

Date: 2 December 2025
Application: 251814



WOKINGHAM
BOROUGH COUNCIL

Mr Tom Woodage
Sphere 25
5 Rayleigh Road
Shenfield
Brentwood
CM13 1AB

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

Minicom No: (0118) 974 6991

Dear Mr Tom Woodage,

PRIOR NOTIFICATION RESPONSE

Application Number: 251814

Site Address: 400 Regus House, Thames Valley Park Drive, Wokingham, Earley, RG6 1PT

Proposal: Prior approval submission for erection of a two storey upwards extension to provide 32no residential units on the 4th and 5th floor with associated plant, car and cycle parking.

Wokingham Borough Council hereby confirm that **prior approval is required and is given** for the proposed development at the address shown above, as described by the description shown above and in accordance with the information that the developer provided to the Local Planning Authority, subject to the following conditions and/or informatives:

Conditions and/or Informatives

1. Time Limit

The development to which this decision relates must be completed within a period of 3 years starting with the date prior approval is granted.

Reason: In accordance with the condition outlined in AA.2.(3) of Class AA, Part 20, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

2. Approved Details

The development to which this decision relates shall be carried out in accordance with the following plans:

Site Location Plan PD-001 Rev 1

Proposed Fifth Floor Plan PD-505 Rev 1

Proposed Fourth Floor Plan PD-504 Rev 2

Proposed Front Elevation PD-701 Rev 1

Proposed Rear Elevation PS-702 Rev 1
Proposed Second & Third Floor Plan PD-502 Rev 1
Proposed Section PD-601 Rev 1
Proposed Sixth Floor Plan PD-506 Rev 2

Received by the Local Planning Authority on 29 July 2025

Proposed Site Plan PD-004 Rev 2
Proposed First Floor Plan PD-5001 Rev 2
Proposed Ground Floor Plan PD-500 Rev 2
Proposed Refuse & Bike Storages Plan PD-510 Rev 1
Proposed Roof Plan PD-507 Rev 3
Proposed Side Elevations PD-703 Rev 2

Received by the Local Planning Authority on 25 September 2025

Reason: For the avoidance of doubt and in the interest of proper planning as prior approval is given based on the submitted plans and information only.

3. C3 Use Only

No dwelling to which this decision relates shall be used for purpose other than as a dwellinghouse within the meaning of Class C3 of the Schedule 1 to the Use Classes Order and for no other purpose, except to the extent that the other purpose is ancillary to the primary use as a dwellinghouse.

Reason: In accordance with the condition set out in AA.2.(7) of Class AA, Part 20, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

4. Parking and turning space to be provided

No dwelling to which this decision relates shall be occupied until the vehicle parking and turning space has been provided in accordance with the approved plans. The vehicle parking and turning space shall be retained and maintained in accordance with the approved details and the parking space shall remain available for the parking of vehicles at all times and the turning space shall not be used for any other purpose other than vehicle turning.

Reason: To provide adequate off-street vehicle parking and turning space and to allow vehicles to enter and leave the site in a forward gear in the interests of road safety and convenience and providing a functional, accessible and safe development and in the interests of amenity. Relevant policy: Core Strategy policies CP3 & CP6 and Managing Development Delivery Local Plan policy CC07.

5. Parking Management Strategy

Prior to first occupation of the development to which this decision relates a Parking Management Strategy for the management of parking arrangements shall be first submitted to and approved in writing by the Local Planning Authority. The submitted Parking Management Strategy shall include details of management of all parking spaces and monitoring and delivery of additional electric vehicle charging spaces when required.

Reason: To ensure satisfactory development in the interests of amenity and highway safety in accordance with Wokingham Borough Core Strategy Policies CP1, CP6, CP13 and CP21 and Managing Development Delivery Local Plan policies CC07 and TB20.

6. Cycle Parking

No dwelling to which this decision relates shall be occupied until secure and covered parking for cycles has been provided in accordance with the approved details and plans. The cycle parking and storage shall be permanently so-retained for the parking of bicycles and used for no other purpose.

