write up.

APPLICATION NO:
**F/2000/2091** 35

LOCATION:
**Land To Side Of 10 Duncan Drive, Wokingham.**

APPLICANT:
**Royal Mail**

PROPOSAL:
**Proposed erection of double postal pouch.**

EARLIEST DATE FOR DECISION: **01/09/2000**

**APPLICATION WILL HAVE EXPIRED ON:**
**25/09/2000**

CASE OFFICER: **Andrew Thorley**

APPLICATION NO:
**F/2000/2091**

**Of 10 Duncan Drive,**

APPROVED

**ection of double postal pouch.**

E FOR DECISION: **01/09/2000**

**ON WILL HAVE EXPIRED ON:**

R: **Andrew Thorley**

RAILEX
Marbleboard

EASIFILE EP7

# WOKINGHAM DISTRICT COUNCIL

## TOWN AND COUNTRY PLANNING ACTS

### Notification of Approval of Permission

**Royal Mail**
**Service Maintenance Manager**
**80 Caversham Road**
**READING**
**Berkshire**
**RG1 1AA**

**Application Number: F/2000/2091**

**Parish:** **WOKINGHAM**

**Location:** **Land to side of 10 Duncan Drive, Wokingham**

**Proposal:** **Proposed erection of double postal pouch.**

The Wokingham District Council in pursuance of their powers under the above Acts and Regulations hereby **Approve Permission** for carrying out the above development in accordance with the application and the accompanying plans submitted to the Council subject to compliance with the following conditions, the reasons for which are specified hereunder.

**Condition**
1. The development hereby permitted shall be begun before the expiration of five years from the date of this permission.

**Condition**
2. The hereby approved pouch will be powder coated in dark grey BS4800.

**Reason**
1. In pursuance of Section 91(1) of the Town and Country Planning Act 1990

**Reason**
2. To ensure a satisfactory external appearance.

**Informative**
1. Care should be taken to ensure that the location of the postal pouch and its subsequent use does not encroach onto private land. Wherever possible the pouch should be located such that access to it can be gained directly from a surfaced footpath and the location should ensure that pedestrian movements are not obstructed and lines of visibility for vehicular traffic are maintained.

**Informative**

2. You are advised, in compliance with The Town and Country Planning (General Development Procedure) (England) (Amendment) Order 2000, that the following policies and/or proposals in the development plan are relevant to this decision:

Berkshire Structure Plan Policy EN1
South East Area Local Plan Policies SBE1, SBE2, STV1, STV6
Deposit Draft Wokingham District Local Plan Policies WBE1, WOS2, WOS3

John Mitchell
Development Control Manager
Date: 09/11/2000

**If this notice grants permission to proceed with the proposal the applicant is reminded that it relates to planning permission only and does not constitute approval under any other legislation including Building Regulations.**

**Received by Wokingham District Council**

# Application No: F/2000/2091

**Proposal:**
Proposed erection of double postal pouch.

**Location:**
Land To Side Of 10, Duncan Drive, , Wokingham.

**The application is available for inspection at Wokingham District Council's offices during the following times:**

**PLANNING DEPARTMENT, SHUTE END, WOKINGHAM TEL (0118) 974 6428**
**8.30 - 5.00 Monday - Thursday & 8.30 - 4.00 Friday**

**WOODLEY LIBRARY HEADLEY ROAD WOODLEY (9.30am - 7.00pm Mon, Thurs & Fri. 9.30am - 5.00pm Tues, 9.30am - 1.00pm Saturday. closed all day Wednesday). If you intend to view this application at Woodley Library (see details above) please allow 4 days from the date of this notice for delivery of plans.**

**Comments should be sent in writing QUOTING THE APPLICATION NUMBER to the Case Officer Andrew Thorley P.O. Box 157 Council Offices, Shute End, Wokingham Berkshire, RG40 1WR to arrive on or before 01/09/2000. Written comments submitted will become available for public inspection.**

**In view of the very large number of planning applications and letters of comment received, it will not normally be possible for an individual reply to observations made. However any comments will be taken into account when the application is determined and you will be notified of the decision.**

**Head Planning and Transportation**

**08 August 2000**

Tel: 0118 974 6441

Date: 27/10/2000

My ref: F/2000/2091

**CONFIDENTIAL**

Councillor R Wyatt
33 Sturges Road
Wokingham
RG40 2HG


Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham


Dear Councillor

**Application Number: F/2000/2091**
**Land To Side Of 10, Duncan Drive, , Wokingham.**
**Proposed erection of double postal pouch.**

I write to let you know that the above mentioned application has been recommended for APPROVAL: ☑ REFUSAL: ☐ under delegated powers.

If you have any questions please do not hesitate to contact **Andrew Thorley** on **0118 974 6441**. If you then feel the application needs to be transferred to the next available Development Control Sub-Committee for decision please fill in the form below.
This form must be received no later than 06/11/2000

Yours faithfully

John Mitchell
Development Control Manager

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**LISTING FORM**
Case officer: **Andrew Thorley** Application Number: **F/2000/2091**
**Land To Side Of 10, Duncan Drive, , Wokingham.**
**Proposed erection of double postal pouch.**

Transfer: Yes ☐ No ☐
Reason for Transfer:

_____

_____

Signed: _____ Date: _____

Councillor R Wyatt

NB. It would be helpful for speedy decision making if you could respond, even if you do not wish this application to be transferred.

Tel: 0118 974 6441

Date: 27/10/2000

My ref: F/2000/2091

Environmental Services De partment
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

**CONFIDENTIAL**

Councillor J Green
102 Arnett Avenue
Finchampstead
RG40 4EE

Dear Councillor

**Application Number: F/2000/2091**
**Land To Side Of 10, Duncan Drive, , Wokingham.**
**Proposed erection of double postal pouch..**

I write to let you know that the above mentioned application has been recommended for APPROVAL: ☑ REFUSAL: ☐ under delegated powers.

If you have any questions please do not hesitate to contact **Andrew Thorley** on **0118 974 6441**. If you then feel the application needs to be transferred to the next available Development Control Sub-Committee for decision please contact the Councillor for your area responsible for planning matters as soon as possible

Yours faithfully

John Mitchell
Development Control Manager

**WORK SHEET FOR :** Andrew Thorley

**Application Number :** F/2000/2091

**Applicant :** Royal Mail .

**Location :** Land To Side Of 10, Duncan Drive, , Wokingham.
**Proposal :** Proposed erection of double postal pouch.

**Site Notice Displayed ? :**

| YES | NO | DATE |
|---|---|---|
| ✓ | | 3/10/00 |

**Date of Neighbour Notifications :** .....

**Date of Site Visit :** 3/10/00

**Date Registered : 31/07/2000**

**Earliest Date for Decision : 01/09/2000**

**Latest Consultation Date/Site Notice Expiry Date : 01/09/2000**

**This application <u>will have expired on</u>: <u>25/09/2000.</u> You need to make a decision 1 day prior to this date for this application to count as determined in less than 8 weeks.**

**Consultation Responses :**

Highways : No Objections

Property : No Objections

WTC : No Objections

Neighbours : No comments received

Ward Councillors : No Comments received

**Planning Issues :** (identified settlement)

1) Impact upon street scene

2) Highways.

Application Number: F/2000/2091

Appraisal:

**1) Impact on street scene /visual impact.**

No harm to street scene a minor piece of street furniture. Located to the back of the pavement edging the grass open space at the end of the turning head of Duncan Drive.

**2) Highways**

No objections.

**Recommendation : Approval:** [✓] **Refusal:** [ ]
(tick appropriate box)

**Application Number F/2000/2091**
**Conditions/~~Reasons for Refusal~~**

| No | Std Con | Std Reas | Non Std Conditions / ~~Reasons for Refusal~~ |
|---|---|---|---|
| | | | |

1. COO1 ROO1 'Full Permission' – 5 Years

Condition:
2. The hereby approved pouch will be powder coated in dark grey BS4800.

Reason:
2. To ensure a satisfactory external appearance.

INFORMATIVE:

Care should be taken to ensure that the location of the postal pouch and its subsequent use does not encroach onto private land. Wherever possible the pouch should be located such that access to it can be gained directly from a surfaced footpath and the location should ensure that pedestrian movements are not obstructed and lines of visibility for vehicular traffic are maintained.

N16 Relevant Policies

WDLP: WBE1, WOS2/3,
SEALP: SBE1/2, STV1, STV6.
BSP: EN1

# RECORD OF SITE VISIT

**SITE ADDRESS:** Land To Side Of 10 Duncan Drive Wokingham.

**APPLICATION NUMBER:** F/2000/2091

**OFFICER:** Andrew Thorley

**DATE OF SITE VISIT:** 3/10/08

**1 SITE/STATUTORY NOTICE DISPLAYED ?** Yes on lamp post

**2. DESCRIPTION OF SURROUNDINGS** Residential 1970/80s modern 2 storey detached housing, open plan front gardens, with front driveway accessing onto Duncan Drive. + Easthampstead Road.

**3. DESCRIPTION OF SITE/BUILDING** Cul-de-sac, hammer head turning. To the back of the pavement edging onto grass open space between Laurel bushes 1.5m high. Opposite No 96 Easthampstead Rd, access to double garage.

**4. RELATIONSHIP TO ADJOINING PROPERTIES**

Refer to Site Plan, Land backs onto Easthampstead Road, main road into Wokingham, (busy).

**5. SITE CONSTRAINTS**

**TREES**

**ACCESS/PARKING** — will not obstruct pedestrians or vehicles/cars movements

**LEVELS**

**BOUNDARY TREATMENT**

**OTHERS**

NB Approve.

# WOKINGHAM D.C. DEVELOPMENT CONTROL

| | |
|---|---|
| Start date: 31 JUL 2000 | |
| Officer: AT | Application No. F/2000/2091 |

Map No. ..... Site .....
Easting: ..... Flood Pln .....
Northing: ..... Mineral .....

Level: ☐ Sub Committee ☐ Delegated ☐ Sec. State
☐ Incorrect Fee ☐ Invalid ☐ PD

Description:
(F.) PROPOSED ERECTION OF DOUBLE POSTAL POUCH

Location: ~~NEAR~~ LAND TO SIDE OF NO 10 DUNCAN DRIVE

Parish: WOKINGHAM Ward: Wescott 8-8-2000.

Applicant: ROYAL MAIL

resubmission F/2000/0735 withdrawn

Fee Received 00-00 Required ..... Additional ..... Refund .....

Enforcement Section to be notified ☐ tick if required

**Additional information required for validation**

| | | Reason | Requested | Received |
|---|---|---|---|---|
| 1 | 1:2500 OS location plan showing property edged in blue/red | Red dot marked in wrong location (Andrew Close, not Duncan Drive) | ✓ | |
| 2 | 1:500 block plan showing existing & proposed dev. + adj. Properties | | | |
| 3 | Forms unsigned | | | |
| 4 | Correct S 66 certificate | | | |
| 5 | Elevation plans | | | |
| 6 | Floor plans | | | |
| 7 | Metric scale disclaimer | | | |
| 8 | Encroachment letter | | | |
| 9 | Miscellaneous | | | |

APPLN NO. _____

## ACTION REQUIRED BY DEVELOPMENT CONTROL

Conservation Area .....

