

Date: 23 October 2025
Application: 252527



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: 252527

Applicant: Harsha Bulusu

Site Address: 50 Scots Drive, Wokingham, RG41 3XE

Parish: Wokingham Town

Grid Reference: Easting - 479088, Northing - 169491

Type of Development: Other Change of Use

Proposal: Full application for the proposed conversion of existing outbuilding into a self-contained residential unit (Use Class C3) along with associated provision of private amenity space, bin storage and car and cycle parking. (retrospective)

Case Officer: Claire Moore

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 252527. 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 November 2025**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	Stantec (TH)		
Service	WBC Highways	App No:	252527
Address:	50 Scots Drive, Wokingham, RG41 3XE.		
Proposal:	Full application for the proposed conversion of existing outbuilding into a self-contained residential unit (Use Class C3) along with associated provision of private amenity space, bin storage and car and cycle parking. (retrospective)		
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 proposals are for a retrospective application for the conversion of an existing outbuilding into a self-contained residential unit consisting of 3 habitable rooms. The existing unit comprises of a gym, study and living area, therefore there is no net increase in habitable space proposed.

There are no proposed changes to the existing access or parking arrangements. Independent access from the existing dwelling to the proposed unit is provided. The parking area for both the existing dwelling and proposed unit is on the same driveway.

One residential dwelling is unlikely to have a significant impact on the local highway network.

It is relevant to note that the existing outbuilding is in relation to a previous planning consent 241640, which has conditioned to be ancillary to the main dwelling. This proposal assesses the acceptance for a self-contained unit, which is considered as an independent property.

Sustainability

As the proposals are for a new dwelling within the site red line that already has an existing residential dwelling, the site is currently functioning as a general amenity area and therefore is acceptable on sustainability grounds.

Parking

There are three existing and proposed parking spaces in the driveway shown in the submitted drawings. It is understood that two spaces are proposed to be allocated to the existing dwelling, and the third space is to be allocated for the proposed residential unit. This is in line with WBC parking standards which states that a dwelling with 3 habitable rooms located in an urban area requires 1 allocated parking space to be provided within the red line.

Each car parking space is to have the minimum dimensions of 5.0m x 2.5m in line with WBC parking standards.

The Design, Access and Planning Statement dated 13 October 2025 states that the *'dwelling house has its own access to parking on a gravel section of the property'* however the plans indicate all parking spaces are provided in form of tandem parking.

As the proposed unit is to be independent to the existing dwelling, then it is recommended that part of the front garden is converted to hardstanding to accommodate the two parking spaces for the existing dwelling. This will allow independent access to parking spaces for all independent units. The applicant is required to provide an amended parking plan showing independent access to parking spaces to avoid obstructing vehicles.

The Highways expect all spaces can be accessed by utilising the existing dropped crossing.

EV Charging Point

New dwellings will be expected to provide a minimum of one EV Charging Point under the latest Building Regulations (Approved Document S). This is to be included for the new residential unit and demonstrated on a plan.

Cycle Provision

Drawing H-0405 shows the proposed layout which indicates bicycle storage suitable for 3 cycles situated at the rear of the building. This is accepted by the LHA.

Refuse Collection Strategy

Drawing H-0405 shows the proposed location of the bin store for the residential unit which is situated at the top of the driveway adjacent to the building. This is within the maximum carrying distances for households (30m) and refuse collection operators (25m) from the collection point (in line with MfS).

As this is a shared drive, the required area of the refuse collection point shall be confirmed with the councils Cleaner & Greener team to avoid overspilling of wastes and recyclables to the driveway.

Conditions & Reasons (if required)			
Date:	06.11.2025	Signed:	Stantec (TH)