rear extension and various minor alterations to a single-family dwelling house in Finchampstead, Berkshire.

2.0 EXISTING SITE

2.1 SITE LOCATION

The site sits within a built-up settlement to the west of Finchampstead centre and generally consists of detached houses, most of which have been extended from their original bungalow form.

The neighbouring houses on both sides are now two-storey, and have been subject to significant extensions, including two-storey front extensions, rear extensions etc.

The local character is varied, with no prevailing architectural style or materials, as one might expect from post-war housing that has been developed in a piecemeal fashion over the years.



1. Satellite image showing 118 Reading Road (site boundary outlined in red).

2.0 EXISTING SITE

2.2 SITE DESCRIPTION & PHOTOS

The bungalow sits on a large, spacious plot, with generous front and rear gardens. The front garden includes several mature trees, two of which are subject to a Tree Preservation Order (TPO) - the Oak and Pine trees.

2.2.1 EXISTING SITE / BUILDING

The existing building is a single storey bungalow, which has been extended to both sides. To the north-west side (left hand side when viewed from the front) the bungalow has been extended to match the existing (1). To the south-east end the existing garage has been converted and a link extension created between the bungalow and garage (2). The converted garage, which follows the angled line of the boundary with 116 Reading Road, has also been extended to the rear with various storage outbuildings (3). To the rear of the property there is a modest flat-roofed single-storey extension, which houses a dining and utility space (4).

2.2.2 NEIGHBOURING CONTEXT

When looking at the front elevation, 116 is to the right of the site and 120 is to the left (2). Both 116 and 120 have been subject to significant 2-storey extensions including side facing windows.

116 sits on a narrower plot, and has a detached garage outbuilding in front of the main house. 116 has been extended to the front and rear (3), the 2 storey extension and its side facing windows being clearly visible from the rear garden of the application property.

120 has a 2-storey front extension and rear facing dormer.



1. Front elevation of original building, including the existing porch.
3. Existing rear storage in the foreground, with the 2-storey 116 Reading Rd house behind.

2. View of property driveway from the road.
4. Rear elevation and garden.

3.0 BRIEF

3.1 EXTENSION

The existing bungalow has a modest kitchen, dining and living space, and a collection of irregular storage extensions linked to the garage building. The kitchen is dark and feels disconnected from the rear garden, the dining room and utility are housed in an uninsulated, leaking flat-roofed extension, and the garage/storage buildings are in disrepair and no longer fit for purpose. The house also lacks an office space for working from home.

The brief is to demolish the existing rear (north-east) lean-to dining room and the ex-garage structure, linked to the side (south-east) of the house, and replace with a new single storey extension. The aim of the extension proposal is to create a more energy-efficient and generous kitchen/living/dining space for the occupants, with a much-improved relationship to the rear garden, and a more uniform, accessible storage solution. The extension is also to provide a new office space for working from home.

The extension is to provide the following spaces:

- Kitchen / Living / Dining
- Study / Music Studio
- Utility
- Boots / Storage

3.2 OTHER EXTERNAL

Alongside the extension brief, there are other external refurbishment works proposed:

- Removal of bay windows
- Painting of existing house
- Replacement of existing windows

4.0 PLANNING CONTEXT

4.1 PLANNING CONSTRAINTS

The site lies within the Finchampstead neighbourhood.

The site:

- is not locally or nationally listed;
- is not in a Conservation Area or National Landscape;
- is not within a Green Belt;
- is not adjacent to an Ancient Woodland;
- is not subject to an Article 4 restriction;
- has two Tree Preservation Orders (TPOs) - 1309/2009, Oak and Pine - to the front of the house;
- is within the Finchampstead Pastoral Sandy Lowland, which has a Landscape Character Assessment of 'Lowest';
- has a 'risk of flooding from surface water' of 1 in 1000 years;
- is within Flood Zone 1 (lowest).

