

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	261583
Site Address:	27 Bolton Drive, Shinfield, Wokingham, RG2 9RD
Expiry Date:	31 August 2026
Site Visit Date:	7 August 2026
Proposal: (retrospective) Householder application for the proposed part- conversion of the existing garage.	

PLANNING POLICY

National Policy	National Planning Policy Framework (NPPF) National Planning Policy Guidance (NPPG)
Core Strategy (CS)	CP1 – Sustainable Development CP3 – General Principles for Development CP9 – Scale and Location of Development Proposals
MDD Local Plan (MDD)	CC01 – Presumption in Favour of Sustainable Development CC02 – Development Limits CC03 – Green Infrastructure, Trees and Landscaping CC04 – Sustainable Design and Construction CC07 – Parking
Wokingham Borough Local Plan Update (LPU)	SS1 – Sustainable development principles SS2 – Spatial strategy and settlement hierarchy SS3 – Development within or adjacent to major and modest settlements CE1 – Design principles for efficient buildings CE3 – Environmental standards for residential development C5 – Parking and electric vehicle charging DH1 – Place making and quality design DH2 – Safeguarding amenity
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List Sustainable Design and Construction Supplementary Planning Document Shinfield Neighbourhood Plan

PLANNING HISTORY

Application No.	Description	Decision & Date
260726	Application for a certificate of lawfulness for the proposed part conversion of the existing detached garage to habitable accommodation with associated changes to fenestration.	Refused 14/05/2026

CONSULTATION RESPONSES

Internal
None

External
None

REPRESENTATIONS	
Parish/Town Council	No comments received
Ward Member(s)	No comments received
Neighbours	No comments received

APPRAISAL
Description of Development: This application seeks permission to part convert the existing garage to create an office space. Principle of Development: The National Planning Policy Framework has an underlying presumption in favour of sustainable development which is carried through to the local Development Plan. The Managing Development Delivery Local Plan Policy CC01 states that planning applications that accord with the policies in the Development Plan for Wokingham Borough will be approved without delay, unless material considerations indicate otherwise. The site is located within settlement limits and as such the development should be acceptable providing that it complies with the principles stated in the Core Strategy. Policy CP3 of the Core Strategy states that development must be appropriate in terms of its scale of activity, mass, layout, built form, height, materials and character to the area in which it is located and must be of high-quality design without detriment to the amenities of adjoining land uses and occupiers. Character of the Area: The part garage conversion will see a set of doors being introduced to the side elevation of the garage. This minor alteration poses no harm to the character of the area. Neighbouring Amenity: The only physical alteration to the garage will see a set of doors being introduced to the side elevation. Given the single storey nature of the garage, this raises no concerns with regards to overlooking. As such, there are no concerns on neighbouring amenity grounds. Residential Amenity Space: The proposed part garage conversion poses no harm to the usability of the site's rear amenity space for current and future occupiers. Highway Access and Parking Provision: Following the conversion of the garage, two driveway parking spaces will remain, and this is deemed as being adequate to serve a dwelling of this size. As such, there are no concerns with regards to the parking provision.

Conclusion:

For the reasons stated above, the proposal is acceptable in local plan policy terms and therefore is recommended for approval.

The Public Sector Equality Duty (Equality Act 2010):

In determining this application the Council is required to have due regard to its obligations under the Equality Act 2010. The key equalities protected characteristics include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. There is no indication or evidence (including from consultation on the application) that persons with protected characteristics as identified by the Act have or will have different needs, experiences, issues and priorities in relation to this particular planning application and there would be no significant adverse impacts as a result of the development.

Community Infrastructure Levy (CIL):

When planning permission is granted for a development that is CIL liable, the Council will issue a liability notice as soon as practicable after the day on which the planning permission first permits development. Completing the assumption of liability notice is a statutory requirement to be completed for all CIL liable applications.

