

Date: 18 November 2025
Application: 252246



WOKINGHAM
BOROUGH COUNCIL

WBC Highways

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

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Dear WBC Highways,

Full Planning Approval Consultation

Application Number: 252246

Applicant: Mr K & M Bradbury

Site Address: Flat, 578 Reading Road, Winnersh, Wokingham, RG41 5HA

Parish: Winnersh

Grid Reference: Easting - 477173, Northing - 171250

Type of Development: Other Change of Use

Proposal: Full application for the proposed change of use of existing building to mixed use Class E and Class C3 along with changes to fenestration.

Case Officer: James Fuller

Development Management has received the above application, and we require your comments on the proposal using the recommended memorandum below. The documents associated with this are available to view in NEC DM using the application number 252246. Alternatively, public documents are available to view on the Council's planning application search page: [Wokingham Borough Council Online Planning](#).

Please index your response into NEC DM against the application. If you are recommending conditions, you should give a reason with reference to relevant policies. A list of standard conditions can be requested from the case officer.

Your observations are required in respect of this application by **9 December 2025**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP		
Service	WBC Highways	App No:	252246
Address:	Flat, 578 Reading Road, Winnersh, Wokingham, RG41 5HA.		
Proposal:	Full application for the proposed change of use of existing building to mixed use Class E and Class C3 along with changes to fenestration.		
Type of Development:	Other Change of Use		
Site Visit Made:	Yes/No		

Summary Of Recommendations

- ☐ No comment
- ☐ No objection
- ☐ No objection subject to conditions (and reasons) **stated below**
- ☒ Request further information before determination as **stated below**
- ☐ Objection due to the reason(s) **stated below**

Comments On Proposal

General

The applicant proposes to change the use of existing Class E(a) with ancillary accommodation to separate Classes E(a) and C3, with minor reduction in 3.75m² floorspace for Class E. Two parking spaces are allocated to the flat.

As the site is currently functioned as an ancillary accommodation, Highways have no objection on site sustainability for the proposal.

The traffic generated from a flat is unlikely to have significant impacts on the wider highway network.

Parking

Class C3

According to the WBC Car Parking Standards, the development of such scale in Urban location will require two parking within the red line boundary. Each parking space shall have minimum dimensions of 5.0m x 2.5m.

The proposed provisions can meet the council's requirement, which is acceptable.

Class E(a) [noted as A1 non-food in WBC Parking Standards]

While the planning statement states that acceptable parking and servicing arrangements are retained and the site is located at a sustainable location, no changes on the existing parking demand for Class E(a) are expected. The applicant

shall confirm that the remaining spaces can still meet the existing demand for the Class E(a) use.

The applicant may wish to justify the sufficiency of parking with parking survey data to verify the existing parking utilisation.

Cycle Provisions

No negative impacts on abilities for cycle storage are expected, which is acceptable. However, the applicant is still recommended to provide three cycle parking spaces to fully comply with the cycle parking requirements.

Refuse Collection Arrangement

The applicant is required to clarify if the existing commercial waste collection arrangement for the ancillary accommodation is retained for the proposed flat.

Conditions & Reasons (if required)

Date:	21/11/2025	Signed:	JP
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