

Design, Access and Planning Statement

Conversion of an existing outbuilding into a self-contained residential unit (use class C3) comprising one-bedroom, a new kitchen, bathroom, and living area, with associated external alterations and provision of private amenity space and parking at 50 Scots drive RG41 3XE



Site Location:	50 Scots drive RG41 3XE
Date:	13 October 2025
Planning Authority:	Wokingham Borough Council

1. Introduction

Homz has been instructed to prepare and submit a planning application to the Wokingham Borough Council for the approval for the change of use of an existing outbuilding into a self-contained residential unit (use class C3) comprising one-bedroom, a new kitchen, bathroom, and living area, with associated external alterations and provision of private amenity space and parking at 50 Scots drive RG41 3XE. The site is not subject to an Article 4 Direction nor is it on a conservation area.

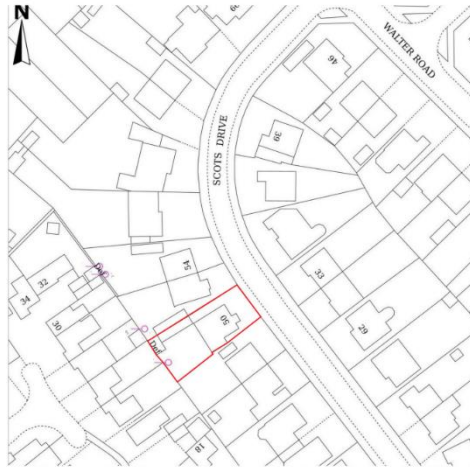
The application site consists of an existing detached bungalow and an outbuilding (planning permission approved 3 September 2024, ref 241640). The layout of the application site includes a driveway which can accommodate three vehicles. The application site is located within existing built-up residential area consisting of a mix of housing typologies and the material palette is made up of render and brickwork to the external façades.

The statement outlines the site, the description of development, the planning history, relevant planning policy considerations, and material planning considerations.

2. Site and Context Analysis

2.1 Location and surroundings

The site comprises a detached outbuilding situated within the curtilage of the main dwelling. The outbuilding is currently used for ancillary purposes and is of a scale and form that lends itself to conversion without significant visual impact. The site area is 438.8 m² and in terms of its setting and location, it can be viewed from the drawing below:



2.2 Existing built form

The property comprises a single storey outbuilding currently used as an ancillary to the main dwelling house. The outbuilding contains a gym, lobby area, bathroom and study currently used as a home office. The property sits within a row of dwelling houses, contributing to a consistent and coherent streetscape. It is not listed and does not lie within a conservation area. Refer to drawing below for existing block plan:



3. Description of development

The proposal seeks planning permission for the change of use of an existing outbuilding into a self-contained residential unit (use class C3) comprising one-bedroom, a new kitchen, bathroom, and living area, with associated external alterations and provision of private amenity space and parking at 50 Scots drive RG41 3XE. The main planning considerations for the proposal include principle of development in this location, design and visual impact, residential amenity and highways considerations.

4. Planning History

The application site has the following application history:

Ref: L241640 Householder application for the proposed conversion of the existing detached garage and outbuilding to habitable accommodation with associated changes to fenestration, raising of the roof with the addition of a parapet wall and structural modifications. Decision: Approve. Date: 3 September 2024.

Ref: L241641 Application for a certificate of lawfulness for the proposed installation of 2 no. side dormers and changes to fenestration to facilitate conversion of the loft to habitable accommodation. Decision: Approve. Date: 2 September 2024.

Ref: 961231 Proposed Single Storey Front Extension to Domestic Garage. Decision: Approve. Date: 16 January 1997.

5. Relevant Planning Policy Considerations

National Planning Policy Framework (NPPF) (December 2024)

Chapter 11: Making effective use of land

Paragraph 124: Planning policies and decisions should promote the effective use of land to meet housing and other needs, while safeguarding the environment and ensuring healthy living conditions.

