

PARKING PROVISIONS REPORT

*Residential Parking Assessment & Justification
in support of a Householder Planning Application*

Proposed Rear Extension and Internal Alterations

at

16 Alderman Willey Close

Wokingham, Berkshire, RG41 2AQ

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1.0 Introduction and Executive Summary

This Parking Provisions Report has been prepared in support of a householder planning application for proposed alterations and a rear extension at 16 Alderman Willey Close, Wokingham. It assesses the proposed parking provision against the relevant Wokingham Borough Council parking standards and demonstrates that the proposal is acceptable in highway and parking terms.

The key conclusion of this report is straightforward: there is no reduction in functional off-street parking provision as a result of the proposed development. Two off-street parking spaces are currently provided on the frontage driveway in tandem in front of the integral garage. Following implementation of the proposal, the same two driveway spaces are retained, unaltered. The integral garage — which in practice has been used as household storage rather than for vehicle parking — is reused internally to provide a guest bedroom and en-suite. The vehicular access, dropped kerb and on-street arrangement are entirely unaffected.

The proposed level of two off-street spaces meets the Wokingham parking standard applicable to this dwelling at this exceptionally sustainable, station-adjacent location.

Site Address	16 Alderman Willey Close, Wokingham, Berkshire, RG41 2AQ
Local Planning Authority	Wokingham Borough Council (also the Highway Authority)
Proposal	Single-storey rear extension and internal alterations, including conversion of the existing integral garage to a guest bedroom with en-suite, and insertion of two roof skylights to the existing rear pitched roof slope.
Application Type	Householder Planning Application
Existing Bedroom Count	4 bedrooms
Proposed Bedroom Count	5 bedrooms (new ground-floor guest bedroom created within the garage footprint)
Existing Off-Street Parking	2 × driveway spaces in tandem on the frontage hardstanding, in front of the existing integral garage
Proposed Off-Street Parking	2 × driveway spaces — retained unaltered. No net change in functional parking provision.
Distance to Wokingham Station	Approximately 100 m walking distance
Date of Report	April 2026
Prepared by	Shakthi Consulting UK

2.0 Policy and Standards Context

2.1 National Policy

Paragraph 110 of the National Planning Policy Framework (NPPF) requires that, when assessing applications for development, it should be ensured that appropriate opportunities to promote sustainable transport modes can be — or have been — taken up. Paragraph 111 establishes that development should only be prevented or refused on highway grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.

Paragraph 112 requires that, in setting local parking standards, local planning authorities should take into account: the accessibility of the development; the type, mix and use of development; the availability of and opportunities for public transport; local car ownership levels; and the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.

2.2 Wokingham Borough Council Standards

The applicable parking standards are derived from the Wokingham Borough Council Parking Standards Study (WSP on behalf of Wokingham Borough Council), adopted as part of the evidence base supporting the Managing Development Delivery DPD, and as applied by the Council in determining current planning applications. Standards are tiered by accessibility zone, recognising that more sustainably-located sites can accept lower provision. The indicative residential standards are summarised below:

Dwelling Size	Zone A (Town Centre)	Zone B (Suburban)	Zone C (Rural)
1 bedroom	1 space	1 space	1–2 spaces
2 bedrooms	1–2 spaces	2 spaces	2 spaces
3 bedrooms	2 spaces	2 spaces	2–3 spaces
4+ bedrooms	2 spaces	3 spaces	3 spaces

Important supporting principles drawn from the Wokingham parking evidence base and good practice nationally:

- Garages will normally only be counted as a parking space if they have a clear, unobstructed internal dimension of at least 6.0 m × 3.0 m. Garages below these dimensions are not counted as a parking space.
- Standards are applied flexibly in sustainable, town-centre adjacent locations where car ownership and use is structurally lower than the Borough average.
- Tandem parking is acceptable for the parking demand generated by a single household.

- Cycle parking provision and electric-vehicle charging provision are now expected for dwellings (Building Regulations Part S, in force since June 2022) and are encouraged as part of a balanced approach to sustainable travel.

3.0 Existing Parking Provision

3.1 Current Arrangement

The existing dwelling currently benefits from the following off-street parking provision, as shown on Drawing 03 (Existing Ground Floor Plan):

- Two driveway parking spaces, arranged in tandem on the existing hardstanding to the frontage of the property, in front of the integral garage.
- One integral single garage, located within the ground-floor footprint of the dwelling and accessed via an up-and-over garage door to the front elevation.

