

Date: 24 November 2025
Application: 252356



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

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Dear WBC Highways,

Householder Consultation

Application Number: 252356

Applicant: Mr Abdul kareem Sawwan

Site Address: 40 Shipridge Drive, Spencers Wood, Wokingham, RG7 1TL

Parish: Shinfield

Grid Reference: Easting - 472287, Northing - 167181

Type of Development: Other Householder

Proposal: Householder application for the proposed Conversion of detached garage into a habitable room (home office/utility room), including installation of windows/insulation and internal alterations. No extension beyond existing structure.

Case Officer: Tariq Bailey-Biggs

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 252356. 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 **15 December 2025**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	LS		
Service	WBC Highways	App No:	252356
Address:	40 Shipridge Drive, Spencers Wood, Wokingham, RG7 1TL.		
Proposal:	Householder application for the proposed Conversion of detached garage into a habitable room (home office/utility room), including installation of windows/insulation and internal alterations. No extension beyond existing structure.		
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

It is clear from the submission documents that the proposed development has already been carried out and this should be a retrospective application. However, given that this has not been acknowledged by the applicant, this response refers to the application as the 'proposed development.'

The proposed development will increase the number of habitable rooms by one by part conversion of the garage into a habitable room. If approved, this is to be ancillary to the existing dwelling as it does not have independent access or parking. Highways recommend this be secured by condition if the proposed development is approved in due course.

The existing number of habitable rooms is unclear from the submission documents. Floor plans that also show the ground floor and first floor of the existing dwelling should be provided. This information is required to help determine the required parking provision.

The applicant has stated that detail on parking provision is provided in the Block Plan. There is no Block Plan and the Location Plan does not indicate parking provision. In order to understand if the proposals can be accommodated by the existing parking provision the applicant should provide a plan that shows each parking space associated with the dwelling. WBC standards require the minimum dimensions of 2.5m x 5.0m for each car parking space.

Conditions & Reasons (if required)			
Date:	25.11.25	Signed:	LS