4.0 PLANNING CONTEXT

4.2 PLANNING HISTORY

4.2.1 118 READING ROAD (application property)

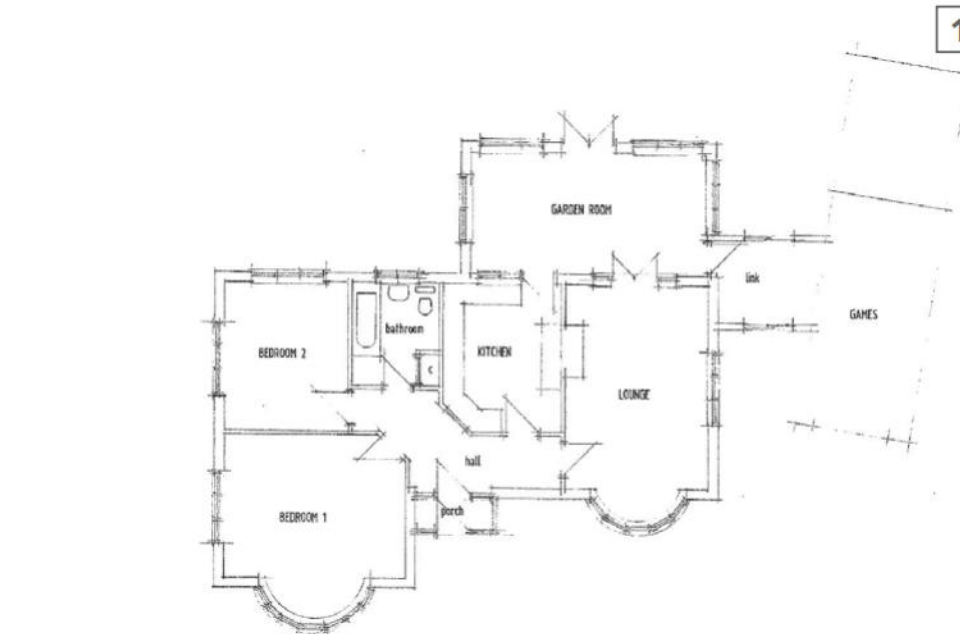
F/2010/0766 | April 2010 | Implemented

Single storey side extension.

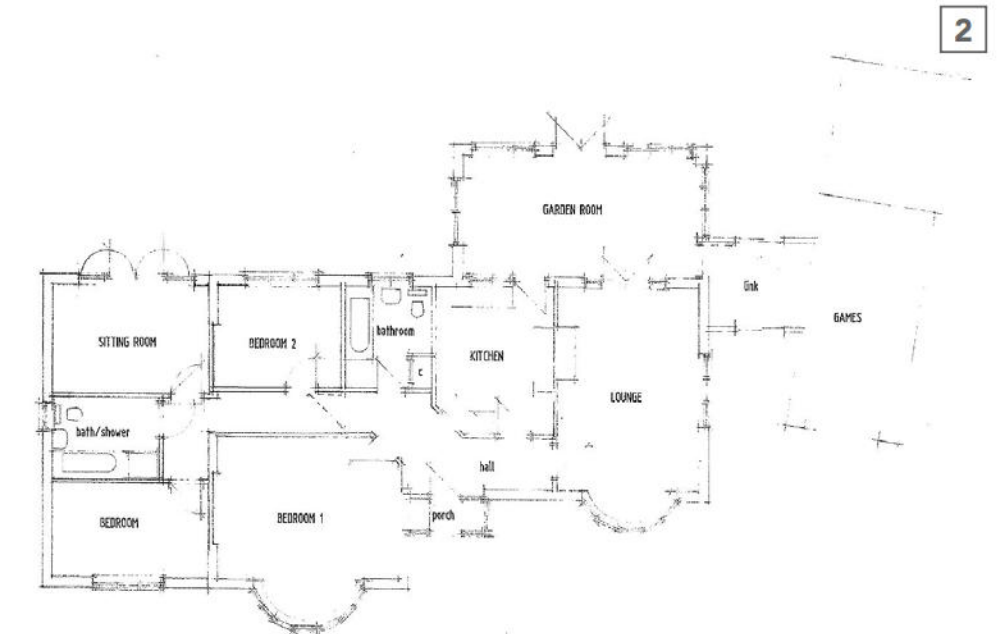
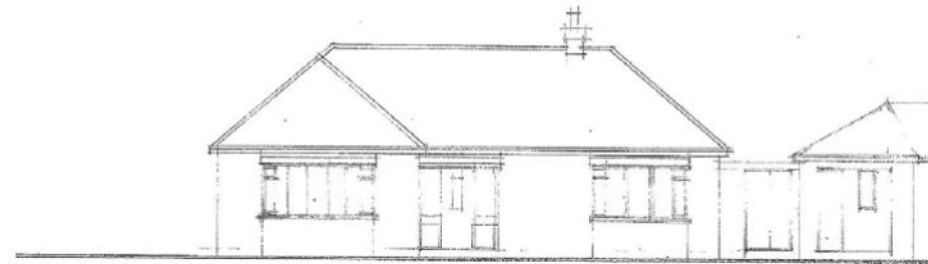
This is the single storey extension that has been constructed to the north side of the property, which continues the form, roof profile and materiality of the original building.