Listed Building 1 2 2*

Advertisement Required .....

---

Date Site Notice Sent : 8.8.2000 Parish Council Informed - YES / NO

**INTERNAL CONSULTATIONS**

Building Control .....
Landscape .....
Trees .....
Conservation Officer .....
Environmental Health .....
Housing .....
Leisure & Cultural services .....
Public Rights of Way .....
Property ✓ .....
District Secretary (only if called in by SOS) .....
Policy & Plans .....
Strategic Planning (JSPU) .....
Minerals (BABTIE) .....
Archaeological Site (BABTIE) .....
Education .....
Social Services .....
Highways ✓ .....

**EXTERNAL CONSULTATIONS**

Adjacent D P A .....
Adjacent Parish .....
Southern Electricity Board .....
British Gas .....
PSA Oil Pipeline .....
Transco .....
Environment Agency .....

Rail Track .....
Police Arch. Liaison Officer .....

**HERITAGE BODIES**

The Georgian Group .....
Ancient Monuments Society .....
Council for British Arch. .....
RCHME .....
Telecommunications (NRPB) .....
Sport England .....

**OTHERS:**

.....
.....
.....

**NEIGHBOURS:**

S/N + 10 Duncan Drive
121, 117, 123, 96 Easthamstead Rd.

## WOKINGHAM TOWN COUNCIL CONSULTATION SHEET

**Case officer:** Andrew Thorley

**Application Number:** F/2000/2091

**Proposal:** Proposed erection of double postal pouch

**Site Address:** Land to side of 10 Duncan Drive, Wokingham

**Applicant:** Royal Mail

Your observations are required in respect of this application by **01/09/2000**

---

**No objections**

**SIGNED:** _____ **DATE:** 13/09//00

**CLERK TO Wokingham Town Council**

Tel. 0118 974 6441

Date: 08 August 2000

Your Ref:

My Ref: Andrew Thorley
F/2000/2091

The Owner/Occupier
117
Easthampstead Road
Wokingham
Berkshire

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

Dear Sir/Madam

**Application Number:** F/2000/2091

**Site Address:** Land To Side Of 10, Duncan Drive, Wokingham.

**Proposal:** Proposed erection of double postal pouch..

The Council has received an application to carry out the above development.

If you wish to see the plans and other details submitted you can do so at this office from 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.00 Friday or at Woodley Library, Headley Road, Woodley from 9.30am to 7.00pm Monday, Thursday and Friday, 9.30am to 5.00pm Tuesdays and 9.30am to 1.00pm Saturdays. The library is closed all day on Wednesdays. **If you intend to view this application at Woodley Library please allow 4 days from the date of this letter for delivery of plans.**

If you have any comments you would like to make before the application is determined, please reply in writing within 21 days from the date of this letter quoting Application Number **F/2000/2091** . Your comments will be considered by the planning officer before a decision is made and will be summerised in the committee report if the application is decided by committee. Where an application is to go to committee you will be told of the date and given the opportunity to speak at the meeting. Everybody who makes a comment will be told what decision is made.

**Please note that all comments made will be open to public inspection.**

Should you have any queries regarding this application please contact the planning officer, **Andrew Thorley**, on **0118 974 6441**.

Yours faithfully,

*John Mitchell*

John Mitchell
Development Control Manager

## HIGHWAYS CONSULTATION SHEET

**From:** Andrew Thorley **Date:** 08 August 2000

**Application Number:** F/2000/2091

**Proposal:** Proposed erection of double postal pouch.

**Parish:** WOKINGHAM TOWN

**Site Address:**
Land To Side Of 10, Duncan Drive, , Wokingham.

**Applicant:**
Royal Mail .

Your observations are required in respect of this application within **7 days** of the above date.

✓ below as applicable;

1) ☐ Recommend refusal for the reason(s) **stated below**;
2) ☐ Recommend approval but with condition(s) & reason(s) **stated below**;
3) ☑ Recommend approval with **no** condition(s) or reason(s).

**Signed:** _____ **Print name:** ADAM COSKINS

10/8/00

1769d

# YOUR PLANNING APPLICATION

## WHY DO YOU NEED TO MAKE A PLANNING APPLICATION ?

New buildings, major alterations and enlargement of existing buildings, and many changes in the use of buildings and land need planning permission.
The Town and Country Planning Acts impose a duty on Local Authorities to control these changes, and this means that a balance has to be found between the need and pressure for change, and the desire to protect the character of settlements and the countryside.
The merits of each application are, therefore, carefully examined.

## WHAT ELSE MAY YOU HAVE TO DO ?

**Listed Building Consent:** for works to a Listed Building; or for demolition works on land within the curtilage of a Listed Building or within a Conservation Area.

**Advertisement Consent:** for the display of advertisements or signs

**Building Regulation Approval:** for most new building or construction work.

Special forms are available for these types of applications.

You should also check whether there are any other regulations with which you may need to comply.

## WHAT HAPPENS TO THE APPLICATION ?

It will first be checked to see if it is complete and if it is, it will be registered.

Consultations will be carried out with public and other bodies, such as the Highway Authority, or Local Parish Councils.

Publicity may be given to allow local people the opportunity to comment on your proposals.

The application will be considered in relation to the Council's planning policies and guidelines, the past history of decisions on that site or in the locality, other standards (such as parking, or visibility at road junctions), and any other material considerations.

The site will be visited by a Planning Officer You may be asked to submit more information, or to amend your application.

The application will then be considered either by a Planning Committee or Sub Committee (made up of Councillors) or by the Chief Officer responsible for planning matters. Objections to an application will be taken into consideration by the Committee or the Chief Officer.

Shortly after the application has been determined, you will receive a Decision Notice.

## HOW LONG WILL IT TAKE ?

An application will generally be determined within eight weeks although a longer period may sometimes be required for a complicated application.

## WHAT SORT OF DECISION CAN BE MADE ?

Your application may be approved.

Your application may be approved subject to certain conditions. These could impose restictions on the use of land or buildings, or require further details to be approved at a later stage, (e.g. materials or landscaping).
You may appeal against the conditions, but this opens the entire permission to review by the Secretary of State.

Your application may be refused. The reason will be listed on the Decision Notice.

## WHAT HAPPENS IF THE APPLICATION IS REFUSED ?

You have the right to appeal against the refusal to the Secretary of State, but you have to do that within six months. Appeals can be dealt with by written representations by both sides, or by a Public Inquiry.
You may ask the Planning Officer whether an amended application would be more likely to receive planning permission.

**DATA PROTECTION ACT 1984**

'Information contained in this form is likely to be personal data within the terms of the Data Protection Act 1984, and as such will be held by the Council on computer (such as the PLANAPS applications processing system) and may be used by the Council only for purposes registered under the terms of the Data Protection Act.'

1769a

# WOKINGHAM DISTRICT COUNCIL
# PLANNING APPLICATION

PART 1

APPLICATION FOR PERMISSION TO CARRY OUT DEVELOPMENT - TOWN AND COUNTRY PLANNING ACTS

Please answer ALL QUESTIONS in BLOCK LETTERS. If a question is not applicable, answer N/A in space. Please submit SIX copies of this form and plans to:-

THE DISTRICT PLANNING OFFICER
WOKINGHAM DISTRICT COUNCIL
PLANNING DEPARTMENT
P O Box No. 157
COUNCIL OFFICES
SHUTE END
WOKINGHAM
BERKSHIRE, RG40 1WR

FOR OFFICE USE ONLY

31.JUL.2000* 2091

| | | |
|---|---|---|
| 1. | APPLICANT'S NAME | SERVICE MAINTENANCE MANAGER, Royal Mail |
| | ADDRESS | READING, 80 CAVERSHAM ROAD, READING |
| | POST CODE | RG1 1AA PHONE (0118) 9537285 |
| | AGENT'S NAME | |
| 2. If the applicant has an agent, all correspondence will be sent to the agent | ADDRESS | N/A |
| | POST CODE | PHONE |
| 3. On the plans show the SITE outlined in RED Show also OTHER land in the applicant's ownership or control in BLUE. | SITE LOCATION | AT END OF DUNCAN DRIVE (NEAR No 10) - SEE ATTACHED LIST. |
| 4. WHAT IS THE APPLICATION FOR ? Give brief details and state for what purpose this site and any buildings will be used. | | Postal Pouch Box (INSTALATION) - SEE ATTACHED LEAFLET. |
| 5. Give the area in hectares or part of a hectare | AREA OF SITE | N/A |
| 6. State the applicant's interest in the land e.g. owner, prospective purchaser, lessee | OWNERSHIP | NONE |
| 7. List all the plans and drawings submitted with the application | PLANS/DRAWINGS | 1:2500<br>1:500 |
| 8. DOES THE APPLICATION INVOLVE ANY OF THE FOLLOWING ? Tick the boxes(x) | CHANGE OF USE | ☐ N/A — REDEVELOPMENT ☐ |
| | ERECTION OF NEW BUILDING | ☐ ALTERATION or EXTENSION ☐ |
| 9. WHAT TYPE OF APPLICATION IS THIS ? Tick one box only | OUTLINE PERMISSION | ☐ See question 10 |
| | FULL PERMISSION | ☑ |
| | APPROVAL OF DETAILS/RESERVED MATTERS | ☐ State relevant outline permission number Also complete Question 10 |
| | TEMPORARY PERMISSION | ☐ State period required |
| | RELAXATION OF CONDITIONS | ☐ State relevant application number Conditions to be relaxed |
| 10. IF THIS IS AN OUTLINE APPLICATION OR AN APPROVAL OF RESERVED MATTERS, which details, if any, do you wish to be considered as part of this application ? | | N/A |
| | EXTERNAL APPEARANCE | ☐ SITING ☐ |
| | MEANS OF ACCESS | ☐ DESIGN ☐ |
| | | LANDSCAPING ☐ |

11. WHAT IS THE EXISTING USE OF THE LAND AND/OR BUILDING(S) e.g. residential, industrial, etc. If the site is vacant say so, and also state its previous use and when that ceased.

HIGHWAYS LAND

12. DOES A PUBLIC RIGHT OF WAY CROSS OR ABUT THE SITE OR THE PROPOSED ACCESS? ~~YES~~/NO — If yes, show existing route(s) and any proposed alternatives on the plans

13. ARE THERE ANY TREES ON THE SITE? IF YES, ARE ANY TO BE FELLED? ~~YES~~/NO — If yes, please show their positions, spread and species on the plans and which, if any, are to be felled.

