

Date: 22 June 2026
Application: 261416



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

Minicom No: (0118) 974 6991

Dear WBC Highways,

Householder Consultation

Application Number: 261416

Applicant: Mr Po Ting Yue

Site Address: 15 Conygree Close, Earley, Wokingham, RG6 4XE

Parish: Earley

Grid Reference: Easting - 474814, Northing - 169990

Type of Development: Other Householder

Proposal: Householder application for the proposed part conversion of garage to create habitable accommodation (retrospective).

Case Officer: Cameron Young

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 261416. 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 **13 July 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP [TD]		
Service	WBC Highways	App No:	261416
Address:	15 Conygree Close, Earley, Wokingham, RG6 4XE.		
Proposal:	Householder application for the proposed part conversion of garage to create habitable accommodation (retrospective).		
Type of Development:	Other Householder		
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 retrospective application is for part conversion of a garage to create habitable accommodation.

The pre-existing dwelling had 8 habitable rooms, and the existing dwelling has 9 habitable rooms.

Parking

In line with WBC Parking Standards, 3 car parking spaces are required for a dwelling of this scale. The applicant has indicated 3 spaces on the parking plan, two exterior and one within the garage.

The dividing wall introduced into the garage has reduced the effective space for parking a car. The pre-existing and the resulting garage car parking space does not meet the minimum WBC standards (6m x 3m), so therefore does not count towards parking provision. WBC Highways request the applicant provide a third car parking space elsewhere.

Alternatively, the minimum requirements for driveway parking spaces are 5.0m x 2.5m in accordance with WBC parking standards. The applicant may wish to demolish part of the existing garage to provide the third driveway parking space.

Cycle Parking

A rear garden access and garden store is indicated on the plans, so therefore the cycle storage is acceptable.

Conditions & Reasons (if required)

Date:	30/06/2026	Signed:	JP [TD]
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