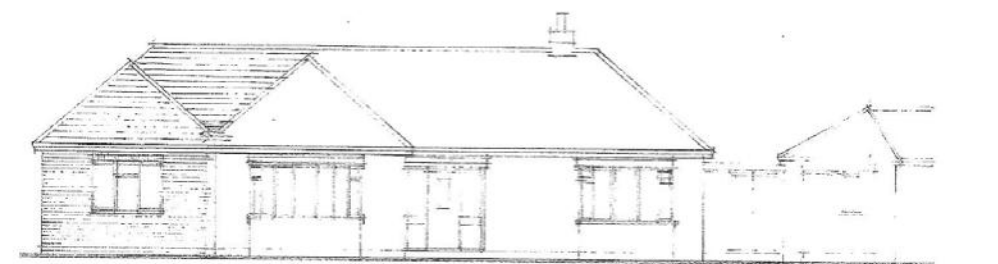
3. Site photo showing the 2010 extension.



1. Existing floorplan - planning application 101226 F/2010/0766 (nts).
4. Existing elevation - planning application 101226 F/2010/0766 (nts).



2. Proposed floorplan - planning application 101226 F/2010/0766 (nts).
5. Proposed elevation - planning application 101226 F/2010/0766 (nts).



4.0 PLANNING CONTEXT

4.2 PLANNING HISTORY (CONT.)

4.2.2 116 READING ROAD *(right hand side as viewed from front)*

F/1999/0112 | December 1999 | Implemented

Proposed single storey front extension to dwelling and relocation of vehicular access.

Further to the 1999 planning application, this house has been subject to an additional two storey front and rear extension. These applications pre-date 1998, so the documents are not available online.

4.2.3 120 READING ROAD *(left hand side as viewed from front)*

F/1996/64005 | June 1996 | Implemented

Proposed two storey front extension to dwelling plus loft conversion with rear dormer extension. Single storey rear extension to form conservatory.

This application pre-dates 1998, so the planning documents are not available online.

4.3 PLANNING CONTEXT SUMMARY

The application property is one of the few remaining single storey dwellings on this road, and also occupies one of the most spacious plots. It also enjoys full Permitted Development Rights, including Class AA for an additional storey etc.

Essentially, both neighbouring houses have been significantly extended to 2 storeys to the front and rear, despite their more restricted plots. This is also true of many of the buildings along this part of Reading Road.



1. Existing south-west elevation (front elevation) showing 116 & 120 Reading Road on right hand and left hand side respectively (nts).

2. Photo of the existing front elevation, with neighbouring 120 Reading Rd property.

3. Photo of the existing front elevation, with neighbouring 116 Reading Rd property.

5.0 DESIGN PROPOSAL

5.1 DESIGN OVERVIEW - ROOF PLAN

- (1) Replacement Rear Extension:

Proposed single storey rear extension with mono-pitched roof sloping up towards the garden, with ridge and eave heights below existing.

This would replace both the existing single storey rear extension and storage outbuildings.
- (2) Replacement Side Extension:

Proposed side extension to match existing bungalow, with a continuation of the existing, dual-pitched roof form with gable end.

This would replace the existing converted garage and single storey link extension.
- (3) Replacement Porch and New Canopy:

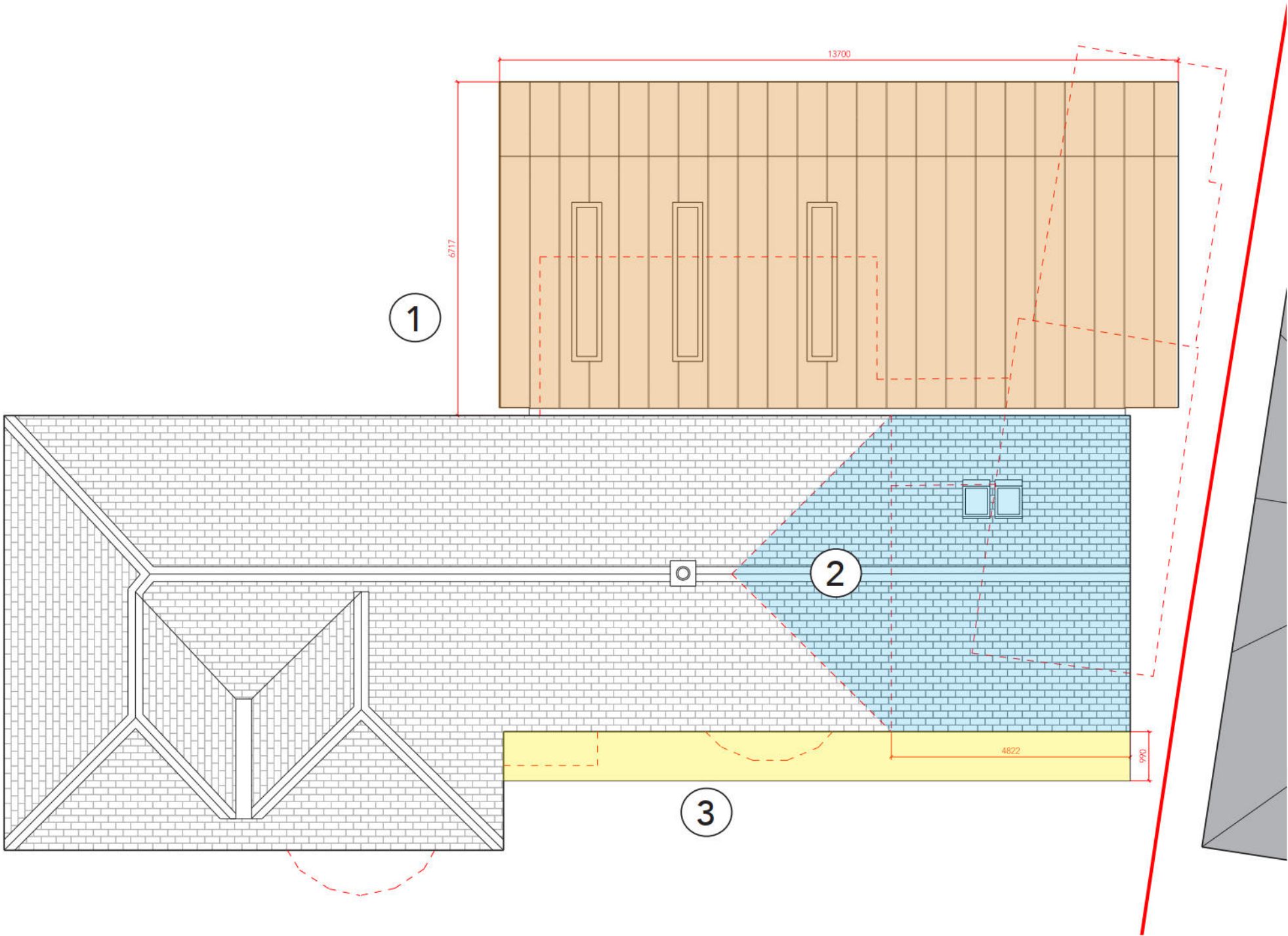
Proposed replacement porch will have a similar depth and height to existing, with an increased in width and a new linear canopy running along the front elevation.

This would replace the existing single storey front porch.

KEY:

Site Boundary

Existing Building Footprint (Demolition)



1. Proposed roof plan annotated with the design overview (nts).

5.0 DESIGN PROPOSAL

5.1 DESIGN OVERVIEW - GROUND FLOOR PLAN

- (1) Replacement Rear Extension:

Proposed single storey rear extension to replace both the existing single storey rear extension and storage outbuildings. The proposed rear extension would be pulled back approximately 2.2m from the existing storage outbuildings and would extend approximately 2.2m beyond the existing single-storey extension. The proposal contains an open-plan kitchen / diner space and a utility, both with access to the rear garden.
- (2) Replacement Side Extension:

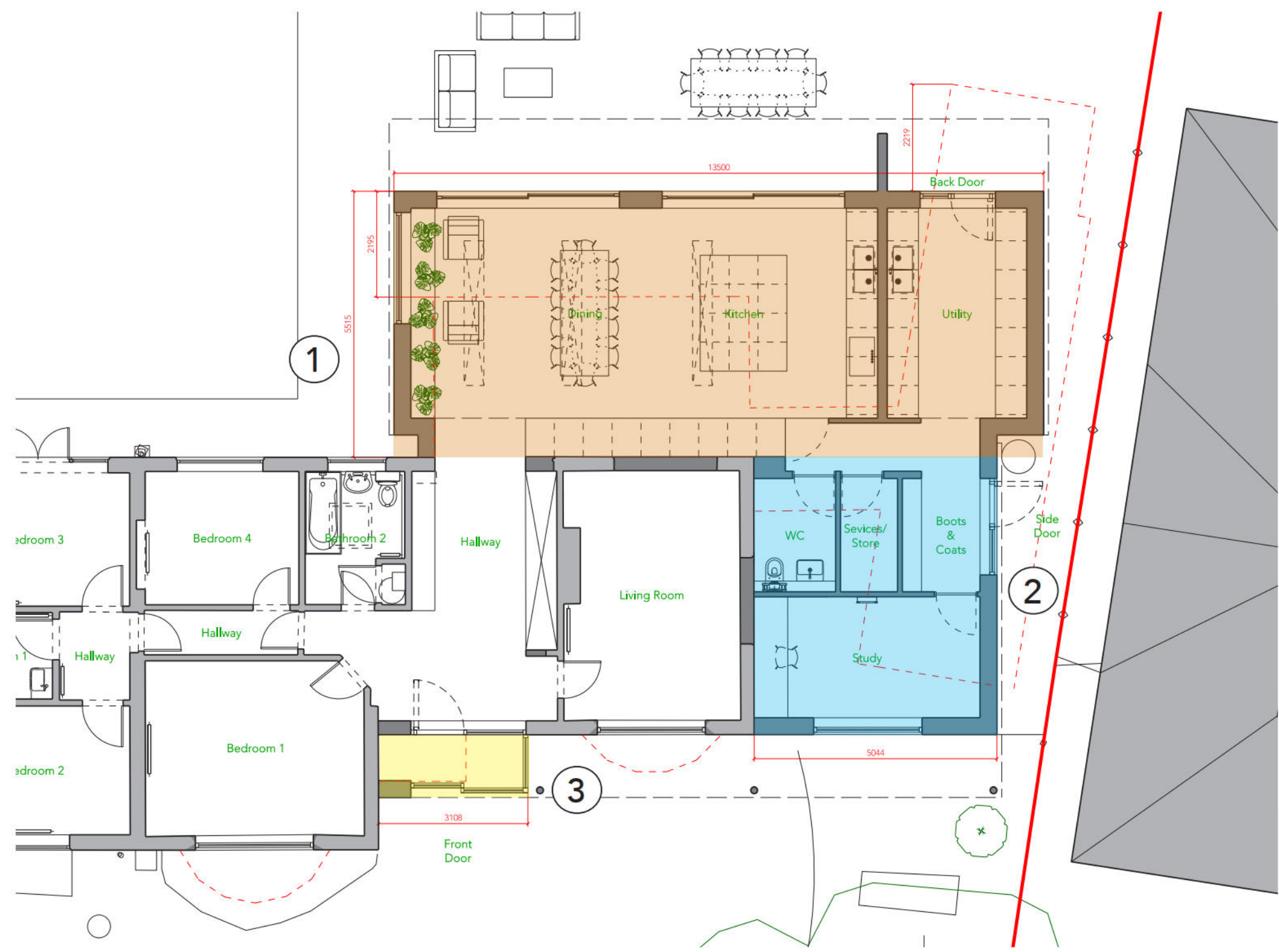
Proposed side extension to act as a continuation of the existing bungalow. This would replace the existing converted garage and single storey link extension. The proposal contains the study, WC, services and boot room spaces, with a side access door.
- (3) Replacement Porch:

Proposed replacement porch will have a similar depth and height to existing, with an increased in width and a new linear canopy running along the front elevation. This would replace the existing single storey front porch.

KEY:

Site Boundary

Existing Building Footprint (Demolition)



1. Proposed ground floor plan annotated with the design overview (nts).

5.0 DESIGN PROPOSAL

5.3 RELATIONSHIP WITH 116 READING ROAD BOUNDARY

The neighbouring house, and its 2 storey extensions, have been constructed approx. 0.9m from the boundary with the application property.

The existing converted garage and storage outbuildings at the application property have been constructed approx. 0.75m from the boundary.

The proposed replacement single storey extensions have been designed to pull the building line away from the boundary and create more space between the two dwellings.