Reason: In order to ensure that secure weather-proof bicycle parking facilities are provided so as to encourage the use of sustainable modes of travel. Relevant policy: NPPF Section 9 (Sustainable Transport) and Core Strategy policies CP1, CP3 & CP6 and Managing Development Delivery Local Plan policy CC07.

7. Bin Collection

No dwelling to which this decision relates shall be occupied until the storage facilities and collection area(s) for refuse and recyclable materials have been constructed in accordance with the approved details and plans. The collection areas and storage facilities shall be permanently retained in accordance with the approved details and used for no purpose other than the temporary storage of refuse and recyclable materials.

Reason: To ensure the efficient collection of waste materials whilst avoiding highway obstruction and loss of visual amenity, in the interests of a functional development, the character of the area, highway safety & convenience and the quality of the pedestrian environment. Relevant policy: Core Strategy policies CP1, CP3 & CP6 and Managing Development Delivery Local Plan policy CC04.

8. Construction Method Statement

No development to which this decision relates shall take place until details of a scheme to control the environmental effects of construction work has been submitted to and approved in writing by the Local Planning Authority. The scheme shall include:

- a) the control of noise Public: Information that can be seen and used by everyone inside and outside the Council.
- b) a plan for asbestos management if any is found prior to demolition of any part of the existing building.
- c) the control of dust, smells and other effluvia.
- d) the control of rats and other vermin
- e) the proposed method of piling for foundations (if any)
- f) proposed construction working hours.
- g) hours during the construction phase when delivery vehicles, or vehicles taking materials, are permitted to enter or leave the site (in line with permitted working hours).
- h) programme of works / routing and potential numbers of lorries (including operating hours and avoiding any schools and weight/height restrictions on the surrounding road network).

- i) the parking of vehicles of site operatives and visitors.
- j) loading and unloading of plant and materials.
- k) storage of plant and materials used in constructing the development.
- l) the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate,
- m) wheel washing facilities.
- n) measures to control the emission of dust and dirt during construction.
- o) a scheme for recycling/disposing of waste resulting from demolition and construction works.

The development shall be carried out in accordance with the approved scheme.

Reason: In the interests of highway safety & convenience and neighbour amenities.

Relevant policy: Core Strategy policies CP3, CP6 and Managing Development Delivery Local Plan policy CC06.

9. Hours of Work

No work relating to the development to which this decision relates, including works of demolition or preparation prior to building operations, shall take place other than between the hours of 08:00 and 18:00 Monday to Friday and 08:00 to 13:00 Saturdays and at no time on Sundays or Bank or National Holidays. This includes loading and unloading.

Reason: To protect the occupiers of neighbouring properties from noise and disturbance outside the permitted hours during the construction period. Relevant

policy: Core Strategy policies CP1 and CP3 and Managing Development Delivery Local Plan policy CC06.

10. Land Contamination

No development to which this decision relates shall commence until a remediation strategy to deal with the risks associated with contamination of the site in respect of the development hereby permitted, has been submitted to, and approved in writing by the Local Planning Authority. This strategy shall include the following components:

(a) A site investigation scheme, based on the desk study PRA to provide information for a detailed assessment of the risk to all receptors that may be affected, including those off-site.

(b) The results of the site investigation and the detailed risk assessment referred to in (a) and, based on these, an options appraisal and remediation strategy giving full details of the remediation measures required and how they are to be undertaken.

(c) A verification plan providing details of the data that will be collected in order to demonstrate that the works set out in the remediation strategy in (b) are complete and identifying any requirements for longer-term monitoring of pollutant linkages, maintenance and arrangements for contingency action.

Any changes to these components require the written consent of the Local Planning Authority. The scheme shall be implemented as approved.