14. STATE EXTERNAL MATERIALS TO BE USED.

NONE

15. HOW WILL THE SITE BE ENCLOSED? Say whether walls, fences or hedges, and give height, colour and materials. If the site is divided into plots, say how each is to be enclosed.

N/A

16. HOW WILL SURFACE WATER BE DISPOSED OF?

N/A

17. HOW WILL FOUL SEWAGE BE DISPOSED OF?

To existing system YES/NO

If no, please give details N/A

18. WHAT ARE THE ACCESS ARRANGEMENTS?
AS EXISTING
AS PROPOSED
Give details of pedestrian and vehicular access

N/A

19. HAS PROVISION BEEN MADE FOR THE DISABLED? See notes for applicants

N/A

20. IF THIS PROPOSAL INVOLVES RESIDENTIAL DEVELOPMENT OR THE LOSS OF RESIDENTIAL UNITS, COMPLETE THE FOLLOWING TABLE

| | No. OF DWELLINGS/HABITABLE ROOMS PROPOSED | TO BE RETAINED | TO BE LOST |
|---|---|---|---|
| HOUSE | | | |
| BUNGALOW | | N/A | |
| FLAT/MAISONETTE | | | |
| OTHER | | | |

* STATE No. OF HABITABLE ROOMS

21. DOES THE PROPOSAL INVOLVE ANY NON-RESIDENTIAL BUILDING OR USE? ~~YES~~/NO — If YES, complete Part 2 of the form

22. DOES THE PROPOSAL INVOLVE THE WINNING, WORKING OR PROCESSING OF MINERALS: THE DISPOSAL OF MINERAL WASTE, OR THE DEPOSIT OR PROCESSING OF REFUSE AND WASTE MATERIALS? ~~YES~~/NO — If YES, please ask for and complete Part 3 of the form

23. STATE THE FEE ENCLOSED WITH THIS APPLICATION The current scale of fees is enclosed. If you believe a reduced fee or no fee is payable, say why.

Nil (Resubmission of Application) (F/2000/0735)

I hereby apply for permission in respect of the particulars described above and in the attached plans and drawings. If planning permission is granted, the development must be carried out strictly in accordance with the approved plans. Failure to do so could result in enforcement action being taken. Permission under the Town & Country Planning Acts does not obviate the possible need to apply for Building Regulations approval.

SIGNED A. P. Mustoe ON BEHALF OF Royal Mail DATE 31-07-00

Before submitting the application check that it is complete, that all questions have been answered and that the site boundary and the new work are clearly edged in red on the plans. Every application must be accompanied by the appropriate certificate and fee. See "NOTES TO HELP APPLICANTS".



# PLANNING APPLICATION

PART 2

This part of the form need only be completed if the application involves non-residential development. Please answer all questions in print or block letters. If the answer is not applicable, write N/A in the space. You may wish to amplify your answers in a covering letter.

24. STATE THE GROSS FLOOR SPACE (by external measurement) OF ALL BUILDINGS TO WHICH THIS APPLICATION REFERS. Please give all floor areas in SQUARE METRES.

| | USE CLASS | Existing floor space: Retained in existing use | Existing floor space: Lost by change of use or demolition | Proposed additional floorspace created by: New building | Proposed additional floorspace created by: Change of use |
|---|---|---|---|---|---|
| A1 | SHOPS | | | | |
| A2 | FINANCIAL AND PROFESSIONAL SERVICES | | | | |
| A3 | FOOD AND DRINK | | | | |
| B1(a) | OFFICE (other than A2) | | | | |
| B1 (b) | RESEARCH AND DEVELOPMENT | | | | |
| B1 (c) | LIGHT INDUSTRIAL | | | | |
| B2 | GENERAL INDUSTRIAL | | | | |
| B3-7 | SPECIAL INDUSTRIAL | | | | |
| B8 | STORAGE OR DISTRIBUTION | | | | |
| C1 | HOTELS AND HOSTELS | | | | |
| C2 | RESIDENTIAL INSTITUTIONS | | | | |
| D1 | NON-RESIDENTIAL INSTITUTIONS | | | | |
| D2 | ASSEMBLY AND LEISURE | | | | |
| OTHER | Please Specify | | | | |
| OTHER | Please Specify | | | | |
| | TOTAL | | | | |

N/A

25. IF C1 OR C2 USE IS PROPOSED, PLEASE STATE NUMBER OF BED SPACES

N/A

26. WHAT PROVISION IS BEING MADE FOR PARKING?

| | Cars | Lorries |
|---|---|---|
| Existing | | |
| Proposed | N/A | |

27. DESCRIBE THE ACTIVITY OR PROCESSES TO BE CARRIED ON
Please provide details of any equipment, plant or machinery to be installed and any end products. You may wish to amplify your answers in a covering letter.

N/A

28. WHO WILL OCCUPY THE PREMISES?
a) Give the name and current operating address of the proposed occupier
b) Will these premises be vacated?

N/A

29. IF KNOWN, HOW MANY PEOPLE ARE LIKELY TO BE EMPLOYED ON SITE AFTER COMPLETION OF THE DEVELOPMENT?

| Existing Staff | Transferred Staff | New Staff | Total |
|---|---|---|---|
| | N/A | | |

30. DOES THE PROPOSAL INVOLVE THE USE OR STORAGE OF ANY OF THE HAZARDOUS SUBSTANCES LISTED IN THE NOTES?
If so, state this material, the quantity and method of storage.

NO

Before submitting the application check that it is complete, that all questions have been answered and that the site boundary and the new work are clearly edged in red on the plans. Every application must be accompanied by the appropriate certificate and fee. See "NOTES TO HELP APPLICANTS'.

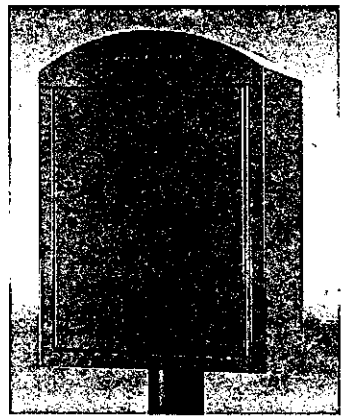
ROMEC Manufacturing

FURNITURE

# Second Delivery Pouch Box

## External storage box for delivery pouches

The free-standing second delivery pouch box offers secure storage for delivery pouches. Produced in robust sheet steel with Post Office approved locks, the box is highly durable and resistant to vandalism.



| Technical Specification | |
|---|---|
| *Single Box* | |
| Height: | 660mm |
| Width: | 450mm |
| Depth: | 400mm |

| Technical Specification | |
|---|---|
| *Double Box* | |
| Height: | 1000mm |
| Width: | 450mm |
| Depth: | 400mm |

*Royal Mail policy is for all Pouch Boxes to be free-standing. Mounted boxes are still available for independent customers.*

**PRODUCT CODES**

| Single Box | Double Box |
|---|---|
| Code 1270/001 | Code 1270/002 |
| *Also Available:* | |
| Standard Pedestal | Short Pedestal |
| Code 1270/005 | Code 1270/006 |

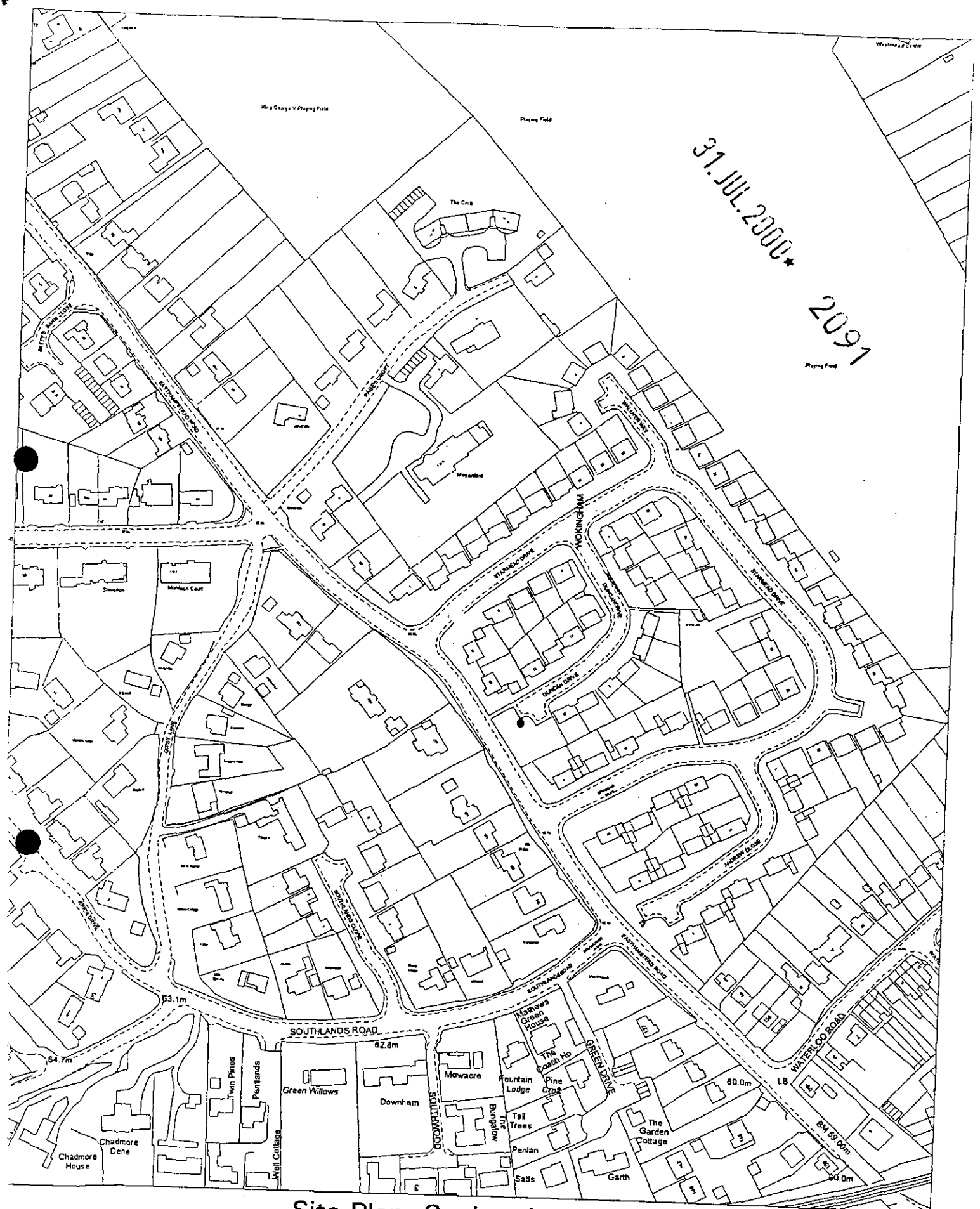
For more information on RoMEC's range of Products and Services...
Freephone 0800 61 65 62 Postline SW36 4QU

