

# **DESIGN AND ACCESS STATEMENT**

*in support of a Householder Planning Application*

## **Proposed Rear Extension and Garage Conversion**

at

**16 Alderman Willey Close**

Wokingham, Berkshire

RG41 2AQ

*Prepared by:*

**Mr Siv Vejay**

**Shakthi Consulting UK**

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## 1.0 Project Summary

|                                 |                                                                                                                                                                                                                    |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Site Address</b>             | 16 Alderman Willey Close, Wokingham, Berkshire, RG41 2AQ                                                                                                                                                           |
| <b>Local Planning Authority</b> | Wokingham Borough Council                                                                                                                                                                                          |
| <b>Proposal</b>                 | Single-storey rear extension and internal alterations, including conversion of the existing integral garage to habitable accommodation, and the insertion of two roof skylights to the existing rear pitched roof. |
| <b>Drawings Referenced</b>      | Drawings 01–07, dated 28-04-2026, prepared by Shakthi Consulting UK Ltd                                                                                                                                            |
| <b>Application Type</b>         | Householder Planning Application                                                                                                                                                                                   |
| <b>Date of Statement</b>        | April 2026                                                                                                                                                                                                         |

This Design and Access Statement (DAS) has been prepared in support of a householder planning application for proposed alterations and a rear extension at 16 Alderman Willey Close, Wokingham. It explains the use, amount, layout, scale, landscaping and appearance of the proposal, and how access to and within the development has been considered. It should be read in conjunction with the submitted drawings (refer to Section 8.0 — Drawing Schedule).

## 2.0 Introduction

The applicant seeks householder planning consent for a single-storey rear extension, internal reconfiguration of the ground floor (including conversion of the existing integral garage into habitable accommodation), and the insertion of two skylights into the rear pitched roof slope. The objective of the proposal is to modernise the existing layout, provide ground-floor guest accommodation suitable for flexible family use, and improve the quality of internal daylighting and the relationship between the kitchen and the rear garden.

The proposal has been designed to be modest in scale, sympathetic in appearance, and entirely contained within the existing residential curtilage. It would not give rise to any material harm to the character or appearance of the host dwelling, the streetscene, or the amenity of adjoining neighbours.

## 3.0 Site and Surrounding Context

### 3.1 The Site

The application site comprises a two-storey terraced/mid-terrace family dwelling located on the south-eastern side of Alderman Willey Close, a quiet residential cul-de-sac off Station Approach in central Wokingham. The dwelling is constructed of facing brickwork at ground

and first floor with a pitched, tiled roof. The existing ground floor accommodation comprises a porch, entrance hallway, WC, kitchen, living room, integral garage, and a single-storey rear conservatory. At first floor the property comprises a master bedroom, two further bedrooms, a single bedroom, bathroom, landing and hot-water cupboard.

To the rear, the property benefits from a private enclosed garden bounded by close-board fencing forming a defined rear boundary. The site is bounded by the side elevations of the adjoining dwellings at No. 15 and No. 17 Alderman Willey Close.

### **3.2 Surrounding Area**

The surrounding area is characterised by similar two-storey terraced dwellings of broadly consistent scale, materials and architectural detailing. Immediately to the west, the site is within walking distance of Wokingham Railway Station and the associated commuter car park. The broader context includes Elizabeth Court and Dickens Court (residential blocks to the north-west) and Bell House (residential to the east). The character of the close is suburban and entirely residential.

The site is not located within a Conservation Area, and the host dwelling is not listed or otherwise designated. There are no Tree Preservation Orders affecting the application site. The site is well-served by sustainable transport, being immediately adjacent to Wokingham Station, bus services on Station Approach, and within easy walking distance of Wokingham town centre.

### **3.3 Planning History**

No relevant or constraining recent planning history is known to affect the proposals. The applicant has had regard to permitted development limits and the local design guidance in the formulation of this scheme.

## **4.0 The Proposed Development**

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### **4.1 Description of Works**

The proposed works comprise the following elements:

- Demolition of the existing single-storey rear conservatory.
- Erection of a single-storey rear extension to accommodate a new kitchen, projecting 3.5 m from the existing rear wall and extending the full width of the rear elevation (approximately 8.75 m wide overall).
- Internal reconfiguration of the ground floor, including the conversion of the existing integral garage and porch into a guest bedroom, en-suite shower room, and a separate store room.
- Reconfiguration of the existing living/dining area into a single, open-plan living and dining space connecting to the new kitchen at the rear.

- Insertion of two roof skylights (each 1600 mm × 2000 mm) into the existing rear pitched roof slope at first-floor level, to increase natural daylight to the first-floor accommodation.
- Provision of a new obscure-glazed window to the side elevation serving the proposed guest bedroom en-suite.
- Associated minor alterations including new internal doors and partitions to suit the revised plan.