Woking Borough Core Strategy

- CS1: A spatial strategy for Woking
- CS7: Biodiversity and nature conservation

- CS11: Housing mix
- CS21: Design
- CS25: Presumption in favour of sustainable development

Woking Borough Managing Development Delivery (2014)

- Policy CC01: Presumption in favour of sustainable development
- Policy CC04: Sustainable Design and Construction
- Policy CC06: Noise
- Policy CC07: Parking
- Policy TB07: Internal Space Standards
- Policy TB23: Biodiversity and Development

Material Planning Considerations

The planning assessment will make the following considerations:

- Principle of development in this location
- Design and visual impact
- Parking provision and bicycle storage
- Waste Storage
- Residential Amenity

6.1 Principle of development in this location

The principle of development in this location is considered acceptable. The property has off-street parking, along with the driveway to accommodate three parked vehicles and adequate amenity space along with no external alterations to the property, it is considered that the proposal will not detract from the street scene and the prevailing character of the area being residential. The application site is within settlement limits and would not allow for unsustainable or sprawled development.

The proposal aligns with the strategic aims of Wokingham Borough Council's Affordable Housing Strategy 2024–2028, titled “Right Homes, Right Places”, and the Local Plan Update 2023–2040. The proposal is aligned with the provisions of the local plan through, reusing existing built form sustainably, providing a modest, potentially affordable unit suitable for single occupants or couples and enhancing housing diversity within the settlement boundary.

6.2 Design and Character

The proposed conversion respects the scale, form, and materials of the existing outbuilding and surrounding properties. Externally, the outbuilding is modest and designed to integrate visually with the host dwelling and the character of the area.

Internally, the outbuilding has been designed to provide a good quality form of accommodation, which has adequate space for kitchen, dining, bathroom and a study, the bedroom can accommodate adequate storage, the proposal considers NDSS principles. The internal areas are functional, provide privacy, will allow for comfortable living and flexibility of use especially with the addition of a study, there is dedicated amenity space and provide fenestration which will provide natural lighting and ventilation throughout the dwelling.

The development complies with Core Strategy Policies CP1 and CP3, and the Borough Design Guide SPD, which require high-quality design that complements local character and avoids adverse impacts on visual amenity.

6.3 Parking provision and bicycle storage

The proposed development contains an existing driveway with vehicular access for three car spaces dedicated to the use of the proposed residential unit along with on street parking. The dwelling house has its own access to parking on a gravel section of the property. Pedestrian access is safe and there is a dedicated pathway leading up to the outbuilding which will be retained. The proposal also makes provision for three bicycle parking racks. The proposal meets Wokingham's parking standards and does not adversely affect highway safety.

Given the site's location the proposal will not result in undue pressure on on-street parking, and the existing arrangement ensures safe and convenient access.

6.4 Waste Storage

Waste storage will be in a designated area located in the driveway, which is considered to be the best location as it is at the edge of the property and will not impact any neighbouring properties with regards to visual intrusion or odour issues. The waste storage area is congruent with the guidance contained in the waste management facilities in new developments guidance note (November 2024).

6.5 Residential Amenity

The residential unit will benefit from dedicated private amenity space, ensuring a good standard of living for future occupants. The layout and positioning of windows and doors are designed to avoid overlooking or loss of privacy to neighbouring properties. The proposal does not result in overdevelopment and maintains appropriate separation distances, in line with Policy CC03 of the MDD Local Plan.

6. Conclusion

The reuse of the existing structure reduces construction waste and supports low-carbon development. The proposal represents a sustainable, well-designed, and policy-compliant form of development that makes efficient use of land within the settlement boundary. It contributes positively to local housing supply without compromising residential amenity, character, or infrastructure.

The proposal supports the strategic aims of:

- Wokingham Borough Council's Affordable Housing Strategy 2024–2028 ("Right Homes, Right Places"), by delivering the right homes in the right places and promoting smaller-scale, sustainable development.
- The Local Plan Update 2023–2040, which encourages planned growth within settlement boundaries, high standards of energy efficiency, and reuse of existing structures.
- Core Strategy Policies CP1 and CP3, which promote sustainable development and high-quality design that respects local character.
- Policy CC03 of the MDD Local Plan, which remains valid and requires protection and enhancement of green infrastructure, landscaping, and biodiversity.
- The Borough Design Guide SPD, which supports well-integrated, visually appropriate development.

Planning permission is therefore respectfully sought.

Should the Planning Authority request any further information in order to process this request for the change of use of an existing outbuilding into a self-contained residential unit (use class C3) comprising one-bedroom, a new kitchen, bathroom, and living area, with associated external alterations and provision of private amenity space and parking please contact Chadernnay Glenn at **Homz UK** (Chadernnay@homz.uk) directly as the acting agent and we will be more than happy to deliver any additional information as and when required.