The two driveway spaces are the primary, day-to-day off-street parking for the property and are fully sufficient to accommodate the current household's vehicles. In line with the typical pattern of use on Alderman Willey Close and across similar terraced developments in Wokingham, the integral garage is not used for vehicle parking but for household storage. The garage therefore does not, in functional terms, contribute to the property's off-street parking capacity.

3.2 Functional Assessment of the Existing Garage

The existing integral garage is typical of late 20th-century terraced housing in Wokingham. Its limited functional usability as a parking space is acknowledged in this assessment for completeness:

- The clear internal width of the garage, between the side walls, is below the 3.0 m benchmark required to accommodate a modern car with space to open the doors on both sides and alight safely.
- The garage internal length is short for modern vehicles (modern family hatchbacks and SUVs typically require 4.8–5.0 m of length, with allowance for the up-and-over door swing). Many vehicles in this market segment will not fit comfortably with the door closed.
- The garage is accessed via a relatively narrow up-and-over door which further constrains usable width during ingress and egress.
- The garage is integral to the dwelling, has limited natural ventilation, and is most commonly used in practice for general household storage rather than vehicle parking.

This pattern of use is well-documented nationally. Surveys by the RAC Foundation and the Department for Transport over the last two decades have consistently found that approximately 50–70% of single garages associated with private dwellings are used predominantly for storage, with vehicle parking occurring on the driveway. Empirical

observation along Alderman Willey Close itself confirms this pattern, with residents parking on their driveways and on the close rather than within garages.

On a strict reading of the Council's guidance, therefore, the existing garage does not in fact qualify as a parking space for the purposes of the parking standards. The effective existing functional off-street provision is the two tandem driveway spaces. The conversion of the garage does not therefore reduce parking provision in any practical sense.

4.0 Proposed Parking Provision

4.1 Proposed Arrangement

Following implementation of the proposal, off-street parking provision will be as follows:

- Two driveway parking spaces retained, in tandem, on the existing hardstanding to the frontage of the property. The driveway, vehicular crossover, and visibility splays are unaltered.
- The integral garage footprint is reused internally as a guest bedroom and en-suite. The external character of the front elevation is largely retained.

No alterations are proposed to the existing vehicular access from Alderman Willey Close, to the dropped kerb, or to the public highway. There are no implications for highway safety arising from the proposal.

4.2 Before-and-After Summary

Parking Element	Existing	Proposed
Driveway spaces (frontage hardstanding)	2 (in tandem)	2 (in tandem) — retained unaltered
Integral garage	Present (used in practice for household storage)	Converted internally to guest bedroom and en-suite
Vehicular access / dropped kerb	Existing access from Alderman Willey Close	Unchanged
Cycle parking	Informal storage	New secure cycle store for minimum 2 bicycles
Electric vehicle charging	None	New Type 2, 7 kW EV charging point at driveway
Total functional off-street spaces	2	2

4.3 Compliance with Wokingham Parking Standards

The site lies within Wokingham's most accessible, town-centre adjacent residential area, immediately next to the railway station. Applying the standards summarised at Section 2.2

with regard to the actual sustainable accessibility of the site (Zone A — Town Centre), the indicative requirement for a dwelling of this size at this location is 2 off-street parking spaces.

The proposed provision of 2 off-street spaces meets the Wokingham parking standard in full. No shortfall arises, and the proposal does not give rise to any reduction in parking provision as compared with the existing arrangement. The standard is met by the retained driveway, and the further enhancements at Section 6.0 (cycle parking, EV charging) exceed the underlying baseline expectations.

4.4 Wokingham Residents' Parking Permit Position

The Council's residents' parking permit terms and conditions provide that a property that has been converted in such a way as to reduce the number of off-street parking spaces will not be entitled to apply for a permit to replace the lost space. This restriction is not engaged by the present proposal because the proposal does not in functional terms reduce the number of off-street parking spaces — two driveway spaces are retained. In any event, the applicant does not propose to rely on on-street permit parking; the retained off-street provision is sufficient.

5.0 Sustainable Location and Accessibility

Although the proposed parking provision is fully compliant with standards, it is appropriate to record the site's exceptional sustainable accessibility, which provides further support for the application:

Facility / Service	Approx. Distance	Mode and Comment
Wokingham Railway Station	~100 m	On foot, 1–2 minutes. Direct services to London Waterloo, Reading and Gatwick Airport.
Bus stops (Station Approach)	~150 m	On foot, 2–3 minutes. Local bus routes including Reading, Bracknell and surrounding villages.
Wokingham Town Centre / Market Place	~500 m	On foot, 6–8 minutes. Full range of shops, restaurants, services, GP, dental.
Carnival Pool Multi-Storey Car Park	~400 m	Public off-street parking available for occasional overflow needs (e.g. visitors).
Local primary schools (Westende, Polehampton)	~1–1.5 km	Within reasonable walking and cycling distance.
Cycle network	On site	Wokingham's cycling network connects Station Approach to the town centre and surrounding residential areas.

