

Date:
Application: 250498



WOKINGHAM
BOROUGH COUNCIL

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Pre-application Advice Response Letter

Application Number: 250498

Site Address: 12 Shefford Crescent, Wokingham, RG40 1YP

Expiry Date: 4 April 2025

Proposal: Pre-application advice for the proposed erection of a single storey front and side infill extension and conversion of the garage to habitable accommodation, with modifications to the existing flat roof.

Dear Shaheen Sultana

Thank you for your request for planning advice which was validated on 7 March 2025. This letter will provide advice about your project and what you may need to do when submitting a planning application.

At this stage, we have not consulted anyone else about your project, such as your neighbours, but we would do so if a planning application is submitted. Before you submit a planning application, we recommend that you discuss your project with your neighbours. Also, most applicants employ an agent to submit their planning application for them.

We have provided a [frequently asked questions page](#) to answer some of the common queries about planning which will help explain the planning application process.

Description of Proposal

Short description of scheme but in more detail than proposal above e.g., provide measurements of extension.

Site and Surroundings

This application relates two storey linked dwelling in an established residential area.

Planning History

Previous planning applications can be important in understanding what might be acceptable on the site now. Any relevant applications are set out below:

Application Number	Description	Decision & Date
070095	Proposed erection of two storey side extension and single storey rear extension to dwelling	25 May 2007 – approved

Assessment of Project

Planning applications are considered against national and local planning policy. The policies most relevant to your project are listed below and you can read the policy documents here:

- [National Planning Policy Framework \(NPPF\)](#)
- [National Planning Policy Guidance \(NPPG\)](#)
- [Core Strategy, Managing Development Delivery Local Plan](#)
- [Borough Design Guide and Village Design Statements](#)

Your scheme has been assessed against the following criteria:

Principle <i>Relevant policies: CP9, CC01 & CC02. Where relevant, CP11 & CP12</i>	The site is located within the Major Development Location of Wokingham and as such the development should be acceptable providing that it complies with the principles stated in the Core Strategy.
Character & Design <i>Relevant policies: CP1 & CP3</i>	The proposed front extension is a minimal addition and does not project forward from the building line. The roof form of the extension is continued from the existing dwelling, which is a welcome design feature. The garage extension will also preserve the character of the host dwelling, and there is precedent for garage conversion close by, the dwelling direct neighbour having similar works completed. Overall, the proposals are likely to have an acceptable affect on the character of the area subjecting to matching materials being utilised. The proposed block plan shows three parking spaces across the front of the site and it is not clear whether this is part of the proposal or not. To maintain the character and appearance of the area, the council will expect to see some soft landscaping retained to the front of the site. From a visual impact point of view, it would be better if two

	spaces were delivered in order to keep some of the existing front garden area.
Neighbour impact <i>Relevant policies: CP3</i>	The change in fenestration at the front of dwelling from garage door to window would overlook the dwellings driveway. It is set a sufficient distance from neighbouring properties opposite to ensure that the overlooking effect would be non-detrimental. As the flat roof would remain above the proposed converted garage area, and the new pitched roof is minimal in size, there is unlikely to be a negative impact on neighbouring amenity in terms of loss of light and overbearing.
Highways <i>Relevant policies: CP6</i>	According to the WBC Car Parking Standards, the development of such scale in Urban location would broadly require three parking spaces. As stated above, providing two spaces would result in a better visual impact but either proposal should show the retention of some soft landscaping. A third driveway parking space to the south will be unachievable by utilising the existing dropped crossing without encroaching the public footway. To serve this development, the dropped kerb will have to be extended or moved to a central location. It should be noted that the maximum recommended width for a dropped kerb is 3.6 metres. As the garage will be removed from the proposal. Alternative cycle storage provision (e.g. direct access to the rear garden, cycle store) should be identified as part of the proposals.

Summary

In summary, the project accords likely with national and local policy and therefore is likely to be acceptable. Any development/hardstanding to the front of the site will need to be included within the description of development. The council would not have an objection to either two or three formal parking spaces to the front of the site providing soft landscaping is incorporated.

Once you are ready, we would recommend that you obtain several quotes from planning agents and employ one to submit your planning application for you. Householder applications can be submitted on the [Planning Portal website](#). Please use the information available on the council's [how to apply for planning permission page](#) to help you submit the right plans and documents.

In addition to the application form, community infrastructure levy form and application fee, we would expect to see:

- Location Plan
- Site Plan (indicating any parking spaces if needed)
- Existing and Proposed Floor Plans
- Existing and Proposed Elevation Plans
- Preliminary bat survey if required
- Tree survey if required
- Heritage statement if required

Other Guidance

Your development may also require Building Regulation approval to ensure it is built to national safety, design, and environmental standards. The Council's Local Authority Building Control (LABC) service offers a full range of plan approval, inspection, and associated services through an ISO9001 nationally accredited team of qualified building surveyors. These surveyors work closely with the Council's planning department to ensure the appropriate construction of your build. To find out more visit the Council's [Building Control website](#) or call 0300 790 0580 to speak to a member of the team.

If your project requires a dropped kerb on the road in front of your house then you may require consent from the highway authority; further information is available on the Council's [dropped kerbs page](#). Finally, if your project includes 100 sqm or more of new floor area then it is liable for the community infrastructure levy. Refer to the Council's [CIL page](#) for more information.

This concludes the pre-application process and I trust that this informal advice is of use to you. Please be aware that it is given without prejudice to any future decision that the Council may take. If you would like further advice, then a new pre-application submission and associated fee will be required.

Yours sincerely,

Ben McEwan

Planning Officer

Authorised by: MC

20.03.2025