The side walls of the proposed extensions are staggered, being approx. 1m from the boundary at thier closest point, and 1.8m at thier farthest, creating significant additional space and improving amenity for both houses.

KEY:

- Site Boundary
- Existing Building Footprint (Demolition)
- Pulled Back Footprint Area



1. Proposed ground floor plan with boundary analysis overlayed (nts).

5.0 DESIGN PROPOSAL

5.4 PROPOSED ELEVATIONS



PROPOSED FRONT ELEVATION (1:100)



PROPOSED REAR ELEVATION (1:100)

KEY:

- Replacement Rear Extension
- Replacement Side Extension
- Replacement Porch

MATERIAL KEY:

- 1. Brick to match existing
- 2. Light coloured brick
- 3. Roof tiles to match existing

6.0 PLANNING POLICY CONSIDERATION

6.1 WBC DESIGN GUIDANCE

Planning guidance for residential extensions is given in the Wokingham Borough Design Guide. The most relevant being R23 Alterations and Extensions.

“R23: Alterations and extensions to buildings should:

- be well designed;*
- respond positively to the original building;*
- contribute positively to the local character; and*
- relate well to neighbouring properties.”*

The proposal adheres to design guidance, and relates well to the development context of neighbouring properties.

6.2 PARKING, REFUSE & RECYCLING

The proposal does not increase the number of bedrooms, so there is no requirement to increase parking amenity.

Existing refuse and recycling arrangements are unaffected by the proposals.

6.3 NEIGHBOURING AMENITY

6.3.1 OVERLOOKING

The extension does not include new side windows into habitable living spaces on the south-east elevation, only an obscure glazed access door and sidelight to the boot room, which would not give rise to overlooking.

6.3.2 DAYLIGHT & SUNLIGHT

The proposals meet the BRE Daylight and Sunlight Rules of Thumb, specifically

meeting the 45 plan and/or degree elevation / section rules for both side facing windows of the neighbouring house at 116 Reading Road. It is therefore considered that the proposals would not adversely impact the daylight and sunlight of neighbours.

Figure 1 shows that window A passes the 45 degree plan rule, and therefore daylight and sunlight would not be adversely impacted at this point.

