Date: 22 September 2026
Application: 252730

WOKINGHAM BOROUGH COUNCIL

WBC Highways

Development Management & Compliance
P.O. Box 157
Shute End, Wokingham
Berkshire, RG40 1BN
Tel: (0118) 974 6000
Minicom No: (0118) 974 6991

Dear WBC Highways,

Full Planning Approval Consultation
Application Number: 252730
Applicant: Mr Charlie Hurlock
Site Address: Hilltop Yard, Crest Close, RG10 9BQ
Parish: Twyford
Grid Reference: Easting - 479094, Northing - 176741
Type of Development: Other Change of Use
Proposal: Full application for the proposed change of use of existing office to 1no. dwelling, including the erection of a single storey front and rear extension and partial side demolition with the insertion of roof lights, plus access and parking.
Case Officer: Connie Davis

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 252730. 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 October 2026**.

Yours sincerely,
Development Management & Compliance

Public: Information that can be seen and used by everyone inside and outside the Council.

M E M O R A N D U M

From:	JP		
Service	WBC Highways	**App No:**	252730
Address:	Hilltop Yard, Crest Close, RG10 9BQ.		
Proposal:	Full application for the proposed change of use of existing office to 1no. dwelling, including the erection of a single storey front and rear extension and partial side demolition with the insertion of roof lights, plus access and parking.		
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

The Highways received the revised plans to address highways comments dated 12th February 2026:

- The red line boundary has been revised to include the permitted right of way, and connect to the public highway, which is welcomed.
- The parking spaces dimensions are revised to comply with the council's requirement, which is welcomed.
- The bin store is removed to re-orientate the cycle shed for suitable access, which is acceptable.

However, as provision of EVCP is required under the latest Building Regulations (Approved Document S), indication of EVCP (on the plan) forms part of this proposal. The details of the EVCP may be subject to further authorisation via Building Control.

The LHA will have no objection to this proposal subject to provision of EVCP on a revised plan.

Conditions & Reasons (if required)

Date:	8/10/2026	**Signed:**	JP

Public: Information that can be seen and used by everyone inside and outside the Council.