

Date: 16 December 2025
Application: 252578



WOKINGHAM
BOROUGH COUNCIL

Mr Jason O'Donnell
Arktec Ltd
Lodge Farm Barn
Elvetham Park Estate
Fleet Road, Hartley Wintney
RG27 8AS

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

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Dear Mr Jason O'Donnell,

PRIOR NOTIFICATION RESPONSE

Application Number: 252578

Site Address: Offices to the rear of Billingbear Lodge, Maidenhead Road, Wokingham, Binfield, RG40 5RU

Proposal: Prior approval submission for proposed change of use of the commercial premises to 1 no. dwelling.

Wokingham Borough Council hereby confirm that **prior approval is required and is given** for the proposed development at the address shown above, as described by the description shown above and in accordance with the information that the developer provided to the Local Planning Authority, subject to the following conditions and/or informatives:

Conditions and/or Informatives

1. Timescale - It is a requirement of Class MA that the development should be completed within 3 years of the date of the Prior Approval.

Reason: According to paragraph MA.2.(5) of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

2. Approved details - It is a requirement of the conditions that the development shall be carried out wholly in accordance with the information that the developer provided to the Local Planning Authority including drawings numbered/titled (P25/18/400), (P25/18/S/401), (P25/18/S/420), received by the Local Planning Authority on 22/10/2025.

Reason: For the avoidance of doubt and to ensure that the development is carried out in accordance with the application form and associated details hereby approved.

3. Prior to occupation, all surface water from roofs and external hard surfaces shall be managed within the site using infiltration or other SuDS measures wherever practicable, in accordance with the National SuDS Standards (2025), to ensure no uncontrolled runoff to the public highway or adjoining land.

Reason: To prevent increased flood risk from surface water run-off. Relevant policy: NPPF Section 14 (Meeting the Challenge of Climate Change, Flood and Coastal Change), Core Strategy policy CP1 and Managing Development Delivery Local Plan policies CC09 and CC10.

Informatives

1. Please note that this decision solely represents the determination of the Local Planning Authority under Class MA of the Town and Country Planning (General Permitted Development) (as amended) Order 2021 as to whether it's Prior Approval is required in respect of the change of use. The applicant is advised to investigate whether consents or permissions under any other regulatory regimes are required.
2. This decision notice does not grant building regulations approval. If you need any advice regarding Building Regulations please do not hesitate to contact Wokingham Borough Council Building Control at building.control@wokingham.gov.uk or on 0118 974 6239.
3. The development hereby permitted is liable to pay the Community Infrastructure Levy. The Liability Notice issued by Wokingham Borough Council will state the current chargeable amount. A revised Liability Notice will be issued if this amount changes. Anyone can formally assume liability to pay, but if no one does so then liability will rest with the landowner. There are certain legal requirements that must be complied with. For instance, whoever will pay the levy must submit an Assumption of Liability form and a Commencement Notice to Wokingham Borough Council prior to commencement of development, failure to do this will result in penalty surcharges being added. For more information see the Council's website - Community Infrastructure Levy advice page. Please submit all CIL forms and enquiries to developer.contributions@wokingham.gov.uk.
4. The applicant is reminded that Class MA permits the change of use to a single dwellinghouse only (Use Class C3). Any other change of use or operational development may require planning permission in their own right.

This written notice does not constitute the grant of planning permission. Should the conditions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) not be met, then an application for full planning permission is required. The applicant is recommended to submit an application to the local planning authority for a Certificate of Lawful Development to establish that the proposed development is lawful.

The development stated above may be liable to pay the Community Infrastructure Levy. You must therefore complete and return a [form 5 notice of chargeable development.pdf \(planningportal.co.uk\)](#) prior to commencing to determine whether the development is liable. Failure to complete this form can incur a penalty surcharge. Please submit all CIL forms and enquiries to developer.contributions@wokingham.gov.uk.

Appeals

If your application has been **refused** by the Borough Council or **granted subject to conditions** that you are not happy with, you have the right to appeal to the Planning

Inspectorate (under Section 78 of the Town and Country Planning Act 1990). This must be within six months of the date of this letter. Please note an extension of time for lodging an appeal is unlikely to be granted except in special circumstances.

The Planning Inspectorate is an Executive Agency reporting to the Secretary of State for Communities and Local Government. The Inspectorate has an online appeals service with information and guidance about the process. You can submit [full application appeals](#) and [householder application appeals](#) with the new appeals service. [Other application types](#) should be submitted on the current appeal service. Alternatively, you can obtain a form from the Planning Inspectorate at Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN, 0303 444 5000 or through the [Inspectorate's website](#). Please note all documents will be published online by the Planning Inspectorate and therefore you should not include personal information you do not wish to be displayed in this way. This includes personal information of third parties.

If you intend to submit an appeal to be considered as a Public Inquiry you must notify the Local Planning Authority (planning.appeals@wokingham.gov.uk) and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least 10 days before you submit the appeal.

Yours sincerely,

A small, square, light green box containing a handwritten signature in black ink. The signature appears to be 'JT' or similar initials.

Justin Turvey
Head of Development Management - Place & Growth