Wokingham Railway Station provides direct rail services to:

- London Waterloo (via the South Western Railway service, approximately 60–70 minutes).

- Reading (approximately 10 minutes), with onward GWR and Elizabeth Line connections.
- Gatwick Airport (via the North Downs Line service).
- Guildford and the wider Surrey rail network.

The combination of frequent direct rail services to London and Reading, the bus network on Station Approach and Reading Road, a walkable town centre within 500 m, and the established cycling network provides residents of the site with realistic, attractive, daily alternatives to private car use across the full range of commuting, retail, leisure and personal-business trips. This is precisely the type of context in which the NPPF (paragraph 112) anticipates that parking standards should be applied with restraint.

6.0 Sustainable Transport Enhancements

In addition to retaining the existing two off-street driveway spaces, the applicant proposes the following enhancements to support sustainable travel choices in line with NPPF paragraph 110 and Wokingham Borough Local Plan transport policy:

6.1 Cycle Parking

Secure, weatherproof cycle parking will be provided within the residential curtilage, capable of accommodating a minimum of two adult bicycles. This will take the form of a small lockable cycle store (e.g. a proprietary metal cycle locker, or a covered Sheffield-stand area), located either within part of the proposed store room or in a discreet position to the side or rear of the property.

6.2 Electric Vehicle Charging

An EV charging point (Type 2, 7 kW, untethered) will be installed at the retained driveway, hard-wired from the dwelling consumer unit. This will future-proof the property for the transition away from internal-combustion vehicles and is consistent with the Council's adopted Sustainable Design and Construction SPD and Part S of the Building Regulations (which already requires EV charging provision for new and extended dwellings of this type).

6.3 Refuse and Recycling Storage

Refuse and recycling bin storage will continue to be accommodated to the front and/or rear of the property in line with the existing arrangement, with no impact on the driveway parking spaces or on the public highway.

7.0 Impact on Highway Safety and the Public Realm

The proposal will have no adverse impact on highway safety or the operation of the public highway. The following points are noted:

- No changes are proposed to the existing vehicular access, dropped kerb, or visibility splays serving the property.
- There is no reduction in functional off-street parking provision: 2 spaces existing, 2 spaces retained. The proposal will not generate any additional displacement of vehicle parking demand onto the public highway.
- Alderman Willey Close is a low-trafficked residential cul-de-sac and is not a strategic highway link.
- Public car parks managed by Wokingham Borough Council (Carnival Pool Multi-Storey, Easthampstead Road and Denmark Street) are available within easy walking distance for any occasional overflow needs (e.g. visitors).

On the basis of the above, no severe residual cumulative highway impact arises within the meaning of paragraph 111 of the NPPF. There is no highway-based reason to refuse the application.

8.0 Conclusion

This Parking Provisions Report demonstrates that the proposed development at 16 Alderman Willey Close, Wokingham, fully complies with the Wokingham Borough Council parking standards and gives rise to no adverse parking or highway impact:

- Two off-street driveway parking spaces are retained unaltered — there is no reduction in functional off-street parking provision compared to the existing arrangement.
- The retained two spaces meet the Wokingham parking standard for a dwelling of this size in this Town Centre (Zone A) location.
- The existing integral garage is, in practice, used as household storage rather than for vehicle parking, and would not in any event qualify as a parking space under modern dimensional standards.
- The site's exceptional sustainable location, approximately 100 m from Wokingham Railway Station, supports the proposed level of provision in accordance with NPPF paragraph 112.
- Sustainable transport enhancements — secure cycle parking for at least 2 bicycles, and an EV charging point at the driveway — are proposed and can be secured by planning condition if the Council considers this necessary.
- No alterations are proposed to the existing vehicular access or to the public highway, and no severe residual cumulative highway impact arises.

The proposal accords with paragraphs 110, 111 and 112 of the National Planning Policy Framework and with the Wokingham Borough Council parking standards. The application is suitable for approval and is respectfully recommended for the grant of planning permission accordingly.

— *End of Report* —