



# WOKINGHAM BOROUGH COUNCIL

Wokingham Borough Council  
Planning Services  
PO Box 157, Civic Offices, Shute End  
Wokingham, Berkshire  
RG40 1WR  
email: [development.control@wokingham.gov.uk](mailto:development.control@wokingham.gov.uk)  
Phone: 0118 974 6000

## Application for a Non-Material Amendment Following a Grant of Planning Permission

### Town and Country Planning Act 1990 (as amended)

#### Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

## Site Location

**Disclaimer:** We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

34

Suffix

Property Name

Address Line 1

Trefoil Close

Address Line 2

Address Line 3

Wokingham

Town/city

Wokingham

Postcode

RG40 5YQ

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

Easting (x)

Northing (y)

482274

169355

Description

## Applicant Details

### Name/Company

Title

Miss

First name

Charlotte

Surname

Gibbs

Company Name

### Address

Address line 1

34 Trefoil Close

Address line 2

Address line 3

Town/City

Wokingham

County

Country

United Kingdom

Postcode

RG40 5YQ

Are you an agent acting on behalf of the applicant?

Yes  
 No

### Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

## Eligibility

Does the applicant have an interest in the part of the land to which this amendment relates?

Yes  
 No

If the applicant is not the sole owner, has notification under Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) been given?

Yes  
 No  
 Not applicable

Please add details of all persons notified

<b>Name of person notified:</b>	***** REDACTED *****
<b>House name:</b>	
<b>Number:</b>	34
<b>Suffix:</b>	
<b>Address line 1:</b>	34 Trefoil Close
<b>Address Line 2:</b>	
<b>Town/City:</b>	Wokingham
<b>Postcode:</b>	RG40 5YQ
<b>Date notice served:</b>	01/08/2025

## Description of Your Proposal

Please provide the description of the approved development as shown on the decision letter

Householder application for the removal of existing garage and conservatory, erection of two storey side extension plus single storey rear extension and changes to fenestration.

Reference number

250201

Date of decision

01/04/2025

What was the original application type?

Householder planning permission

For the purpose of calculating fees, which of the following best describes the original development type?

**Householder development:** Development to an existing dwelling-house or development within its curtilage  
 **Other:** Anything not covered by the above category

## Non-Material Amendment(s) Sought

Please describe the non-material amendment(s) you are seeking to make

Widening of bifolds doors on the rear single storey extension from 2400mm to 3000mm.

A lower roof truss on the side extension, previously this was designed to align with the existing height of our roof which made it quite a steep angle however we have decided to instead mirror the same pitch as the existing roof which aesthetically looks better and it is therefore slightly lower height than what we originally submitted.

Please state why you wish to make this amendment

As above the roof change is to align with the existing roof more and the extension of bifolds is to allow a wider opening to the space.

Are you intending to substitute amended plans or drawings?

Yes  
 No

## Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

Yes  
 No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

The agent  
 The applicant  
 Other person

## Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

Yes  
 No

## Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

Yes  
 No

## Declaration

I/We hereby apply for Non-Material Amendment as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

I / We agree to the outlined declaration

Signed

Charlotte Gibbs

Date

18/09/2025