



**WOKINGHAM
BOROUGH COUNCIL**

Wokingham Borough Council
Planning Services
PO Box 157, Civic Offices, Shute End
Wokingham, Berkshire
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Application for a Lawful Development Certificate for a Proposed Use or Development

Town and Country Planning 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	32
Suffix	
Property Name	
Address Line 1	Langborough Road
Address Line 2	
Address Line 3	Wokingham
Town/city	Wokingham
Postcode	RG40 2BT

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

Easting (x)	Northings (y)
481234	168271
Description	

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

- ☐ Yes
☒ No

Applicant Contact Details

Primary number

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Description of Proposal

Does the proposal consist of, or include, the carrying out of building or other operations?

☒ Yes

☐ No

If Yes, please give detailed description of all such operations (includes the need to describe any proposal to alter or create a new access, layout any new street, construct any associated hard-standings, means of enclosure or means of draining the land/buildings) and indicate on your plans (in the case of a proposed building the plan should indicate the precise siting and exact dimensions)

The proposal is to permanently brick up a small window within the side elevation of the existing loft conversion. The window measures approximately 48cm x 57cm.

The loft conversion was carried out by the previous owners more than 25 years ago and includes three large Velux roof windows, which provide the loft space with ample natural light and emergency access.

Due to the position of the existing side window, the internal layout of the loft space is restricted. The proposal therefore includes the removal and repositioning of an internal partition wall to improve the functionality and usability of the existing loft space.

The existing side window opening will be fully infilled and the external face will be finished flush with the existing façade. It will be infilled using brickwork carefully matched to the existing external brickwork, including colour, texture and appearance. The intention is for the infill to blend sympathetically and preserve the character and appearance of the property and the surrounding Langborough Road Conservation Area.

We have contacted Absolute Brickwork and Building Services Ltd, who have previously undertaken brickwork at the neighbouring property at 36 Langborough Road. Their work at number 36 demonstrates their ability to achieve a sympathetic and closely matched finish to the existing brickwork. We would therefore propose to use the same contractor for these works.

The proposed works does not involve any increases in the external dimensions, footprints or volume of the existing loft conversion.

Does the proposal consist of, or include, a change of use of the land or building(s)?

☐ Yes

☒ No

Has the proposal been started?

☐ Yes

☒ No

Grounds for Application

Information about the existing use(s)

Please explain why you consider the existing or last use of the land is lawful, or why you consider that any existing buildings, which it is proposed to alter or extend are lawful

The property is an existing residential dwellinghouse (Use Class C3) and has been lawfully used as such. The attic space, including the existing small window, forms part of the existing dwelling. The proposal is solely to remove and permanently block up this existing window opening. No change of use is proposed and the existing residential use of the property will remain unchanged. Ground floor and First floor floorplans will remain unchanged.

Please list the supporting documentary evidence (such as a planning permission) which accompanies this application

Photographs of the side and front elevation of the property showing the window in question.
Site Plan
Floorplans - existing and proposed
Side elevations drawings and images - existing and proposed

Select the use class that relates to the existing or last use.

C3 - Dwellinghouses

Information about the proposed use(s)

Select the use class that relates to the proposed use.

C3 - Dwellinghouses

Is the proposed operation or use

- ☒ Permanent
☐ Temporary

Why do you consider that a Lawful Development Certificate should be granted for this proposal?

We had a pre-planning meeting via the Planning Portal with Jasmin Singh on 4 August 2026. We have retained a recording of the meeting and can provide this if required.

During the meeting, we explained the proposed works and made it clear that the property is within a Conservation Area. We were advised that the proposed change was very minor, would not add to the building or alter the front elevation, and that planning permission would therefore not be required.

Jasmin Singh advised us that the proposed works would fall within Class A and that, as the alteration is not to the front of the house and is not prominent, it would not require planning permission. She advised that the window is a small existing/original window and that closing it would not cause harm to the Conservation Area and would not materially change the appearance of the property.

We were also advised that the existing window opening should be infilled using matching brickwork. We fully intend to do this, using brickwork carefully matched to the existing façade in colour, texture, size and appearance.

We specifically raised the fact that the property is within a Conservation Area, and were again advised that planning permission was not necessary for the proposed works.

We were advised that, although a Certificate of Lawful Development was not necessary, we could apply for one if we wished to obtain formal confirmation that the proposed works are lawful.

We have decided to apply for a Certificate of Lawful Development so that there is a clear record confirming the planning status of the proposed works, which may be helpful should we sell the property in the future.

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

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

Interest in the Land

Please state the applicant's interest in the land

- ☒ Owner
- ☐ Lessee
- ☐ Occupier
- ☐ Other

Declaration

I/We hereby apply for Lawful development: Proposed use 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

Sally Pearce

Date

14/09/2026

Amendments Summary

We have added a new site plan, existing and proposed floorplans, existing and proposed side elevations drawings, removed our pre-planning advice (as this was gained via the planning portal not WBC)