A part of The Post Office

## *Royal Mail Pouch Box [ Double ] Resubmission Application (Wokingham Area)*

| Box No | Address | Original Application Code No |
|---|---|---|
| R01 | Near No 99 St Pauls Gate | F/2000/0761 |
| R02 | Outside / Near No1 Brook Close | F/2000/0760 |
| R03 | At / Near No 1 Peregrine Court (Near Junction Of Swalloway & Chaffinch Close) | F/2000/0756 |
| R04 | At End Of Duncan Drive (Near No 10) | F/2000/0735 |
| R05 | Opposite No 4 Webb Court | F/2000/0727 |
| R06 | At / Near No 54 Crail Close | F/2000/0738 |
| R07 | Near Gas Govenor On Manor Road | F/2000/0773 |
| R08 | Opposite / Near No 8 Magnolia Way | F/2000/0739 |
| R09 | Opposite No 3 Sandy Lane | F/2000/0722 |
| R10 | At Junction Of Luckley Road & Luckley Wood | F/2000/0775 |
| R11 | Opposite No 50 Tangley Drive | F/2000/0774 |
| R12 | Opposite No 52 manor Road | F/2000/0771 |
| R13 | At Junction Of Sorrel Close & Campion Way | F/2000/0770 |
| R14 | Opposite No 63 Oaklands Drive | F/2000/0740 |
| R15 | Opposite No 3 Beanoak Road | F/2000/0748 |
| R16 | Opposite No 10 Lowther Road | F/2000/0762 |
| R17 | Adjacent To Rear Boundary of 3/4 Mindel Close (Sited On Culloden Way - Near Tree) | F/2000/0776 |
| R18 | Next To Footpath / Cut On All Saints Close Which Leads To Deacon Close | F/2000/0735 |
| R19 | Opposite No 14 Norreys Ave | F/2000/0724 |
| R20 | To The Rear Of 21/22 Sheriden Way Opposite No 9 | F/2000/0754 |
| R21 | Next To 144 Mathews - Green Rd | F/2000/0777 |
| R22 | At Junction Of Priest Av & London Road (Near 225 London Road) | F/2000/0743 |
| R23 | Opposite No 26 Commons Rd | F/2000/0768 |
| R24 | Near No 22 Ruskin Way (Next To Green Box & Lamp | F/2000/0759 |
| | | |

31.JUL.2000* 2091




Site Plan, Scale: 1 to 2500

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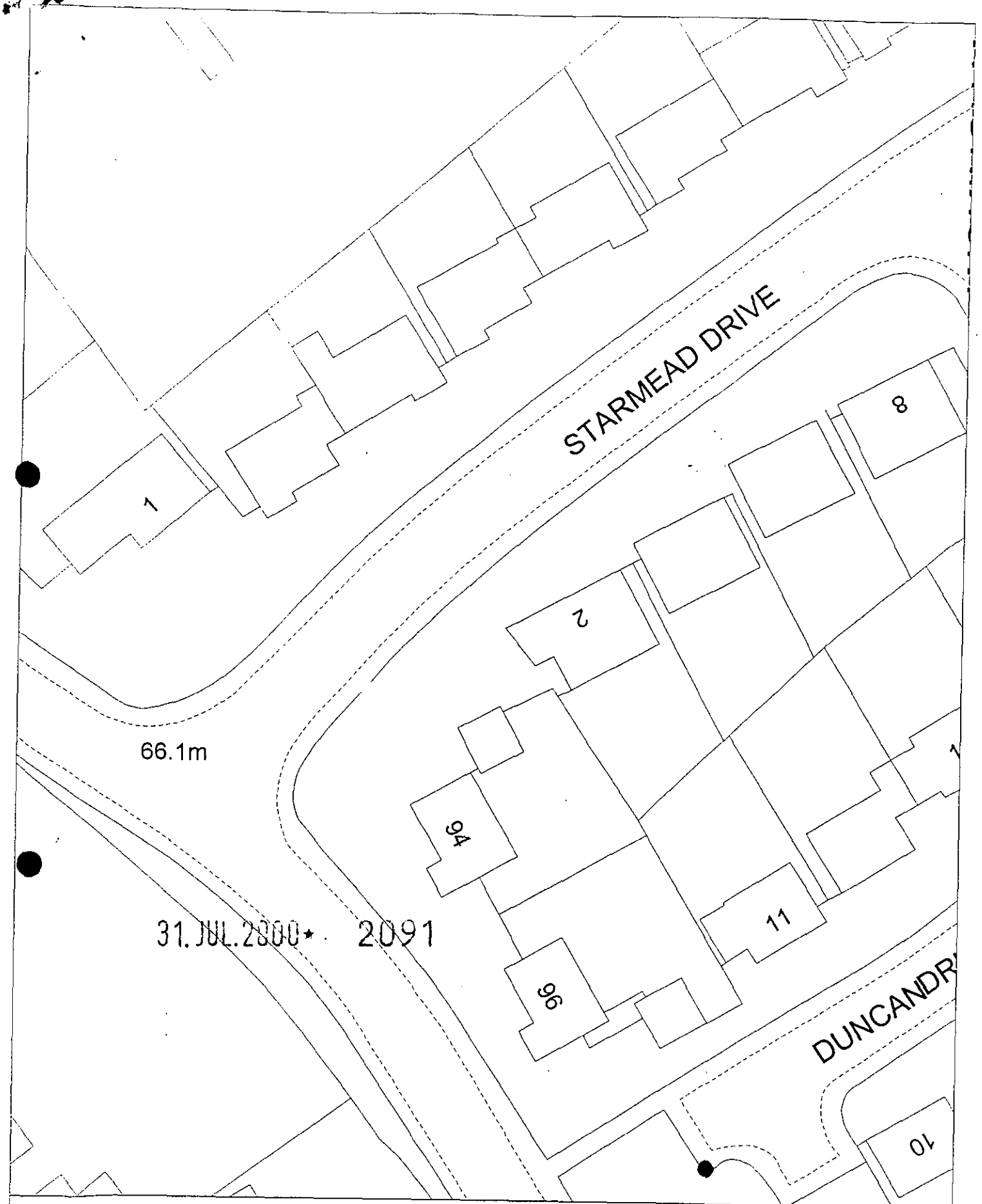
Date: 19 August 1999




Site Plan, Scale: 1 to 500

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Date: 19 August 1999

**To:**
**Property Dept**

**From:** Andrew Thorley

**Date:** 08 August 2000

**Application Number:** F/2000/2091

**Proposal:** Proposed erection of double postal pouch..




**Site Address:**
Land To Side Of 10, Duncan Drive, , Wokingham.

**Applicant:**
Royal Mail .

Your observations are required in respect of this application within **7 days** of the above date.

---

NJW

1769d

# YOUR PLANNING APPLICATION

## WHY DO YOU NEED TO MAKE A PLANNING APPLICATION ?

New buildings, major alterations and enlargement of existing buildings, and many changes in the use of buildings and land need planning permission.
The Town and Country Planning Acts impose a duty on Local Authorities to control these changes, and this means that a balance has to be found between the need and pressure for change, and the desire to protect the character of settlements and the countryside.
The merits of each application are, therefore, carefully examined.

## WHAT ELSE MAY YOU HAVE TO DO ?

| | |
|---|---|
| Listed Building Consent: | for works to a Listed Building; or for demolition works on land within the curtilage of a Listed Building or within a Conservation Area. |
| Advertisement Consent: | for the display of advertisements or signs |
| Building Regulation Approval: | for most new building or construction work. |

Special forms are available for these types of applications.

You should also check whether there are any other regulations with which you may need to comply.

## WHAT HAPPENS TO THE APPLICATION ?

It will first be checked to see if it is complete and if it is, it will be registered.

Consultations will be carried out with public and other bodies, such as the Highway Authority, or Local Parish Councils.

Publicity may be given to allow local people the opportunity to comment on your proposals.

The application will be considered in relation to the Council's planning policies and guidelines, the past history of decisions on that site or in the locality, other standards (such as parking, or visibility at road junctions), and any other material considerations.

The site will be visited by a Planning Officer You may be asked to submit more information, or to amend your application.

The application will then be considered either by a Planning Committee or Sub Committee (made up of Councillors) or bythe Chief Officerresponsible for planning matters. Objections to an application will be taken into consideration by the Committee or the Chief Officer.

Shortly after the application has been determined, you will receive a Decision Notice.

## HOW LONG WILL IT TAKE ?

An application will generally be determined within eight weeks although a longer period may sometimes be required for a complicated application.

## WHAT SORT OF DECISION CAN BE MADE ?

Your application may be approved.

Your application may be approved subject to certain conditions. These could impose restictions on the use of land or buildings, or require further details to be approved at a later stage, (e.g. materials or landscaping).
You may appeal against the conditions, but this opens the entire permission to review by the Secretary of State.

Your application may be refused. The reason will be listed on the Decision Notice.

## WHAT HAPPENS IF THE APPLICATION IS REFUSED ?

You have the right to appeal against the refusal to the Secretary of State, but you have to do that within six months. Appeals can be dealt with by written representations by both sides, or by a Public Inquiry.
You may ask the Planning Officer whether an amended application would be more likely to receive planning permission.

**DATA PROTECTION ACT 1984**

'Information contained in this form is likely to be personal data within the terms of the Data Protection Act 1984, and as such will be held by the Council on computer (such as the PLANAPS applications processing system) and may be used by the Council only for purposes registered under the terms of the Data Protection Act.'

1769a

# WOKINGHAM DISTRICT COUNCIL
# PLANNING APPLICATION

PART 1

APPLICATION FOR PERMISSION TO CARRY OUT DEVELOPMENT - TOWN AND COUNTRY PLANNING ACTS

Please answer ALL QUESTIONS in BLOCK LETTERS. If a question is not applicable, answer N/A in space. Please submit SIX copies of this form and plans to:-

THE DISTRICT PLANNING OFFICER
WOKINGHAM DISTRICT COUNCIL
PLANNING DEPARTMENT
P O Box No. 157
COUNCIL OFFICES
SHUTE END
WOKINGHAM
BERKSHIRE. RG40 1WR

FOR OFFICE USE ONLY

31.JUL.2000 2091

| | | |
|---|---|---|
| 1. | APPLICANT'S NAME | Service Maintenance Manager, Royal Mail |
| | ADDRESS | Reading, 80 Caversham Road, Reading |
| | POST CODE | RG1 1AA PHONE (0118) 9537285 |
| 2. If the applicant has an agent, all correspondence will be sent to the agent | AGENT'S NAME | |
| | ADDRESS | N/A |
| | POST CODE | PHONE |
| 3. On the plans show the SITE outlined in RED Show also OTHER land in the applicant's ownership or control in BLUE. | SITE LOCATION | At end of Duncan Drive (near No 10) - See Attached List |
| 4. WHAT IS THE APPLICATION FOR ? Give brief details and state for what purpose this site and any buildings will be used. | | Postal Pouch Box (installation) - See Attached Leaflet. |
| 5. Give the area in hectares or part of a hectare | AREA OF SITE | N/A |
| 6. State the applicant's interest in the land e.g. owner, prospective purchaser, lessee | OWNERSHIP | None |
| 7. List all the plans and drawings submitted with the application | PLANS/DRAWINGS | 1:2500<br>1:500 |

8. DOES THE APPLICATION INVOLVE ANY OF THE FOLLOWING ?
Tick the boxes(x)

| | | | |
|---|---|---|---|
| CHANGE OF USE | ☐ | N/A | REDEVELOPMENT ☐ |
| ERECTION OF NEW BUILDING | ☐ | | ALTERATION or EXTENSION ☐ |

9. WHAT TYPE OF APPLICATION IS THIS ?
Tick one box only

| | | |
|---|---|---|
| OUTLINE PERMISSION | ☐ | See question 10 |
| FULL PERMISSION | ☑ | |
| APPROVAL OF DETAILS/RESERVED MATTERS | ☐ | State relevant outline permission number Also complete Question 10 |
| TEMPORARY PERMISSION | ☐ | State period required |
| RELAXATION OF CONDITIONS | ☐ | State relevant application number Conditions to be relaxed |

10. IF THIS IS AN OUTLINE APPLICATION OR AN APPROVAL OF RESERVED MATTERS, which details, if any, do you wish to be considered as part of this application ?