Reason: To ensure that any contamination of the site is identified at the outset to allow remediation to protect existing/proposed occupants of property on the site and/or adjacent land and to ensure that the development does not contribute to, and is not put at unacceptable risk from or adversely affected by, unacceptable levels of

water pollution. Relevant policy: NPPF Section 15 (Conserving and Enhancing the Natural Environment) and Core Strategy policies CP1 & CP3.

11. Verification Report

Prior to any part of the permitted being brought into use, a verification report demonstrating the completion of works set out in the approved remediation strategy and the effectiveness of the remediation shall be submitted to and approved in writing by the Local Planning Authority. The report shall include results of sampling and monitoring carried out in accordance with the approved verification plan to demonstrate that the site remediation criteria have been met.

Reason: To ensure that the site does not pose any further risk to the water environment by demonstrating that the requirements of the approved verification plan have been met and that remediation of the site is complete. Relevant policy: NPPF Section 15 (Conserving and Enhancing the Natural Environment) and Core Strategy policies CP1 & CP3.

12. Previously Unidentified Contamination

If, during development, contamination not previously identified is found to be present at the site then no further development (unless otherwise agreed in writing with the local planning authority) shall be carried out until a remediation strategy detailing how this contamination will be dealt with has been submitted to and approved in writing by the Local Planning Authority. The remediation strategy shall be implemented as approved.

Reason: To ensure that the development does not contribute to, and is not put at unacceptable risk from or adversely affected by, unacceptable levels of water pollution from previously unidentified contamination sources at the development site. Relevant policy: NPPF Section 15 (Conserving and Enhancing the Natural Environment) and Core Strategy policies CP1 & CP3.

13. Boreholes

A scheme for managing any borehole installed for the investigation of soils, groundwater or geotechnical purposes shall be submitted to and approved in writing by the Local Planning Authority prior to any works involving installation of boreholes taking place. The scheme shall provide details of how redundant boreholes are to be decommissioned and how any boreholes that need to be retained, post-development, for monitoring purposes will be secured, protected and inspected. The scheme as approved shall be implemented prior to the occupation of any part of the permitted development.

Reason: To ensure that redundant boreholes are safe and secure, and do not cause groundwater pollution or loss of water supplies. Relevant policy: NPPF Section 15 (Conserving and Enhancing the Natural Environment) and Core Strategy policies CP1 & CP3 and Position Statement A of The Environment Agency's Approach to Groundwater Protection.

14. Piling

No piling using penetrative methods shall undertaken other than in accordance with details and methodology that have first been submitted to and approved in writing by

the Local Planning Authority. The development shall be carried out in accordance with the approved details.

Reason: To ensure that the proposed development, does not harm groundwater resources. Relevant policy: NPPF Section 15 (Conserving and Enhancing the Natural Environment) and Core Strategy policies CP1 & CP3 and Position Statement N of The Environment Agency's Approach to Groundwater Protection.

15. Infiltration

No drainage systems incorporating infiltration of surface water to the ground are permitted other than in accordance with details that have first been submitted to and approved in writing by the Local Planning Authority. Any proposals for such systems must be supported by an assessment of the risks to controlled waters. The development shall be carried out in accordance with the approved details.

Reason: To ensure that the development does not contribute to, and is not put at unacceptable risk from or adversely affected by, unacceptable levels of water pollution caused by mobilised contaminants. Relevant policy: NPPF Section 15 (Conserving and Enhancing the Natural Environment) and Core Strategy policies CP1 & CP3.

16. Drainage System

The development hereby permitted shall be carried out in accordance with the Flood Risk Assessment and Sustainable Drainage Strategy prepared by Nimbus Engineering Consultants Ltd (Ref: C3277-R1-REV-A, dated July 2024), including the following approved documents and drawings:

- Pre- and Post-Development Impermeable Areas and Exceedance Flow Routes Plan (Drawing No. C3277-01) and Surface Water Strategy Layout (Drawing No. C3277-02)
- Surface Water Maintenance and Management Plan (Drawing No. C3277-03)

The drainage strategy shall be implemented as approved prior to first occupation of dwellings to which this decision relates and maintained thereafter in accordance with the submitted maintenance schedule for the lifetime of the development.

