



**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
Phone: 0118 974 6000

Application for a Lawful Development Certificate for a Proposed Use or Development

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

3

Suffix

Property Name

Address Line 1

Willowdale

Address Line 2

Address Line 3

Wokingham

Town/city

Finchampstead

Postcode

RG40 4UF

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

Easting (x)

479764

Northing (y)

165525

Description

Applicant Details

Name/Company

Title

Mr

First name

Jonathan

Surname

Garnett

Company Name

Address

Address line 1

3 Willowdale

Address line 2

Finchampstead

Address line 3

Town/City

Finchampstead

County

Country

United Kingdom

Postcode

RG40 4UF

Are you an agent acting on behalf of the applicant?

- ☐ Yes
☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Description of Proposal

Does the proposal consist of, or include, the carrying out of building or other operations?

☒ Yes

☐ No

If Yes, please give detailed description of all such operations (includes the need to describe any proposal to alter or create a new access, layout any new street, construct any associated hard-standings, means of enclosure or means of draining the land/buildings) and indicate on your plans (in the case of a proposed building the plan should indicate the precise siting and exact dimensions)

The proposal is to convert the existing integral garage into a habitable space. This will require bricking up of the lower portion of the garage door structural opening and installing a double glazed window. New footings will need to be installed at the base of this wall. Also, changing the flat garage roof to a lean to tiled roof. A cloakroom will be introduced under the stairs with new drainage routes required for the WC and wash basin. Door opening will need to be cut into existing solid wall.

Does the proposal consist of, or include, a change of use of the land or building(s)?

☐ Yes

☒ No

Has the proposal been started?

☐ Yes

☒ No

Grounds for Application

Information about the existing use(s)

Please explain why you consider the existing or last use of the land is lawful, or why you consider that any existing buildings, which it is proposed to alter or extend are lawful

The existing building is a single dwelling house (Class C3 Use) which has been in continuous lawful residential use. There have been no enforcement actions or changes of use and to the best of my knowledge the property has always been used as a dwelling. Therefore the existing use of the land and building is lawful.

Please list the supporting documentary evidence (such as a planning permission) which accompanies this application

- 1: Existing and proposed plan drawing
- 2: Existing and proposed design intent images

Select the use class that relates to the existing or last use.

Information about the proposed use(s)

Select the use class that relates to the proposed use.

C3 - Dwellinghouses

Is the proposed operation or use

- ☒ Permanent
☐ Temporary

Why do you consider that a Lawful Development Certificate should be granted for this proposal?

The proposed development falls within the scope of permitted development rights as defined under the GPDO (e.g., Part 1 for householder developments). It does not exceed any limits or conditions specified.

No Material Change of Use or Operational Development Requiring Permission

The works or use described do not constitute a material change of use or operational development that would require express planning permission.

Compliance with All Relevant Limitations and Conditions

Design and Impact: There are no features that would trigger a requirement for full planning permission (e.g., balconies, verandas, raised platforms, etc., if prohibited).

Use Class: The proposed use falls within the same use class or is otherwise allowed.

No Previous Restrictions or Conditions Remove PD Rights

The existing use of the land and buildings is lawful, and the proposed development does not involve any unauthorised uses or breaches.

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

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

3 willowdale

Date (must be pre-application submission)

12/08/2025

Details of the pre-application advice received

Email extract:

"Good morning

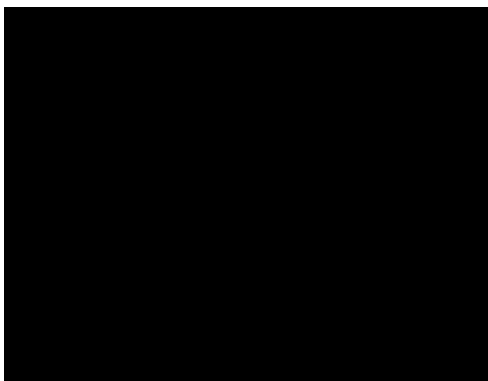
Thank you for your email.

General guidance can be found on the Planning Portal website, where there is a useful interactive house and common project guides to assist you.

https://www.planningportal.co.uk/info/200130/common_projects

I've checked through the original planning approval for your development and cannot see any conditions restricting your right to convert the garage.

To receive a formal confirmation of whether your proposal is allowed under permitted development rights, an application for a certificate of lawful development can be submitted via the Planning Portal, Planning Portal.



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

Interest in the Land

Please state the applicant's interest in the land

- ☒ Owner
- ☐ Lessee
- ☐ Occupier
- ☐ Other

Declaration

I/We hereby apply for Lawful development: Proposed use 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

Jonathan Garnett

Date

08/10/2025