

**Date:** 17 December 2025  
**Application:** 253043



**WOKINGHAM  
BOROUGH COUNCIL**

WBC Highways

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Development Management &  
Compliance

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Dear WBC Highways,

**Full Planning Approval Consultation**

**Application Number:** 253043

**Applicant:** Mr Kashif Hafeez

**Site Address:** 10 St Barnabas Road, Shinfield, Wokingham, RG2 8ED

**Parish:** Shinfield

**Grid Reference:** Easting - 473537, Northing - 170374

**Type of Development:** Other Change of Use

**Proposal:** Full application for the proposed change of use to mixed residential and commercial use along with erection of a pitched roof onto existing outbuilding (retrospective).

**Case Officer:** Claire Moore

Development Management has received the above application, and we require your comments on the proposal using the recommended memorandum below. The documents associated with this are available to view in NEC DM using the application number 253043. Alternatively, public documents are available to view on the Council's planning application search page: [Wokingham Borough Council Online Planning](#).

Please index your response into NEC DM against the application. If you are recommending conditions, you should give a reason with reference to relevant policies. A list of standard conditions can be requested from the case officer.

Your observations are required in respect of this application by **10 January 2026**.

Yours sincerely,  
Development Management & Compliance

# MEMORANDUM

|                             |                                                                                                                                                                          |                |        |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------|
| <b>From:</b>                | JP [SW]                                                                                                                                                                  |                |        |
| <b>Service:</b>             | WBC Highways                                                                                                                                                             | <b>App No:</b> | 253043 |
| <b>Address:</b>             | 10 St Barnabas Road, Shinfield, Wokingham, RG2 8ED.                                                                                                                      |                |        |
| <b>Proposal:</b>            | Full application for the proposed change of use to mixed residential and commercial use along with erection of a pitched roof onto existing outbuilding (retrospective). |                |        |
| <b>Type of Development:</b> | Other Change of Use                                                                                                                                                      |                |        |
| <b>Site Visit Made:</b>     | Yes/No                                                                                                                                                                   |                |        |

## Summary Of Recommendations

- ☐ No comment
- ☐ No objection
- ☐ No objection subject to conditions (and reasons) **stated below**
- ☒ Request further information before determination as **stated below**
- ☐ Objection due to the reason(s) **stated below**

## Comments On Proposal

### General

This application considers the retrospective change of use of a previously used outbuilding to a nail and beauty parlour (Class E(c)(iii)) of circa 19m<sup>2</sup>, so that the wider site is a mixed residential and commercial use. The existing dwelling consists of 6 habitable rooms.

### Operations Details

Details regarding the ownership of the site, whether the premises are operated by resident(s) of 10 St Barnabas Road, the maximum numbers of visitor(s) per slot, and the number of employees associated with the operation shall be clearly provided. These factors may impact the level of trip generation and parking demand.

### Trip Generation

It is understood that the hours of operation are as follows:

- Tuesday to Friday: 09:00 – 18:00
- Saturday: 09:00 – 16:00
- Monday /Sunday/Bank Holidays: Closed

The applicant has stated that the traffic generation will be minimal, and it will operate as an appointment-based business. The applicant shall provide further information regarding the anticipated number of and length of appointments throughout the day. WBC Highways would welcome a level of traffic management which mitigates the addition of trips during the morning/evening peak hours.

### **Access**

The access is currently provided via St. Barnabas Way and the existing dropped kerbs. It is understood that the applicant is retaining the existing access arrangements. The applicant shall confirm if there are changes to existing boundary treatment and dropped kerb arrangements.

### **Car Parking**

It is understood that no changes are proposed to the existing vehicular or pedestrian access. The submitted plans indicate that the existing site can provide up to 3 parking spaces. The existing dwelling consisting of 6 habitable rooms require a provision of 2 car parking spaces, and the parking spaces shall be in line with WBC Parking standards and measure 5.0m x 2.5m. Therefore, this leaves one space to be used by customers of the beauty parlour.

The Highways would have expected the applicant to demonstrate the parking spaces for the parlour and the remaining parking spaces for the residential dwellings can be accessed independently. Subject to the confirmation of the proposed scale and operations details of the parlour, the Highways may accept alternative parking arrangement to be proposed.

WBC Highways would welcome parking management measures with the intention of limiting the usage of the dedicated on-site parking spaces. The applicant shall demonstrate that the parking demand of the proposed use will not overspill to the public highway. Although on-street parking is available, it shall not be relied upon.

### **Cycle Parking**

The removal of the outbuilding may have resulted in the loss of the existing cycle storage facilities. From the provided plans, there are no cycle facilities dedicated for residential or commercial use.

The applicant shall confirm if there are any dedicated cycle storage facilities for the residential and commercial unit, in this proposal of when discharging planning condition, following the change of use of the outbuilding. The cycle storage facilities shall be in line with WBC Parking Standards.

### **Conditions & Reasons (if required)**

|              |            |                |         |
|--------------|------------|----------------|---------|
| <b>Date:</b> | 09.01.2026 | <b>Signed:</b> | JP [SW] |
|--------------|------------|----------------|---------|