

Date: 31 December 2025
Application: 253092



**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,

PN Class MA Commercial to Resi Consultation

Application Number: 253092

Applicant: Mr C Ballard

Site Address: 10 Wargrave Road, Twyford, Wokingham, RG10 9PG

Parish: Twyford

Grid Reference: Easting - 478774, Northing - 176038

Type of Development:

Proposal: Prior approval submission for the proposed change of use of the first floor of the commercial premises (Use Class E) to 1 no. dwelling (Use Class C3).

Case Officer: Marcus Hillman

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 253092. 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 **22 January 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP [SW]		
Service:	WBC Highways	App No:	253092
Address:	10 Wargrave Road, Twyford, Wokingham, RG10 9PG.		
Proposal:	Prior approval submission for the proposed change of use of the first floor of the commercial premises (Use Class E) to 1 no. dwelling (Use Class C3).		
Type of Development:			
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 proposed development comprises a change of use from commercial to residential. The works specifically involve the conversion of the first floor of an existing commercial use to facilitate a single residential dwelling consisting of two habitable rooms.

It is relevant to note that the proposed alteration within the commercial use on the ground floor is not part of this prior approval submission.

The key highways considerations for PN Class MA are transport impacts of the development, particularly to ensure safe site access.

Access

Access to the dwelling is to be gained via the rear of the property via a communal hallway, shared with the commercial space. It is understood that the existing access arrangements to the property will remain unchanged which is acceptable.

Car Parking

WBC standards state that a dwelling of this nature and scale require the provision of one car parking space. To the rear of the property there is a private parking area

serving the several businesses along Wargrave Road, including the commercial space on the ground floor of the property. The parking demand for the retained commercial use and the proposed residential dwelling shall be assessed independently.

The applicant shall confirm on a plan the location of the designated parking space for the residential and commercial aspects. The parking space shall comply with WBC parking standards.

Cycle Parking

The drawing labelled '*Floor Plans*' shows a room approximately 8.0m² used for cycle storage and bin storage which is communal between the commercial and residential aspects. The proposed cycle storage facilities are considered acceptable.

Conditions & Reasons (if required)

Date:	14.01.2026	Signed:	JP [SW]
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