WOKINGHAM
BOROUGH COUNCIL

Wokingham Borough Council
Planning Services
PO Box 157, Civic Offices, Shute End
Wokingham, Berkshire
RG40 1WR
email: development.control@wokingham.gov.uk
Phone: 0118 974 6000

Application for Listed Building Consent for alterations, extension or demolition of a listed building

Planning (Listed Buildings and Conservation Areas Act) 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Coldharbour Cottage

Address Line 1

Sun Lane

Address Line 2

Basingstoke Road

Address Line 3

Wokingham

Town/city

Riseley

Postcode

RG7 1QR

Description of site location must be completed if postcode is not known:

Easting (x)

471921

Northing (y)

162936

Description

Applicant Details

Name/Company

Title

Ms

First name

Tracy

Surname

Freeman

Company Name

Address

Address line 1

Coldharbour Cottage Sun Lane

Address line 2

Basingstoke Road

Address line 3

Town/City

Riseley

County

Wokingham

Country

GB

Postcode

RG7 1QR

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

Applicant Contact Details

[redacted]

[redacted]

Secondary number

Fax number

Email address

[redacted]

Agent Details

Name/Company

Title

Ms

First name

Hannah

Surname

Fthinou

Company Name

GRK Architecture

Address

Address line 1

Quest Cma Ltd

Address line 2

11 St Paul's Square

Address line 3

Town/City

Birmingham

County

Country

GB

Postcode

B3 1RB

Contact Details

Primary number

03300430073

Secondary number

Fax number

Email address

hannah.f@grka.co.uk

Description of Proposed Works

Please describe the proposals to alter, extend or demolish the listed building(s)

Listed Building Consent for internal alterations to the first floor, comprising the formation of a new en-suite with an extract terminal to the brick west gable, refurbishment of the existing bathroom, removal of non-original partitions and boxings, and repair and levelling of the first-floor floors; replacement of the non-original staircase and its enclosing panelling; and associated internal and below-ground drainage.

Has the development or work already been started without consent?

- ◯ Yes
- ⊘ No

Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

- ◯ Don't know
- ◯ Grade I
- ◯ Grade II*
- ⊘ Grade II

Is it an ecclesiastical building?

- ◯ Don't know
- ◯ Yes
- ⊘ No

Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

- ◯ Yes
- ⊘ No

Related Proposals

Are there any current applications, previous proposals or demolitions for the site?

- [x] Yes
- [ ] No

If Yes, please describe and include the planning application reference number(s), if known

Pre-application advice was obtained from Wokingham Borough Council (ref. 261142, response dated 30 June 2026) for a wider scheme including a two-storey rear extension, glazed link and side extension; these elements are being progressed separately under their own application. Following the Preliminary Roost Assessment requested at validation, this application (262082) has been reduced to the first-floor works and the replacement of the staircase only. The works that trigger further bat surveys will be included in a separate planning application and application for Listed Building Consent once those surveys are complete.

Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

- [ ] Yes
- [x] No

Listed Building Alterations

Do the proposed works include alterations to a listed building?

- [x] Yes
- [ ] No

If Yes, do the proposed works include

a) works to the interior of the building?

- [x] Yes
- [ ] No

b) works to the exterior of the building?

- [x] Yes
- [ ] No

c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?

- [x] Yes
- [ ] No

d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?

- [x] Yes
- [ ] No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed. Also include the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

Refer to accompanying drawings and documents.

Materials

Does the proposed development require any materials to be used?

- [x] Yes
- [ ] No

Please provide a description of existing and proposed materials and finishes to be used (including type, colour and name for each material) demolition excluded

Type:
Other
Other (please specify):
Walls
Existing materials and finishes:
Brick west gable wall (red/multi stock brick with later cement-based pointing) at first-floor level, adjoining the timber frame and the flanking chimney stack.
Proposed materials and finishes:
One new extract terminal to the first-floor en-suite: approx. 150mm flush grille, colour to match existing, core-drilled through the brickwork clear of the timber frame and chimney stack and made good in lime mortar. Final position to be agreed with the Conservation Officer. No other works to the external walls.