N/A

| | | | |
|---|---|---|---|
| EXTERNAL APPEARANCE | ☐ | SITING | ☐ |
| MEANS OF ACCESS | ☐ | DESIGN | ☐ |
| | | LANDSCAPING | ☐ |

11. WHAT IS THE EXISTING USE OF THE LAND AND/OR BUILDING(S)
e.g. residential, industrial, etc. If the site is vacant say so, and also state its previous use and when that ceased.
HIGHWAYS LAND

12. DOES A PUBLIC RIGHT OF WAY CROSS OR ABUT THE SITE OR THE PROPOSED ACCESS? ~~YES~~/NO — If yes, show existing route(s) and any proposed alternatives on the plans

13. ARE THERE ANY TREES ON THE SITE? IF YES, ARE ANY TO BE FELLED? ~~YES~~/NO — If yes, please show their positions, spread and species on the plans and which, if any, are to be felled.

14. STATE EXTERNAL MATERIALS TO BE USED.
NONE

15. HOW WILL THE SITE BE ENCLOSED?
Say whether walls, fences or hedges, and give height, colour and materials. If the site is divided into plots, say how each is to be enclosed.
N/A

16. HOW WILL SURFACE WATER BE DISPOSED OF?
N/A

17. HOW WILL FOUL SEWAGE BE DISPOSED OF?
To existing system YES/NO
If no, please give details N/A

18. WHAT ARE THE ACCESS ARRANGEMENTS?
AS EXISTING
AS PROPOSED
Give details of pedestrian and vehicular access
N/A

19. HAS PROVISION BEEN MADE FOR THE DISABLED?
See notes for applicants
N/A

20. IF THIS PROPOSAL INVOLVES RESIDENTIAL DEVELOPMENT OR THE LOSS OF RESIDENTIAL UNITS, COMPLETE THE FOLLOWING TABLE

| | No. OF DWELLINGS/HABITABLE ROOMS PROPOSED | TO BE RETAINED | TO BE LOST |
|---|---|---|---|
| HOUSE | | | |
| BUNGALOW | | N/A | |
| FLAT/MAISONETTE | | | |
| OTHER | | | |

* STATE No. OF HABITABLE ROOMS

21. DOES THE PROPOSAL INVOLVE ANY NON-RESIDENTIAL BUILDING OR USE? ~~YES~~/NO — If YES, complete Part 2 of the form

22. DOES THE PROPOSAL INVOLVE THE WINNING, WORKING OR PROCESSING OF MINERALS: THE DISPOSAL OF MINERAL WASTE, OR THE DEPOSIT OR PROCESSING OF REFUSE AND WASTE MATERIALS? ~~YES~~/NO — If YES, please ask for and complete Part 3 of the form

23. STATE THE FEE ENCLOSED WITH THIS APPLICATION
The current scale of fees is enclosed. If you believe a reduced fee or no fee is payable, say why.
Nil (Resubmission of Application) (F1200/0735)

I hereby apply for permission in respect of the particulars described above and in the attached plans and drawings. If planning permission is granted, the development must be carried out strictly in accordance with the approved plans. Failure to do so could result in enforcement action being taken. Permission under the Town & Country Planning Acts does not obviate the possible need to apply for Building Regulations approval.

SIGNED A.P. Hall ON BEHALF OF Royal Mail DATE 31-07-00

Before submitting the application check that it is complete, that all questions have been answered and that the site boundary and the new work are clearly edged in red on the plans. Every application must be accompanied by the appropriate certificate and fee. See "NOTES TO HELP APPLICANTS".



# PLANNING APPLICATION — PART 2

This part of the form need only be completed if the application involves non-residential development. Please answer all questions in print or block letters. If the answer is not applicable, write N/A in the space. You may wish to amplify your answers in a covering letter.

24. STATE THE GROSS FLOOR SPACE (by external measurement) OF ALL BUILDINGS TO WHICH THIS APPLICATION REFERS.
Please give all floor areas in SQUARE METRES.

| | USE CLASS | Existing floor space: Retained in existing use | Existing floor space: Lost by change of use or demolition | Proposed additional floorspace created by: New building | Proposed additional floorspace created by: Change of use |
|---|---|---|---|---|---|
| A1 | SHOPS | | | | |
| A2 | FINANCIAL AND PROFESSIONAL SERVICES | | | | |
| A3 | FOOD AND DRINK | | | | |
| B1(a) | OFFICE (other than A2) | | | | |
| B1 (b) | RESEARCH AND DEVELOPMENT | | | | |
| B1 (c) | LIGHT INDUSTRIAL | | | N/A | |
| B2 | GENERAL INDUSTRIAL | | | | |
| B3-7 | SPECIAL INDUSTRIAL | | | | |
| B8 | STORAGE OR DISTRIBUTION | | | | |
| C1 | HOTELS AND HOSTELS | | | | |
| C2 | RESIDENTIAL INSTITUTIONS | | | | |
| D1 | NON-RESIDENTIAL INSTITUTIONS | | | | |
| D2 | ASSEMBLY AND LEISURE | | | | |
| OTHER | Please Specify | | | | |
| OTHER | Please Specify | | | | |
| | TOTAL | | | | |

25. IF C1 OR C2 USE IS PROPOSED, PLEASE STATE NUMBER OF BED SPACES
N/A

26. WHAT PROVISION IS BEING MADE FOR PARKING?

| | Cars | Lorries |
|---|---|---|
| Existing | | |
| Proposed | N/A | |

27. DESCRIBE THE ACTIVITY OR PROCESSES TO BE CARRIED ON
Please provide details of any equipment, plant or machinery to be installed and any end products. You may wish to amplify your answers in a covering letter.
N/A

28. WHO WILL OCCUPY THE PREMISES?
a) Give the name and current operating address of the proposed occupier
b) Will these premises be vacated?
N/A

29. IF KNOWN, HOW MANY PEOPLE ARE LIKELY TO BE EMPLOYED ON SITE AFTER COMPLETION OF THE DEVELOPMENT?

| Existing Staff | Transferred Staff | New Staff | Total |
|---|---|---|---|
| | N/A | | |

30. DOES THE PROPOSAL INVOLVE THE USE OR STORAGE OF ANY OF THE HAZARDOUS SUBSTANCES LISTED IN THE NOTES?
If so, state this material, the quantity and method of storage.
NO

Before submitting the application check that it is complete, that all questions have been answered and that the site boundary and the new work are clearly edged in red on the plans. Every application must be accompanied by the appropriate certificate and fee. See "NOTES TO HELP APPLICANTS'.

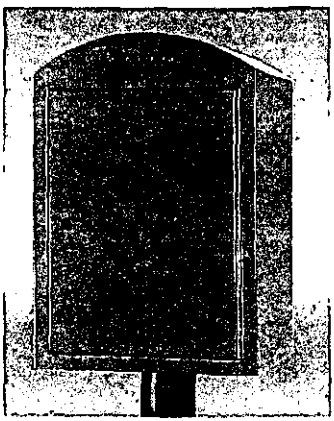
ROMEC Manufacturing

FURNITURE

# Second Delivery Pouch Box

## External storage box for delivery pouches

The free-standing second delivery pouch box offers secure storage for delivery pouches. Produced in robust sheet steel with Post Office approved locks, the box is highly durable and resistant to vandalism.



| Technical Specification | |
|---|---|
| *Single Box* | |
| Height: | 660mm |
| Width: | 450mm |
| Depth: | 400mm |

| Technical Specification | |
|---|---|
| *Double Box* | |
| Height: | 1000mm |
| Width: | 450mm |
| Depth: | 400mm |

*Royal Mail policy is for all Pouch Boxes to be free-standing. Mounted boxes are still available for independent customers.*

**PRODUCT CODES**

Single Box
Code 1270/001
*Also Available:*
Standard Pedestal
Code 1270/005

Double Box
Code 1270/002

Short Pedestal
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For more information on ROMEC's range of Products and Services...
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A part of The Post Office

