

Date: 3 September 2025
Application: 252066



**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: 252066

Applicant: Mr. C Richardson

Site Address: 1 Headington Close, Wokingham, RG40 1TE

Parish: Wokingham Town

Grid Reference: Easting - 481530, Northing - 169578

Type of Development: Other Householder

Proposal: Householder Application for the proposed conversion of garage to habitable room and raising of roof.

Case Officer: James Fuller

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 252066. 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 **24 September 2025**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP		
Service	WBC Highways	App No:	252066
Address:	1 Headington Close, Wokingham, RG40 1TE.		
Proposal:	Householder Application for the proposed conversion of garage to habitable room and raising of roof.		
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

While the total numbers of habitable rooms cannot be identified from the submission, there will be one additional habitable room on the ground floor. As the existing garage does not fully meet the council's requirement for car parking, there will be no loss of parking space. Two driveway parking is proposed within the red line.

According to the WBC Car Parking Standards, the demand of parking for residential dwelling is subject to the numbers of habitable rooms. Each parking space shall have minimum dimensions of 5.0m x 2.5m.

The applicant is required to provide the total numbers of habitable rooms (preferably in form of floor plan of all floors) of the dwelling for Highways to determine the sufficiency of the existing parking. Alternatively, the applicant may wish to consider converting part of the existing front garden into hardstanding for an additional parking space.

The recommended maximum width by the Traffic Management team of a dropped kerb is 3.6m. To serve the parking layout with the additional parking space, the dropped crossing will need to be provided in a centralised position. Part of the existing dropped crossing will need to be reinstated to full height kerbs. The access shall be surfaced with a hard bound material. Separate consent will be required from the TM team for the proposed width and location of the new dropped crossing.

Direct access to the garden remains suitable for cycle storage, which is acceptable.

Conditions & Reasons (if required)			
Date:	3/9/2025	Signed:	JP