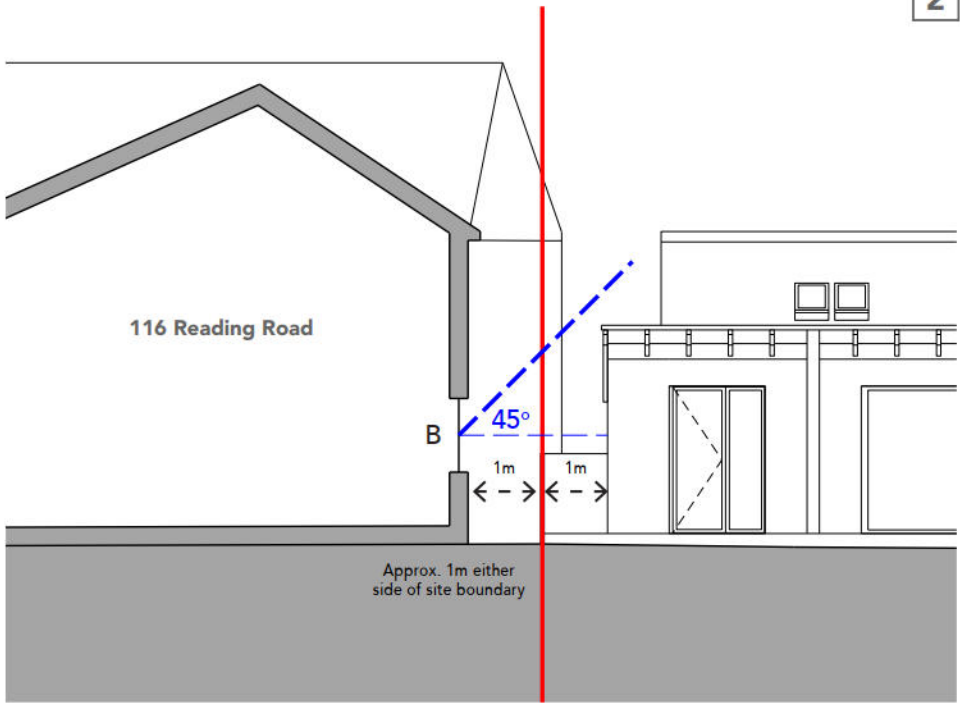
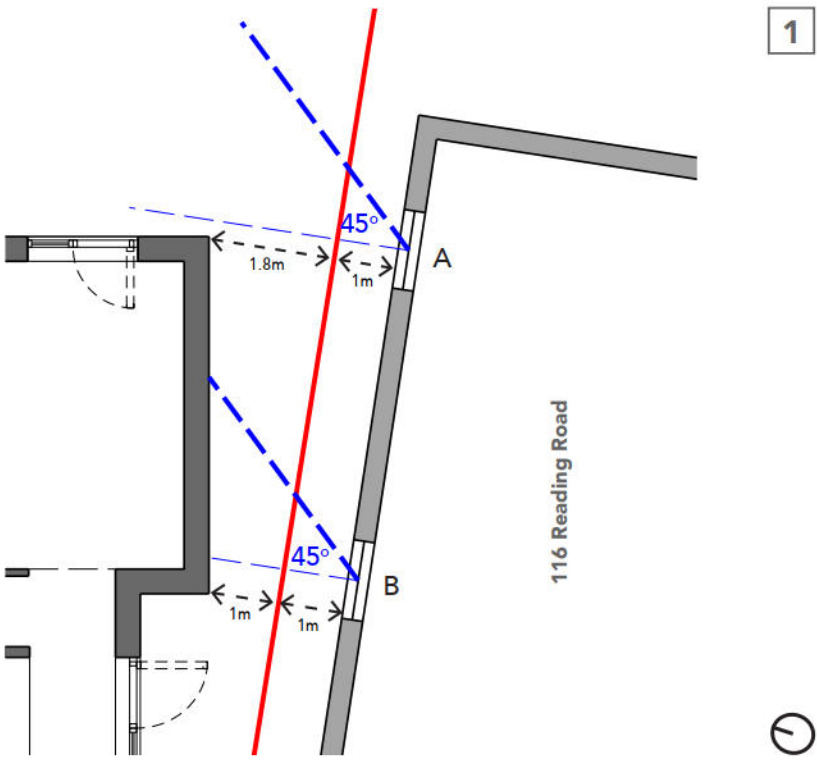
Figure 2 shows that window B passes the 45 degree elevation / section rule, and therefore daylight and sunlight would not be adversely impacted at this point. NB: As there is a stepped building line, the worst case distance from boundary of 1m has been used, whereas the distance could be upto 1.8m. As the proposed extension has a pitched roof, the highest point of the roof has been used and the proposals still comply.

NB: It is unknown whether windows A or B are habitable rooms. These windows are also part of a significant 2 storey extension.

6.4 BIODIVERSITY

Householder Planning Applications are exempt from statutory BNG requirements.

The existing roof is inaccessible to bats.



1. Proposed ground floor plan with 45 degree plan rule overlayed (nts).
2. Proposed section/elevation with 45 degree section rule overlayed (nts).

6.0 PLANNING POLICY CONSIDERATION

6.5 SUSTAINABILITY & CARBON REDUCTION

Wokingham Borough planning policy does not impose specific requirements on applicants to retrofit existing housing stock in order to reduce energy use and carbon emissions.

Nevertheless, in line with the wider aims of Policy CP1 (referenced in the Core Strategy Development Plan) and National Planning Policy, the proposals include refurbishment works to the existing house. The existing roof will be insulated, and all windows are to be replaced with highly energy efficient triple glazing.

6.6 TREE PRESERVATION ORDERS (TPOs)

6.6.1 EXISTING TPOs

The site has two existing Tree Preservation Orders, located at the front of the property. The positioning is indicated in Figure 3.

- 1309/2009 (G1) - group of 4 x Scots Pine (*Pinus sylvestris*) (image 1)
- 1309/2009 (T5) - single Oak (*Quercus robur*) (image 2)

6.6.2 IMPACT OF PROPOSALS

- Group G1, 4 x Scots Pine - Unaffected
- Tree T5, Oak - Unaffected - the closest point of the proposed single storey side extension is over 11m from the trunk, so the RPA would not be impacted.

6.6.3 MITIGATION STRATEGY

Protective fencing to be installed around both G1 and T5, as per BS.5837:2012, and maintained for the full duration of works.