Reason: To ensure that the development does not increase flood risk on- or off-site and that long-term surface water drainage arrangements are properly managed. Relevant policy: Section 14 of the NPPF Meeting the challenge of climate change, flooding and coastal change, Core Strategy Policy CP1 and MDD LP Policies CC09 and CC10.

17. Façade and Glazing Specification

Prior to commencement of development to which this decision relates, detailed drawings and specifications of external walls, glazing, and ventilation systems shall be first submitted and approved by the Local Planning Authority. These shall demonstrate compliance with BS8233:2014 internal noise criteria:

- Living rooms: =35 dB LAeq (16hr)
- Bedrooms: =30 dB LAeq (8hr)
- Night-time L_{Amax}: =45 dB

The development shall be carried out in accordance with approved details.

Reason: To ensure satisfactory noise attenuation measures are installed. Relevant policy: NPPF Section 15 (Conserving and Enhancing the Natural Environment), Core Strategy policies CP1 and CP3 and Managing Development Delivery Local Plan policy CC06.

18. Attenuation Verification

Prior to first occupation of development to which this decision relates, a post-completion acoustic testing shall be undertaken in a representative sample of dwellings to verify compliance with the criteria set out in Condition 17. The results shall be submitted to the Local Planning Authority for an approval in writing prior to first occupation of development to which this decision relates.

Reason: To ensure satisfactory noise attenuation measures are installed. Relevant policy: NPPF Section 15 (Conserving and Enhancing the Natural Environment), Core Strategy policies CP1 and CP3 and Managing Development Delivery Local Plan policy CC06.

19. Ventilation Strategy

Prior to commencement of development to which this decision relates, a ventilation strategy shall be first submitted to and approved in writing by the Local Planning Authority. The strategy shall demonstrate how windows can remain closed to maintain internal noise standards without compromising thermal comfort or air quality. This may include mechanical ventilation for purge ventilation. The development shall be carried out in accordance with the approved details.

Reason: To ensure satisfactory noise attenuation measures are installed and adequate ventilation provided. Relevant policy: NPPF Section 15 (Conserving and Enhancing the Natural Environment), Core Strategy policies CP1 and CP3 and Managing Development Delivery Local Plan policy CC06.

20. Great Crested Newts Avoidance Measures

The development hereby approved shall be implemented strictly in accordance with the precautionary working method for great crested newts detailed within the supporting document: Preliminary Ecological Appraisal and Roost Assessment (Arbtech Consulting Ltd, dated 1 June 2024).

Reason: Reason: To minimise the impacts of development on biodiversity, in accordance with Policy CP7 of Wokingham Borough Council's Core Strategy, Section 15 of the NPPF, Circular 06/2005 and the Natural Environment and Rural Communities Act 2006.

Informatives

1. You are advised that there may be legally required consents, permits or licences for various activities associated with the development to which this decision relates. The Environment Agency has not assessed whether consent will be required under our regulatory role and therefore this letter does not indicate that permission will be given by the Environment Agency as a regulatory body. The applicant should contact 03708 506 506 or consult our website to establish if consent will be required for the works they are proposing. Please see www.gov.uk/guidance/check-if-you-need-an-environmental-permit.

This includes any proposal to undertake work in, over, under, or within 8 metres of the top of the bank of a designated Main River, called a Flood Risk Activity permit.

2. The applicant's attention is brought to the requirements set out in AA.(1)-(2) of Class AA, Part 20, Schedule 2 of the General Permitted Development Order (2015) in the event that prior approval granted under application reference 241855 is implemented first.

3. The applicant is reminded that this approval is granted subject to conditions which must be complied with prior to the development starting on site. Commencement of the development without complying with the pre-commencement requirements may be outside the terms of this approval and liable to enforcement action. The information required should be formally submitted to the Council for consideration with the relevant fee. Once the details have been approved in writing the development should be carried out only in accordance with those details. If this is not clear please contact the case officer to discuss.