## *Royal Mail Pouch Box [ Double ] Resubmission Application (Wokingham Area)*

| Box No | Address | Original Application Code No |
|---|---|---|
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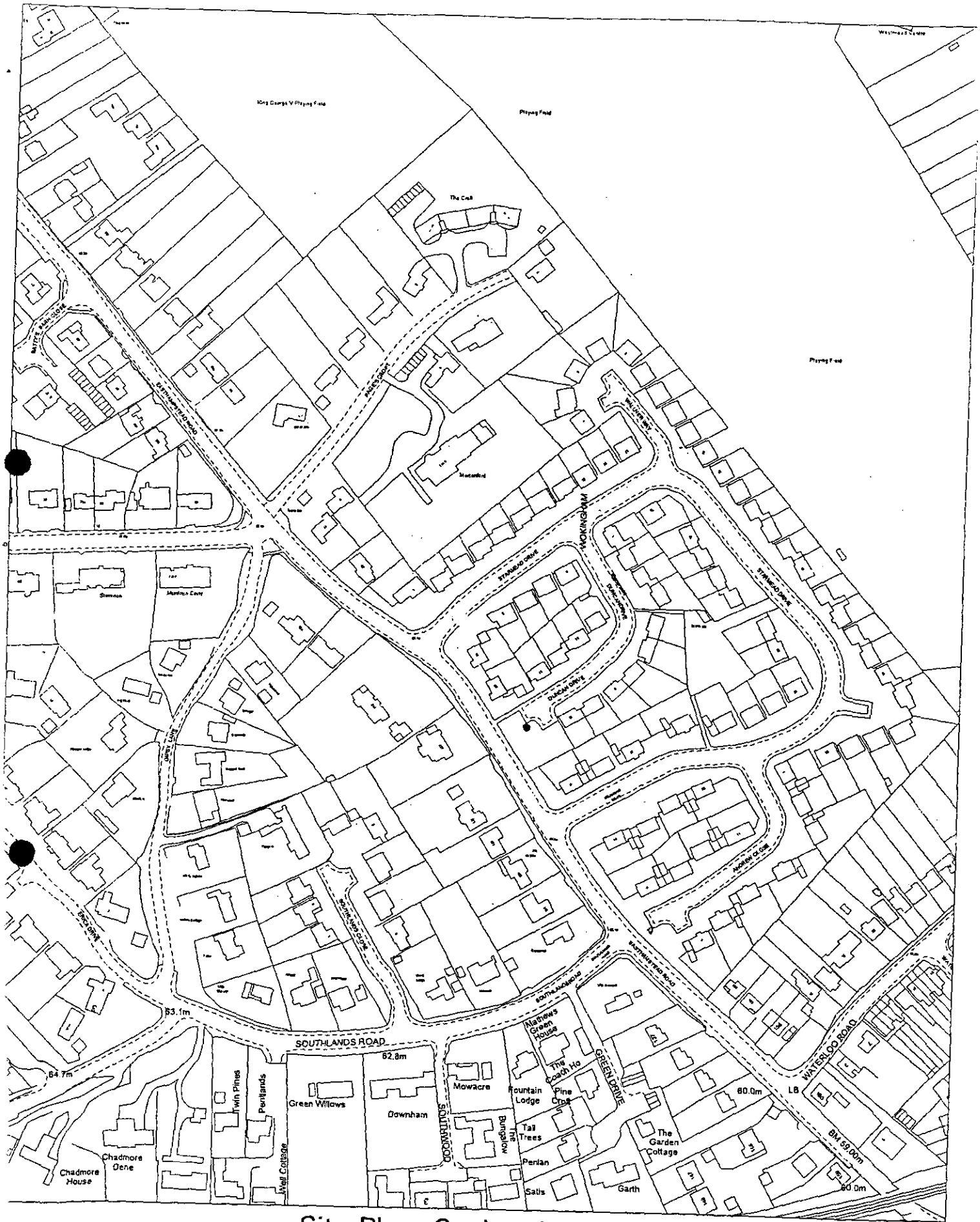
| R24 | Near No 22 Ruskin Way (Next To Green Box & Lamp | F/2000/0759 |
| | | |

31.JUL.2000* 2091




# Site Plan, Scale: 1 to 2500

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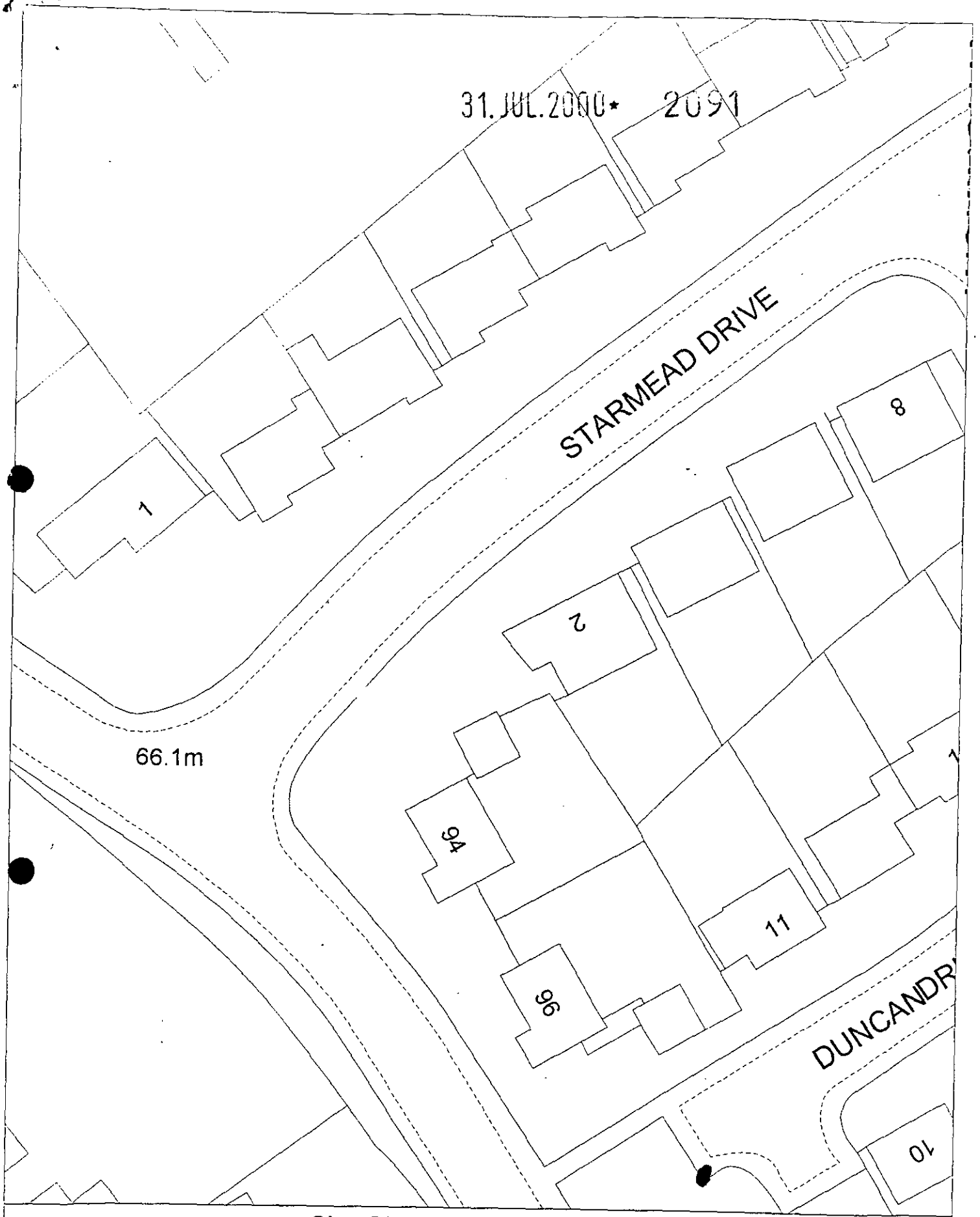
Date: 19 August 1999




Site Plan, Scale: 1 to 500

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Date: 19 August 1999

1789/a

# SECTION 66 CERTIFICATE

31.JUL.2000* 2091

Application No.

**Please fill in both Certificate A, B, C or D and the Agricultural Holdings Certificate. Delete sections not relevant.**

(a) "Owner" means a person having a freehold interest or leasehold interest the unexpired term of which is not less than 7 years.

**OR**

+ See Note (a) to Certificate A

**OR**

(b) Insert description of steps taken.

(c) Name of local newspaper circulating in the area where the land is situated.

(d) Date of publication (which must be not earlier than the beginning of the period of 21 days ending with the date of the application).

## CERTIFICATE A

I certify that:

at the beginning of the period of 21 days ending with the date of the accompanying application, nobody, except the applicant, was the owner of (a) of any part of the land to which the application relates.

## CERTIFICATE B

I certify that:

I have/The applicant has* given the required notice to everyone else who, at the beginning of the period of 21 days ending with the date of the accompanying application was the owner (a) of any part of the land to which the application relates, as listed below.

| Owner's(a) name | Address at which notice was served | Date on which notice was served |
|---|---|---|
| HIGHWAYS DEPARTMENT | WOKINGHAM DISTRICT COUNCIL | 31-07-00 |

## CERTIFICATE C

I certify that

- I/The applicant* cannot issued a certificate in accordance with either paragraph (a) or paragraph (b) of Section 66(1) of the Act in respect of the accompanying application.

- I have/The applicant has* given the required notice to the persons specified below, being persons who at the beginning of the period of 21 days ending with the date of the application were owners (a) of any part of the land to which the application relates.

| Owner's(a) name | Address at which notice was served | Date on which notice was served |
|---|---|---|
| | | |

- I have/The applicant has* taken all reasonable steps open to me/him/her* to find out the names and addresses of the other owners (a) of the land, or of a part of it, but have/has* been unable to do so. These steps were as follows:

  (b) . . . . . .

  . . . . . .

- Notice of the application as attached to this Certificate, has been published in

  the (c) . . . . . .

  on (d) . . . . . .

1789/b

## CERTIFICATE D

I certify that

● I/The applicant cannot issue a certificate in accordance with paragraph (a) of Section 66 of the Act in respect of the accompanying application.

**OR**

● I/The applicant have/has taken all reasonable steps open to me/him/her to find out the names and addresses of everyone else who, at the beginning of the period of 21 days beginning with the date of application was the owner (a) of any part of the land to which the application relates, but have/has been unable to do so. These steps were as follows:

(b) . . . . . .

. . . . . .

(b) Insert description of steps taken

(c) Insert name of local newspaper circulating in the area where the land is situated.

(d) Insert date of publication (which must not be earlier than the beginning of the period of 21 days ending with the date of the application).

● Notice of the application as attached to this Certificate, has been published in the (c) . . . . . .

on (d) . . . . . .

---

## ALL APPLICANTS MUST COMPLETE THIS SECTION

If any of the site is part of an area of land which is let or there is an agreement to let the land for agricultural purposes to a tenant, it may be an agricultural holding. Further advice may be obtained from the Department.

### Agricultural Holdings Certificate

***One or other section must be crossed through as not applicable.***

If the applicant is the sole agricultural tenant he or she must delete the first alternative and insert "not applicable" as the information required by the second alternative.

● None of the land to which the application relates is, or is part of, an agricultural holding.

**OR**

● I have/The applicant has given the required notice to every person other than my/him/herself who, at the beginning of the period of 21 days ending with the date of the application, was a tenant of an agricultural holding on all or part of the land to which the application relates, as follows:

| Tenant's name | Address at which notice was served | Date on which notice was served |
|---|---|---|
| | | |

Signed . . P.P. . . . . .

On behalf of . . Royal Mail . . . . . .

Date . . 31-07-00 . . . . . .