## 4.2 Use (Amount)

The lawful use of the property as a single-family dwellinghouse (Use Class C3) is retained. The proposal does not introduce any new or additional use. The number of bedrooms is increased from four to five through the conversion of the garage; however, the property remains in single household occupation. No commercial or non-residential use is proposed.

## 4.3 Amount

The proposed rear extension provides a modest increase in habitable floor area at ground floor in place of the existing conservatory. The garage conversion does not increase the overall footprint of the building, as it is contained within the existing building envelope. Skylights do not alter the external footprint of the dwelling. The overall increase in floor area is proportionate to the size of the host dwelling and its plot.

## 4.4 Layout

The proposed layout has been carefully designed to improve the functionality of the home for modern family living. The relocation of the kitchen to the rear of the property creates an open kitchen-dining-living arrangement with direct access to, and views over, the rear garden. The former garage and porch area is reconfigured to provide a self-contained guest bedroom suite, comprising bedroom, en-suite shower room, and dedicated storage. This arrangement provides flexible accommodation suitable for visiting relatives, multi-generational living, or future use as a ground-floor bedroom should mobility needs change.

At first floor, the layout is broadly unchanged. The introduction of two skylights to the rear roof slope addresses the relative shortage of daylight in the central landing/first-floor area.

## 4.5 Scale

The proposed rear extension is single-storey only, with an external height significantly below the eaves of the host dwelling. As shown on the proposed elevation drawings (Drawing 07), the extension reads as a subservient addition to the host dwelling. The projection from the existing rear wall (approximately 3.5 m) and overall height are modest, and the extension does not exceed the scale of similar rear extensions found within the immediate area. The first-floor skylights sit flush within the existing roof plane and do not project above the ridge or alter the roof profile.

## 4.6 Appearance and Materials

The proposal has been designed to be visually subservient and sympathetic to the host dwelling. As annotated on Drawing 07, materials used in the external works will be selected to match, or to be of a similar appearance to, those of the existing dwelling. Specifically:

- External walls: facing brickwork to match the existing dwelling in colour, texture and bonding.
- Roof: pitched, tiled roof element to the extension to match the existing roof tiles; or alternatively a high-quality flat roof finish where appropriate, with concealed rainwater goods.
- Windows and external doors: high-performance double-glazed units in a frame colour and style to match the existing fenestration.
- Skylights: proprietary roof windows (e.g. Velux or equivalent), set flush within the existing rear roof slope.
- Rainwater goods, fascia and soffits: to match the existing dwelling.

Wall construction has been specified on the submitted drawings as a 350 mm cavity wall for the principal external walls, with 215 mm block walls and 100 mm non-loadbearing stud partitions used internally as appropriate.

## 4.7 Landscaping

The proposals retain the existing rear garden in private amenity use. A generous depth of rear garden is retained behind the proposed extension, ensuring that the dwelling continues to enjoy a high-quality private outdoor amenity space. No trees of significance are affected by the works. Existing boundary treatments are retained unaltered. Any minor landscaping disturbance during construction will be reinstated on completion.

# 5.0 Planning Policy and Material Considerations

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## 5.1 Policy Context

The application has been assessed against the relevant provisions of the adopted Wokingham Borough Council Local Plan, the Council's adopted Borough Design Guide SPD, and the National Planning Policy Framework (NPPF). The most relevant policies relate to design quality, residential amenity, and the protection of neighbouring living conditions in respect of householder extensions.

## 5.2 Design

Section 12 of the NPPF ("Achieving well-designed places") requires development to be visually attractive, sympathetic to local character, and to establish a strong sense of place. The proposal accords with these objectives by:

- Adopting a form, scale and proportion that responds to and is subservient to the host dwelling.

- Using materials that match or closely resemble the existing dwelling, ensuring visual continuity.
- Locating the extension to the rear of the property, where it will not be visible from the public realm at Alderman Willey Close.
- Retaining the existing front elevation entirely unaltered, with the exception of minor garage-door related changes which are not visible from a wide public viewpoint.

### **5.3 Impact on Neighbouring Amenity**

Careful consideration has been given to the potential impact of the proposal on the amenity of neighbouring occupiers, particularly the adjoining properties at No. 15 and No. 17 Alderman Willey Close. The following points are noted:

- Overshadowing and loss of light: The rear extension is single-storey and of modest projection. It does not exceed the depth of typical permitted rear extensions and would not result in any material loss of light or overshadowing of the principal habitable rooms or rear amenity space of the adjoining dwellings.
- Overbearing impact: The proposed eaves and ridge heights are low and the extension is set within the existing rear building line of the terrace as a whole. The extension would not appear unduly dominant or overbearing when viewed from either neighbouring garden.
- Overlooking and privacy: No new windows are proposed on the side (party) elevations facing the gardens of No. 15 or No. 17, with the exception of an obscure-glazed window serving the new en-suite at ground-floor level. This window is fitted with obscure glazing and will be designed to be non-opening below 1.7 m above finished floor level, in accordance with normal planning practice. The two roof skylights serve first-floor accommodation in the rear pitched roof slope; their orientation is up and over the rear garden and they do not give rise to any new overlooking of the neighbouring properties.
- Noise and disturbance: The use of the dwelling is unchanged, and no operational noise or disturbance is anticipated beyond what is normal for a single-family residence.