Type:
Floors
Existing materials and finishes:
Historic timber joists with timber floorboards, spongy/creaky and locally decayed in places (per RICS and structural reports); non-original floorboards in the bathroom and former Bedroom 3 (proposed en-suite).
Proposed materials and finishes:
Outside the stairwell opening, joists retained in situ (no historic timber cut or notched); decayed/unserviceable boards renewed like-for-like in the bedrooms; new graded timbers laid alongside the existing joists in Bedroom 1 to achieve levelling; non-original floorboards in the bathroom and en-suite removed and replaced with tiling on a low-profile substrate over the retained joists. Ground-floor brick floor made good locally at the foot of the new staircase, reusing the existing bricks.

Type:
Other
Other (please specify):
Internal partitions/staircase
Existing materials and finishes:
Non-original 1970s to 1980s timber-and-plasterboard stud partitions, boxings and staircase panelling; non-original 1970s timber staircase, balustrade, newel post and beam above the balustrade.
Proposed materials and finishes:
New insulated timber stud partitions to form the en-suite and store; new Building Regulations-compliant timber staircase within an adjusted stairwell opening, with any trimming of the first-floor structure designed by the structural engineer; services concealed within timber boxings.

Type:
Other
Other (please specify):
Internal finishes
Existing materials and finishes:
Internal walls and ceilings at first floor and around the staircase: a mix of historic lime and later cement/gypsum plaster.
Proposed materials and finishes:
Making good confined to the first floor and the staircase area, in breathable lime plaster and off-white limewash where it meets historic fabric; plasterboard linings to new stud partitions only. Samples by condition.

Type:
Other
Other (please specify):
Drainage and ventilation
Existing materials and finishes:
Existing private drainage system and septic tank, retained.
Proposed materials and finishes:
New en-suite waste run within concealed internal boxings, terminating in an accessible air admittance valve within the boxing; new below-ground inspection chamber connecting into the existing system, ground surface reinstated to match. No external pipework and no works to the roof.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- [x] Yes
- [ ] No

If Yes, please state references for the plans, drawings and/or design and access statement

Drawings (all Revision A, October 2026):

101 Existing Plans
102 Existing and Proposed Elevations
103 Proposed Plans
104 Proposed Block Plan
105 Location Plan
106 Existing Block Plan
107 1:200 Ground Floor Plan

Supporting documents:
Heritage Statement, GRK_225_HER901 Revision A
Schedule of Works, GRK_225_SOW901 Revision A
Preliminary Roost Assessment (Urban Tree Experts, ref SPH/PEA-26/14.10, 23 October 2026)
RICS Home Survey, Level 3 Condition Report (13 April 2026)
Structural Inspection Report (Abbott Holliday Partnership, 7 May 2026)
Private Drainage CCTV Survey Report (Homeseptic Ltd, June 2026)
Historic Photographic Record
Pre-Application Advice Response Letter

Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

◯ Yes
⊘ No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

⊘ Yes
◯ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

◯ The agent
⊘ The applicant
◯ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

⊘ Yes
◯ No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

[redacted]

First Name

[redacted]

Reference

261142

Date (must be pre-application submission)

11/05/2026

Details of the pre-application advice received

Pre-application advice was sought from Wokingham Borough Council (ref. 261142, submitted/validated 11 May 2026, response dated 30 June 2026) for a wider scheme comprising full restoration of the listed building, a new two-storey rear wing linked by a glazed connection, a single-storey side extension, and changes to fenestration. The Council's Built Heritage Officer raised objection to the two-storey extension and side extension, and advised that the historic side lean-to and front porch should be retained unaltered. No objection in principle was raised to the internal reconfiguration, including the first-floor en-suite within modern studwork. This application omits the extension elements, which are being progressed separately, and does not alter the side element or front porch. Following the Preliminary Roost Assessment, it is limited to the first-floor works and the replacement of the non-original staircase; the wider repair programme will be brought forward in a subsequent application.

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

◯ Yes
⊘ No

Ownership Certificates

Certificates under Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of **all** the land to which this application relates; **and** has the applicant been the sole owner for more than 21 days? E.g. All the land is owned by a single individual

⊘ Yes
◯ No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land or building to which the application relates.

Person Role

◯ The Applicant
⊘ The Agent

Title

Ms

First Name

Hannah

Surname

Fthinou

Declaration Date

28/08/2026

☑ Declaration made

Declaration

I/We hereby apply for Listed building consent as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.
I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.
I/We also accept that, in accordance with the Planning Portal's terms and conditions:
- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☑ I / We agree to the outlined declaration

Signed

Hannah Fthinou

Date

01/09/2026