1. Photo of existing group G1 - 4 x Scots Pine.
2. Photo of existing single T5 - Oak.



KEY:
Approx. Area of TPO Tree Canopy TPO Tree Trunk

3. Proposed Ground Floor Plan with tree TPOs on site identified (nts).

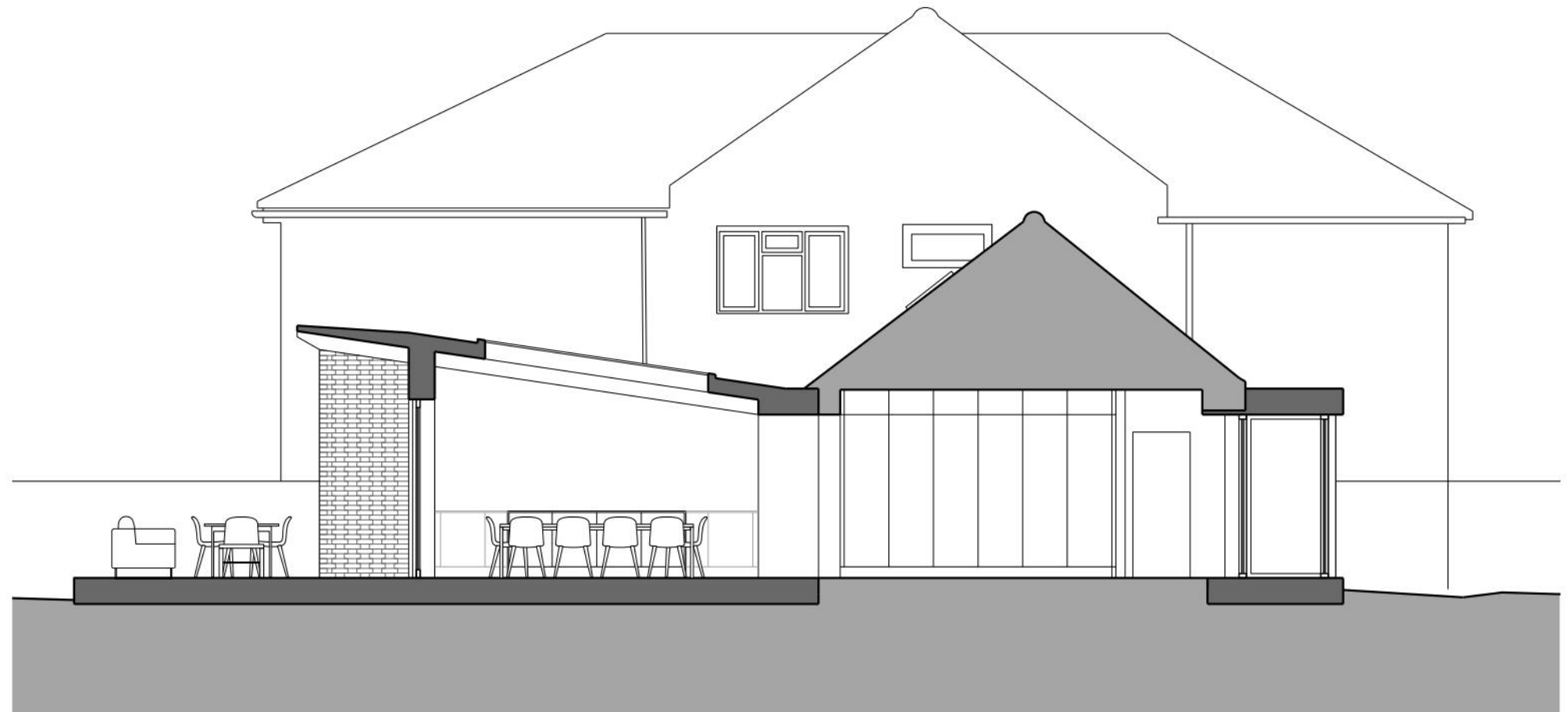
7.0 CONCLUSION

This application seeks planning permission for a single storey side/rear extension and minor alterations to the existing single-family dwelling.

The proposals have been carefully developed in line with Wokingham Borough planning policy to relate positively to the existing bungalow, do not adversely impact the street scene or character of the area, nor the amenity of neighbours.

The proposal offers several benefits, including improved connectivity and usability of the dwelling, enhanced quality of living spaces, and significantly increased sustainability.

Overall, the proposal represents a modest, well-considered, and sympathetic enhancement to the property that respects local character and improves the functionality and enjoyment of the home for its occupants.





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