### **5.4 Privacy and Internal Amenity**

Internally, the proposal delivers a notable improvement in the quality of accommodation, providing a more spacious and better-lit living environment for the occupiers. The new guest bedroom benefits from its own en-suite, and the open-plan kitchen/dining/living space provides a high-quality contemporary family arrangement consistent with current expectations for residential amenity.

### **5.5 Trees, Ecology and Drainage**

No protected or significant trees are affected by the proposal. There are no known ecological constraints affecting the site. Surface water and foul drainage will continue to discharge to the

existing connections; any new drainage runs will be installed in accordance with the requirements of the Building Regulations and the relevant statutory undertaker.

## **5.6 Flood Risk**

The site is located within Environment Agency Flood Zone 1 (low probability of flooding). The proposal does not increase the impermeable surface area of the site materially, and there is no objection on flood-risk grounds.

## **5.7 Sustainability**

The proposal will be constructed to current Building Regulations standards, including enhanced thermal performance of the new external walls (350 mm insulated cavity construction) and high-performance double-glazed windows and roof lights. The proposal makes efficient use of an existing residential plot in a highly sustainable location, immediately adjacent to Wokingham Railway Station and bus routes, in line with the spatial strategy of the Local Plan.

## **6.0 Access**

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### **6.1 Vehicular Access**

The existing vehicular access from Alderman Willey Close is retained unaltered. The loss of the integral garage to habitable accommodation does not result in any loss of off-street parking provision beyond what is consistent with permitted development practice in the local area, and on-street and station-adjacent parking provision is available within the immediate vicinity. The site's highly sustainable location adjacent to Wokingham Station significantly reduces reliance on private vehicle use.

### **6.2 Pedestrian Access**

The principal pedestrian entrance to the dwelling is retained in its existing position at the front of the property, accessed from the public footway on Alderman Willey Close. Internal circulation has been designed to provide level access from the entrance hallway through to the new ground-floor guest bedroom and en-suite, supporting accessibility and the option for ground-floor living should it be required in the future.

### **6.3 Inclusive Access**

The internal arrangement of the proposed ground floor is broadly level throughout, with door and corridor widths complying with the requirements of Part M of the Building Regulations. The introduction of a ground-floor bedroom and en-suite shower room provides flexible accommodation suitable for occupiers with reduced mobility, or for future "lifetime homes" considerations.

## 6.4 Emergency Access

Access for emergency services is unchanged and continues to be provided from Alderman Willey Close. Internal escape routes will be designed in accordance with Part B of the Building Regulations.

## 7.0 Conclusion

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The proposed rear extension and internal alterations at 16 Alderman Willey Close, Wokingham, represent a carefully considered, modest and sympathetic enhancement of an existing two-storey family dwelling. The development would:

- Be subservient in scale and sympathetic in appearance to the host dwelling, using matching materials.
- Provide significantly improved internal accommodation suited to modern family use, including flexible ground-floor guest accommodation.
- Have no material adverse impact on the residential amenity of adjoining occupiers in terms of light, outlook, overlooking or privacy.
- Have no visual impact upon the streetscene of Alderman Willey Close, being located entirely to the rear of the dwelling.
- Make efficient use of an existing dwelling in a highly sustainable location adjacent to Wokingham Station.

The proposal accords with national policy in the NPPF and with the relevant policies of the adopted Wokingham Borough Local Plan. It is respectfully submitted that the application is suitable for approval and the local planning authority is invited to grant planning permission accordingly.

## 8.0 Drawing Schedule

The following drawings, prepared by Shakthi Consulting UK and dated 28 April 2026, form part of this submission:

| Drawing No. | Title                                    | Scale      |
|-------------|------------------------------------------|------------|
| 01          | Location Plan                            | 1:1250     |
| 02          | Existing & Proposed Block Plan           | 1:500      |
| 03          | Existing & Proposed Ground Floor Plan    | 1:100 @ A3 |
| 04          | Existing & Proposed First Floor Plan     | 1:100 @ A3 |
| 05          | Existing & Proposed Roof Plan (Top View) | 1:100 @ A3 |
| 06          | Existing Elevations (Front, Rear, Sides) | 1:100 @ A3 |
| 07          | Proposed Elevations (Front, Rear, Sides) | 1:100 @ A3 |

— End of Statement —