**TOWN AND COUNTRY PLANNING ACT, 1990**
**TOWN & COUNTRY PLANNING GENERAL DEVELOPMENT ORDER 1988**
*Certificate under Section 66*

STREET FURNITURE

# Second Delivery Pouch Box

## External storage box for delivery pouches

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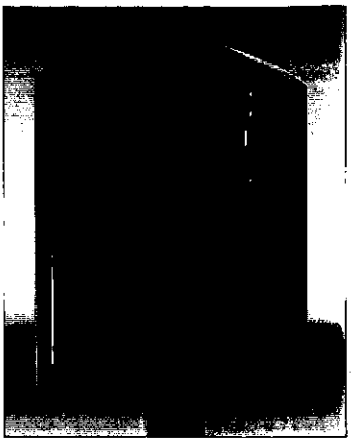

| Technical Specification | |
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| R09 | Opposite No 3 Sandy Lane | F/2000/0722 |
| R10 | At Junction Of Luckley Road & Luckley Wood | F/2000/0775 |
| R11 | Opposite No 50 Tangley Drive | F/2000/0774 |
| R12 | Opposite No 52 manor Road | F/2000/0771 |
| R13 | At Junction Of Sorrel Close & Campion Way | F/2000/0770 |
| R14 | Opposite No 63 Oaklands Drive | F/2000/0740 |
| R15 | Opposite No 3 Beanoak Road | F/2000/0748 |
| R16 | Opposite No 10 Lowther Road | F/2000/0762 |
| R17 | Adjacent To Rear Boundary of 3/4 Mindel Close (Sited On Culloden Way - Near Tree) | F/2000/0776 |
| R18 | Next To Footpath / Cut On All Saints Close Which Leads To Deacon Close | F/2000/0735 |
| R19 | Opposite No 14 Norreys Ave | F/2000/0724 |
| R20 | To The Rear Of 21/22 Sheriden Way Opposite No 9 | F/2000/0754 |
| R21 | Next To 144 Mathews - Green Rd | F/2000/0777 |
| R22 | At Junction Of Priest Av & London Road (Near 225 London Road) | F/2000/0743 |
| R23 | Opposite No 26 Commons Rd | F/2000/0768 |
| R24 | Near No 22 Ruskin Way (Next To Green Box & Lamp | F/2000/0759 |
| | | |

31.JUL.2000* 2091

1769d

# YOUR PLANNING APPLICATION

## WHY DO YOU NEED TO MAKE A PLANNING APPLICATION ?

New buildings, major alterations and enlargement of existing buildings, and many changes in the use of buildings and land need planning permission.
The Town and Country Planning Acts impose a duty on Local Authorities to control these changes, and this means that a balance has to be found between the need and pressure for change, and the desire to protect the character of settlements and the countryside.
The merits of each application are, therefore, carefully examined.

## WHAT ELSE MAY YOU HAVE TO DO ?

| | |
|---|---|
| Listed Building Consent: | for works to a Listed Building; or for demolition works on land within the curtilage of a Listed Building or within a Conservation Area. |
| Advertisement Consent: | for the display of advertisements or signs |
| Building Regulation Approval: | for most new building or construction work. |

*Special forms are available for these types of applications.*

You should also check whether there are any other regulations with which you may need to comply.

## WHAT HAPPENS TO THE APPLICATION ?

It will first be checked to see if it is complete and if it is, it will be registered.

*Consultations will be carried out with public and other bodies, such as the Highway Authority, or Local Parish Councils.*

Publicity may be given to allow local people the opportunity to comment on your proposals.

The application will be considered in relation to the Council's planning policies and guidelines, the past history of decisions on that site or in the locality, other standards (such as parking, or visibility at road junctions), and any other material considerations.

The site will be visited by a Planning Officer You may be asked to submit more information, or to amend your application.

The application will then be considered either by a Planning Committee or Sub Committee (made up of Councillors) or bythe Chief Officerresponsible for planning matters. Objections to an application will be taken into consideration by the Committee or the Chief Officer.

Shortly after the application has been determined, you will receive a Decision Notice.

## HOW LONG WILL IT TAKE ?

An application will generally be determined within eight weeks although a longer period may sometimes be required for a complicated application.

## WHAT SORT OF DECISION CAN BE MADE ?

*Your application may be approved.*

Your application may be approved subject to certain conditions. These could impose restictions on the use of land or buildings, or require further details to be approved at a later stage, (e.g. materials or landscaping).
*You may appeal against the conditions, but this opens the entire permission to review by the Secretary of State.*

Your application may be refused. The reason will be listed on the Decision Notice.

## WHAT HAPPENS IF THE APPLICATION IS REFUSED ?

You have the right to appeal against the refusal to the Secretary of State, but you have to do that within six months. Appeals can be dealt with by written representations by both sides, or by a Public Inquiry.
You may ask the Planning Officer whether an amended application would be more likely to receive planning permission.

**DATA PROTECTION ACT 1984**

'Information contained in this form is likely to be personal data within the terms of the Data Protection Act 1984, and as *such will be held by the Council on computer (such as the PLANAPS applications processing system)* and may be used by the Council only for purposes registered under the terms of the Data Protection Act.'

1769a

# WOKINGHAM DISTRICT COUNCIL
# PLANNING APPLICATION

PART 1

**APPLICATION FOR PERMISSION TO CARRY OUT DEVELOPMENT - TOWN AND COUNTRY PLANNING ACTS**

Please answer **ALL QUESTIONS** in **BLOCK LETTERS.** If a question is not applicable, answer **N/A** in space. Please submit **SIX** copies of this form and plans to:-

THE DISTRICT PLANNING OFFICER
WOKINGHAM DISTRICT COUNCIL
PLANNING DEPARTMENT
P O Box No. 157
COUNCIL OFFICES
SHUTE END
WOKINGHAM
BERKSHIRE, RG40 1WR

**FOR OFFICE USE ONLY**
31.JUL.2000* 2091

| | | |
|---|---|---|
| 1. | APPLICANT'S NAME | Service Maintenance Manager, Royal Mail |
| | ADDRESS | Reading, 80 Caversham Road, Reading |
| | POST CODE | RG1 1AA PHONE (0118) 9637285 |
| If the applicant has an agent, all correspondence will be sent to the agent | AGENT'S NAME | |
| | ADDRESS | N/A |
| | POST CODE | PHONE |
| 3. On the plans show the SITE outlined in RED Show also OTHER land in the applicant's ownership or control in BLUE. | SITE LOCATION | At end of Duncan Drive (near No 10) - See Attached List. Postal Pouch Box (instalation) - See Attached Leaflet. |
| 4. WHAT IS THE APPLICATION FOR ? Give brief details and state for what purpose this site and any buildings will be used. | | |
| 5. Give the area in hectares or part of a hectare | AREA OF SITE | N/A |
| 6. State the applicant's interest in the land e.g. owner, prospective purchaser, lessee | OWNERSHIP | None |
| 7. List all the plans and drawings submitted with the application | PLANS/DRAWINGS | 1:2500<br>1:500 |

| | | | | |
|---|---|---|---|---|
| 8. DOES THE APPLICATION INVOLVE ANY OF THE FOLLOWING ? Tick the boxes(x) | CHANGE OF USE | ☐ | REDEVELOPMENT | ☐ |
| | | N/A | | |
| | ERECTION OF NEW BUILDING | ☐ | ALTERATION or EXTENSION | ☐ |

| | | | |
|---|---|---|---|
| 9. WHAT TYPE OF APPLICATION IS THIS ? Tick one box only | OUTLINE PERMISSION | ☐ | See question 10 |
| | FULL PERMISSION | ☑ | |
| | APPROVAL OF DETAILS/RESERVED MATTERS | ☐ | State relevant outline permission number Also complete Question 10 |
| | TEMPORARY PERMISSION | ☐ | State period required |
| | RELAXATION OF CONDITIONS | ☐ | State relevant application number Conditions to be relaxed |

| | | | | |
|---|---|---|---|---|
| 10. IF THIS IS AN OUTLINE APPLICATION OR AN APPROVAL OF RESERVED MATTERS, which details, if any, do you wish to be considered as part of this application ? | | N/A | SITING | ☐ |
| | EXTERNAL APPEARANCE | ☐ | DESIGN | ☐ |
| | MEANS OF ACCESS | ☐ | LANDSCAPING | ☐ |

11. WHAT IS THE EXISTING USE OF THE LAND AND/OR BUILDING(S)
e.g. residential, industrial, etc. If the site is vacant say so, and also state its previous use and when that ceased.

HIGHWAYS LAND

12. DOES A PUBLIC RIGHT OF WAY CROSS OR ABUT THE SITE OR THE PROPOSED ACCESS? ~~YES~~/NO — If yes, show existing route(s) and any proposed alternatives on the plans

13. ARE THERE ANY TREES ON THE SITE? IF YES, ARE ANY TO BE FELLED? YES/NO — If yes, please show their positions, spread and species on the plans and which, if any, are to be felled.

14. STATE EXTERNAL MATERIALS TO BE USED.

NONE

15. HOW WILL THE SITE BE ENCLOSED?
Say whether walls, fences or hedges, and give height, colour and materials. If the site is divided into plots, say how each is to be enclosed.

N/A

16. HOW WILL SURFACE WATER BE DISPOSED OF?

N/A

17. HOW WILL FOUL SEWAGE BE DISPOSED OF?

To existing system YES/NO N/A

If no, please give details

18. WHAT ARE THE ACCESS ARRANGEMENTS?
AS EXISTING
AS PROPOSED
Give details of pedestrian and vehicular access

N/A

19. HAS PROVISION BEEN MADE FOR THE DISABLED?
See notes for applicants

N/A

20. IF THIS PROPOSAL INVOLVES RESIDENTIAL DEVELOPMENT OR THE LOSS OF RESIDENTIAL UNITS, COMPLETE THE FOLLOWING TABLE

| | No. OF DWELLINGS/HABITABLE ROOMS PROPOSED | TO BE RETAINED | TO BE LOST |
|---|---|---|---|
| HOUSE | * | * | * |
| BUNGALOW | * | * | * |
| FLAT/MAISONETTE | * | N/A | * |
| OTHER | * | * | * |

* STATE No. OF HABITABLE ROOMS

21. DOES THE PROPOSAL INVOLVE ANY NON-RESIDENTIAL BUILDING OR USE? ~~YES~~/NO — If YES, complete Part 2 of the form

22. DOES THE PROPOSAL INVOLVE THE WINNING, WORKING OR PROCESSING OF MINERALS: THE DISPOSAL OF MINERAL WASTE, OR THE DEPOSIT OR PROCESSING OF REFUSE AND WASTE MATERIALS? ~~YES~~/NO — If YES, please ask for and complete Part 3 of the form

23. STATE THE FEE ENCLOSED WITH THIS APPLICATION
The current scale of fees is enclosed. If you believe a reduced fee or no fee is payable, say why.

Nil (Resubmission of Application)
(F/2000/0735)

I hereby apply for permission in respect of the particulars described above and in the attached plans and drawings. If planning permission is granted, the development must be carried out strictly in accordance with the approved plans. Failure to do so could result in enforcement action being taken. Permission under the Town & Country Planning Acts does not obviate the possible need to apply for Building Regulations approval.

SIGNED A.P. Marsh ON BEHALF OF Royal Mail DATE 31-07-00

Before submitting the application check that it is complete, that all questions have been answered and that the site boundary and the new work are clearly edged in red on the plans. Every application must be accompanied by the appropriate certificate and fee. See "NOTES TO HELP APPLICANTS".