RECOMMENDATION

Conditions agreed:	Not required
Recommendation:	Approve
Date:	18 August 2026
Earliest date for decision:	1 August 2026

Recommendation agreed by: (Authorised Officer)	
Date:	18/08/26

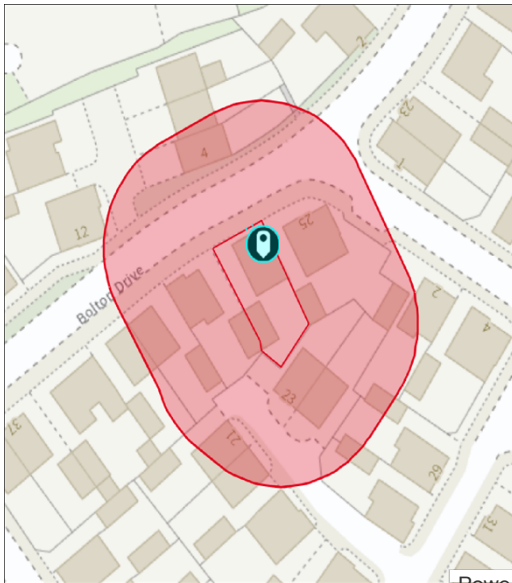
PLANNING CONSTRAINTS/STATUS

Near Me Report

Area of Interest (AOI) Information

Area: 2,693.22 m²

Date: Wed Jul 08 2026 15:38:41 GMT+0100 (British Summer Time)



Heritage & Conservation Conservation Areas



Listed Buildings



Listed Buildings Consultation Zone

Affordable Housing Thresholds | Total count: 1

#	NAME
1	Within South of M4 Strategic Development Location

Scale and Location of Development Proposals | Total count: 1

#	FEATURE_TYPE	NAME
1	Modest Development Locations	Shinfield

Strategic Development Locations | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME
1	Strategic Development Location	South of M4

Thames Basin Heath SPA Mitigation Zones | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME
1	Special Protection Area Linear Mitigation Zone	7km Linear Mitigation Zone

Major Nuclear Sites Consultation Zone | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME	PLANNING_NOTE
1	Consultation Zone - Major Nuclear Site	AWE Burghfield: Outer Zone	This is the OCZ.

Aerodrome Safeguarding: Heathrow Consultation Zone | Total count: 2

#	Height Band	Wind Turbine	Aviation
1	All works exceeding 150 metres (492.1 feet)	NO	YES
2	All works exceeding 150 metres (492.1 feet)	NO	YES

Great Crested Newt Impact Risk Zones | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME	CONSULT
1	Great Crested Newt Impact Risk Zone	Amber	For Householder applications check HH Layer. Consult NatureSpace for all other types of development

Great Crested Newt Impact Risk Zones - Householder | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME	CONSULT
1	Great Crested Newt Impact Risk Zone - Householder Applications	Amber	This Amber/Red Zone is within 50m of a known pond. Consult NatureSpace for Householder applications

Great Crested Newt Impact Risk Zones - Minor | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME	CONSULT
1	Great Crested Newt Impact Risk Zone	Amber	Consult NatureSpace for any minor development that intersects a red or amber zone in this layer

Landfill Gas Consultation Zones | Total count: 1

#	FEATURE_TYPE	OBJECTID
1	Landfill Gas Consultation Zone	1

SSSI Impact Risk Zones | Total count: 1

#	IRZURL
1	https://irz.geodata.org.uk/IRZ/step2.html?irzcode=0301000530000&notes=11404&location=470405,167121%20(IRZ%20polygon%20centre)

Potentially Contaminated Land Zones | Total count: 1

#	FEATURE_TYPE	OBJECTID
1	Potentially Contaminated Land Consultation Zone	1

Landscape Character Assessment 2019 | Total count: 1

#	FEATURE_TYPE	Name
1	Landscape Character Assessment 2019	Spencers Wood Settled and Farmed Clay

Wards | Total count: 1

#	Name of area	Closest Approximate Distance
1	Shinfield Ward	0 m

Parishes | Total count: 1

#	Name of area	Closest Approximate Distance
1	Shinfield CP	0 m