



**WOKINGHAM  
BOROUGH COUNCIL**

Wokingham Borough Council  
Planning Services  
PO Box 157, Civic Offices, Shute End  
Wokingham, Berkshire  
RG40 1WR  
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## Householder Application for Planning Permission for works or extension to a dwelling

### 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         | <input type="text" value="16"/>             |
| Suffix         | <input type="text"/>                        |
| Property Name  | <input type="text"/>                        |
| Address Line 1 | <input type="text" value="Crutchley Road"/> |
| Address Line 2 | <input type="text"/>                        |
| Address Line 3 | <input type="text" value="Wokingham"/>      |
| Town/city      | <input type="text" value="Wokingham"/>      |
| Postcode       | <input type="text" value="RG40 1XA"/>       |

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

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| Easting (x)                         | Northing (y)                        |
| <input type="text" value="481592"/> | <input type="text" value="169444"/> |

Description

## Applicant Details

### Name/Company

Title

First name

Surname

Company Name

### Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

### Contact Details

Primary number

Secondary number

Fax number

Email address

## Agent Details

### Name/Company

Title

First name

Surname

Company Name

### Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

# Contact Details

Primary number

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

Secondary number

Fax number

Email address

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

## Description of Proposed Works

Please describe the proposed works

Proposed Single Storey Front Extension, Replacement Pitched Roof Over Entrance and Garage Conversion into Habitable Accommodation with 1 No. Rooflight Window in Flat Roof Above.

Has the work already been started without consent?

- ☐ Yes
- ☒ No

## Materials

Does the proposed development require any materials to be used externally?

- ☒ Yes
- ☐ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

**Type:**

Walls

**Existing materials and finishes:**

Facing brickwork

**Proposed materials and finishes:**

Facing brickwork to match existing

**Type:**

Roof

**Existing materials and finishes:**

Plain tiles to pitched roof over existing porch/entrance and bay window Felt finish to flat roof over existing shower room and utility

**Proposed materials and finishes:**

Sandtoft 20/20 plain tiles, colour to match existing GRP or EPDM rubber finish to proposed flat roof

**Type:**

Windows

**Existing materials and finishes:**

White UPVC

**Proposed materials and finishes:**

White UPVC to match existing

Are you supplying additional information on submitted plans, drawings or a design and access statement?

☒ Yes

☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

22407-1/01 Existing and Proposed Floor Plans and Elevations

A4 OS Site Block Plan 1:500 scale (PLANNING)

A4 OS Location Plan 1:1250 scale (PLANNING)

## Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

☐ Yes

☒ No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

☐ Yes

☒ No

## Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

☐ Yes

☒ No

Is a new or altered pedestrian access proposed to or from the public highway?

- ☐ Yes  
☒ No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

- ☐ Yes  
☒ No

## Parking

Will the proposed works affect existing car parking arrangements?

- ☒ Yes  
☐ No

If Yes, please describe:

The existing single garage is to be converted in habitable accommodation. The existing front drive currently provides space for 2No. off street vehicle parking spaces, the drive is to be extended to provide sufficient space for 1 additional off street parking space making a total of 3 off street parking spaces. Please see 1-500 scale Proposed Site Block Plan attached as part of the application documents.

## Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)\*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

- ☒ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

\*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

## 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

First Name

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

Surname

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

Reference

240561

Date (must be pre-application submission)

26/03/2024

Details of the pre-application advice received

In summary the project is likely to be acceptable in principle providing it meets national and local policy.

Principle:- Site is located within settlement limits and as such the development should be acceptable.

Character & Design:- Examples of already converted garage to create habitable accommodation. The proposed roof changes would be relatively minor and subservient addition to the host dwelling and would be sufficiently in-keeping with surrounding properties.

Neighbour Impact:- No overlooking concerns or impact concerns on neighbouring properties.

Highways:- As the proposal includes the removal of a parking space by converting the garage to habitable accommodation parking for three 2.5m X 5.0m vehicle spaces within the boundaries of the property utilising the existing dropped kerb are to be provided.

Trees:- No protected trees on site.

Ecology:- The site does not fall within a bat roost area or Great Crested Newt zone.

Flooding:- Site lies within flood zone 1 which is a very low risk of surface water flooding. Details required to demonstrate how proposals prevent increased flood risk from surface water run-off.

## 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.

☐ Yes

☒ No

Certificates under Article 14 - Town and Country Planning (Development Management Procedure)  
(England) Order 2015 (as amended)

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

☐ Yes

☒ No

Can you give appropriate notice to all the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

☒ Yes

☐ No

**I certify/ The applicant certifies that:**

- ☒ I have/The applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner\* and/or agricultural tenant\*\* of any part of the land or building to which this application relates; or  
☐ The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners\* and/or agricultural tenants\*\*.

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

**\*\* "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990**

Owner/Agricultural Tenant

|                                                                   |
|-------------------------------------------------------------------|
| <b>Name of Owner/Agricultural Tenant:</b><br>***** REDACTED ***** |
| <b>House name:</b>                                                |
| <b>Number:</b><br>14                                              |
| <b>Suffix:</b>                                                    |
| <b>Address line 1:</b><br>Crutchley Road                          |
| <b>Address Line 2:</b>                                            |
| <b>Town/City:</b><br>Wokingham                                    |
| <b>Postcode:</b><br>RG40 1XA                                      |
| <b>Date notice served (DD/MM/YYYY):</b><br>23/07/2024             |
| <b>Person Family Name:</b>                                        |

Person Role

- ☒ The Applicant  
☐ The Agent

Title

First Name

Surname

Declaration Date

☒ Declaration made

## Declaration

I/We hereby apply for Householder planning permission 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

Date