# PLANNING APPLICATION

PART 2

This part of the form need only be completed if the application involves non-residential development. Please answer all questions in print or block letters. If the answer is not applicable, write N/A in the space. You may wish to amplify your answers in a covering letter.

24. STATE THE GROSS FLOOR SPACE (by external measurement) OF ALL BUILDINGS TO WHICH THIS APPLICATION REFERS.
Please give all floor areas in SQUARE METRES.

| | USE CLASS | Existing floor space: Retained in existing use | Existing floor space: Lost by change of use or demolition | Proposed additional floorspace created by: New building | Proposed additional floorspace created by: Change of use |
|---|---|---|---|---|---|
| A1 | SHOPS | | | | |
| A2 | FINANCIAL AND PROFESSIONAL SERVICES | | | | |
| A3 | FOOD AND DRINK | | | | |
| B1(a) | OFFICE (other than A2) | | | | |
| B1 (b) | RESEARCH AND DEVELOPMENT | | | | |
| B1 (c) | LIGHT INDUSTRIAL | | | | |
| B2 | GENERAL INDUSTRIAL | | | | |
| B3-7 | SPECIAL INDUSTRIAL | | | | |
| B8 | STORAGE OR DISTRIBUTION | | | | |
| C1 | HOTELS AND HOSTELS | | | | |
| C2 | RESIDENTIAL INSTITUTIONS | | | | |
| D1 | NON-RESIDENTIAL INSTITUTIONS | | | | |
| D2 | ASSEMBLY AND LEISURE | | | | |
| OTHER | Please Specify | | | | |
| OTHER | Please Specify | | | | |
| | TOTAL | | | | |

N/A

25. IF C1 OR C2 USE IS PROPOSED, PLEASE STATE NUMBER OF BED SPACES — N/A

26. WHAT PROVISION IS BEING MADE FOR PARKING?

| | Cars | Lorries |
|---|---|---|
| Existing | | |
| Proposed | N/A | |

27. DESCRIBE THE ACTIVITY OR PROCESSES TO BE CARRIED ON
Please provide details of any equipment, plant or machinery to be installed and any end products. You may wish to amplify your answers in a covering letter.

N/A

28. WHO WILL OCCUPY THE PREMISES?
a) Give the name and current operating address of the proposed occupier
b) Will these premises be vacated?

N/A

29. IF KNOWN, HOW MANY PEOPLE ARE LIKELY TO BE EMPLOYED ON SITE AFTER COMPLETION OF THE DEVELOPMENT?

| Existing Staff | Transferred Staff | New Staff | Total |
|---|---|---|---|
| | N/A | | |

30. DOES THE PROPOSAL INVOLVE THE USE OR STORAGE OF ANY OF THE HAZARDOUS SUBSTANCES LISTED IN THE NOTES?
If so, state this material, the quantity and method of storage.

NO

Before submitting the application check that it is complete, that all questions have been answered and that the site boundary and the new work are clearly edged in red on the plans. Every application must be accompanied by the appropriate certificate and fee. See "NOTES TO HELP APPLICANTS".




Site Plan, Scale: 1 to 2500

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31 JUL 2000

2091

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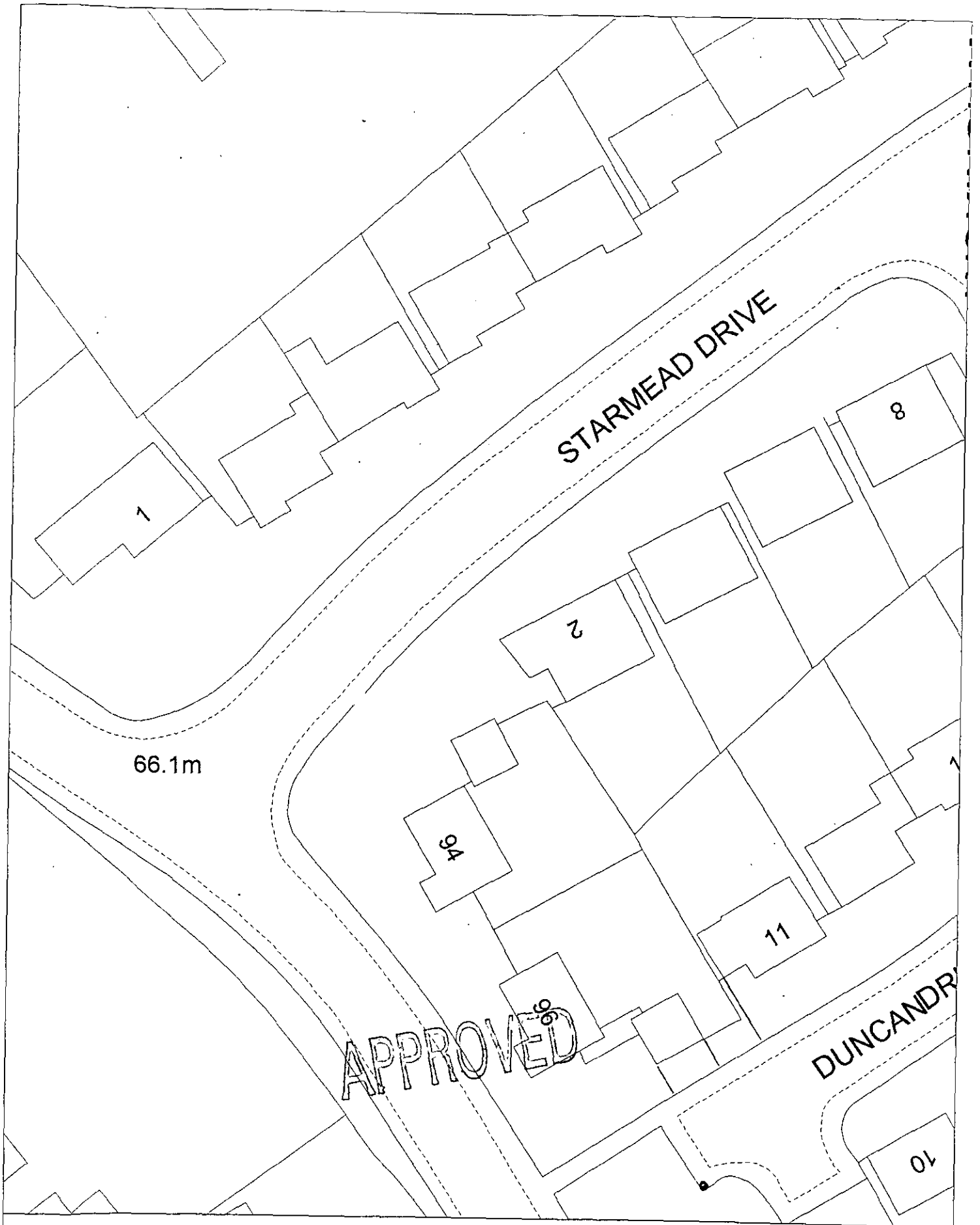


Site Plan, Scale: 1 to 500

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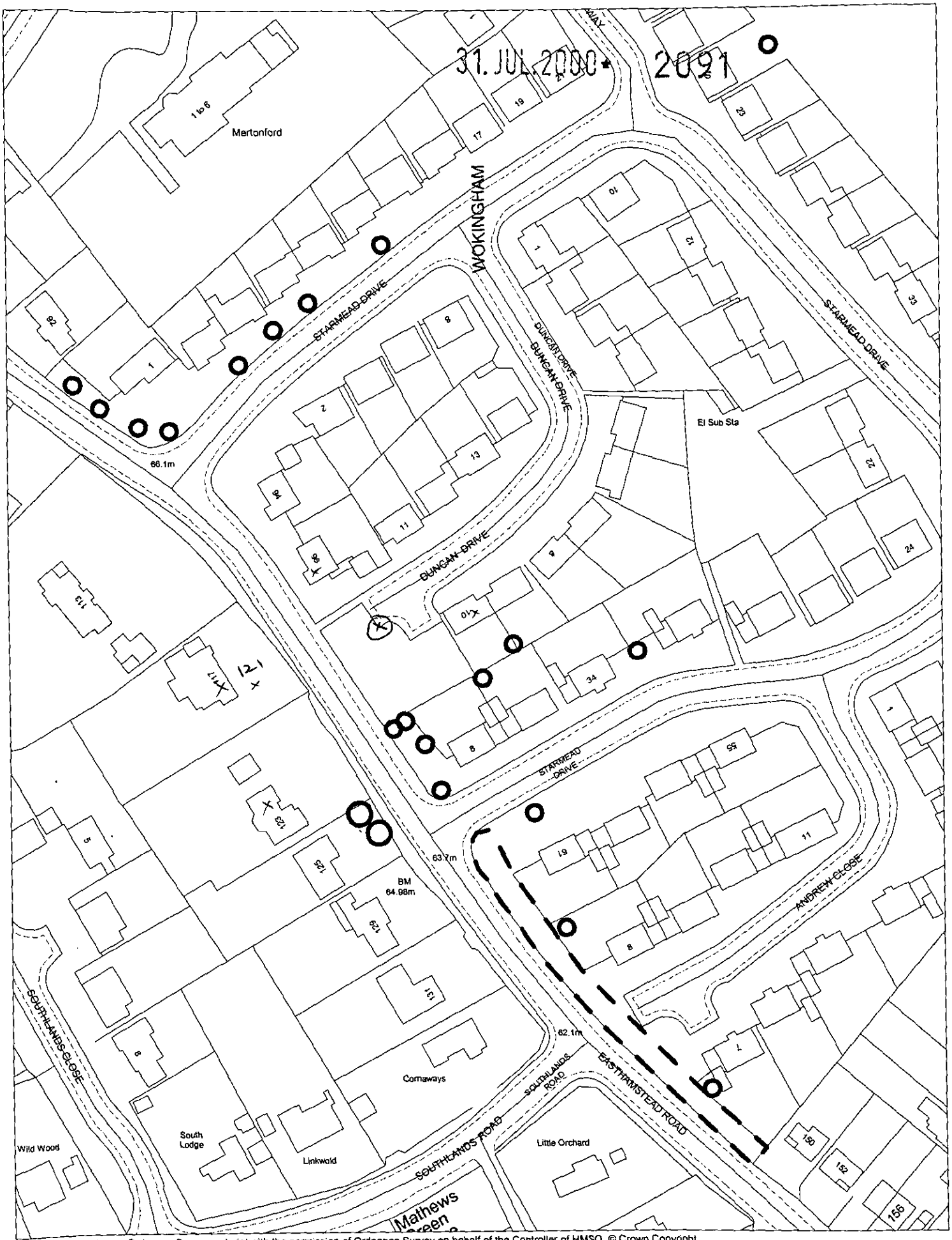


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Development Control Section, Environmental Services, Wokingham District Council.

2 August 2000

Scale: 1 : 1250

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