4. The Environment Agency have not assessed whether consent will be required under their regulatory role and therefore this decision does not indicate that permission will be given by the Environment Agency as a regulatory body. The applicant should contact 03708 506 506 or consult our website to establish if consent will be required for the works they are proposing. This includes any proposal to undertake work in, over, under, or within 8 meters of the top of the bank of a designated Main River, called a Flood Risk Activity permit. Please see

<http://www.environmentagency.gov.uk/business/topics/permitting/default.t.aspx>

5. Bats are a protected species under the Conservation of Habitats and Species Regulations 2017 (as amended). Should any bats or evidence of bats be found prior to or during the development, all works must stop immediately and an ecological consultant contacted for further advice before works can proceed. All contractors working on site should be made aware of the advice and provided with the contact details of a relevant ecological consultant.

6. Great Crested Newts are a protected species under the Conservation of Habitats and Species Regulations 2017 (as amended). This site is wholly within a red risk zone according to modelling undertaken to inform a Borough wide licence issued by Natural England. Red zones contain suitable habitat and most important areas for Great Crested Newts. The permission granted does not provide authorisation for development to proceed under the Wokingham Borough Council District Licence for Great Crested Newts. Should any Great Crested Newts or evidence of Great Crested Newts be found prior to or during the development, all works must stop immediately and an ecological consultant contacted for further advice before works can proceed. All contractors working on site should be made aware of the advice and provided with the contact details of a relevant ecological consultant.

7. The development hereby permitted is liable to pay the Community Infrastructure Levy. The Liability Notice issued by Wokingham Borough Council will state the current chargeable amount. A revised Liability Notice will be issued if this amount changes. Anyone can formally assume liability to pay, but if no one does so then liability will rest with the landowner. There are certain legal requirements that must

be complied with. For instance, whoever will pay the levy must submit an Assumption of Liability form and a Commencement Notice to Wokingham Borough Council prior to commencement of development, failure to do this will result in penalty surcharges being added. For more information see - Community Infrastructure Levy advice - Wokingham Borough Council. Please submit all CIL forms and enquiries to developer.contributions@wokingham.gov.uk.

This written notice does not constitute the grant of planning permission. Should the conditions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) not be met, then an application for full planning permission is required. The applicant is recommended to submit an application to the local planning authority for a Certificate of Lawful Development to establish that the proposed development is lawful.

The development stated above may be liable to pay the Community Infrastructure Levy. You must therefore complete and return a [form 5 notice of chargeable development.pdf](#) (planningportal.co.uk) prior to commencing to determine whether the development is liable. Failure to complete this form can incur a penalty surcharge. Please submit all CIL forms and enquiries to developer.contributions@wokingham.gov.uk.

Appeals

If your application has been **refused** by the Borough Council or **granted subject to conditions** that you are not happy with, you have the right to appeal to the Planning Inspectorate (under Section 78 of the Town and Country Planning Act 1990). This must be within six months of the date of this letter. Please note an extension of time for lodging an appeal is unlikely to be granted except in special circumstances.

The Planning Inspectorate is an Executive Agency reporting to the Secretary of State for Communities and Local Government. The Inspectorate has an online appeals service with information and guidance about the process. You can submit [full application appeals](#) and [householder application appeals](#) with the new appeals service. [Other application types](#) should be submitted on the current appeal service. Alternatively, you can obtain a form from the Planning Inspectorate at Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN, 0303 444 5000 or through the [Inspectorate's website](#). Please note all documents will be published online by the Planning Inspectorate and therefore you should not include personal information you do not wish to be displayed in this way. This includes personal information of third parties.

If you intend to submit an appeal to be considered as a Public Inquiry you must notify the Local Planning Authority (planning.appeals@wokingham.gov.uk) and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least 10 days before you submit the appeal.

Yours sincerely,



Justin Turvey
Head of Development Management - Place & Growth