

Date: 24 November 2025
Application: 252356



**WOKINGHAM
BOROUGH COUNCIL**

WBC Drainage

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

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Dear WBC Drainage,

Householder Consultation

Application Number: 252356

Applicant: Mr Abdul kareem Sawwan

Site Address: 40 Shipridge Drive, Spencers Wood, Wokingham, RG7 1TL

Parish: Shinfield

Grid Reference: Easting - 472287, Northing - 167181

Type of Development: Other Householder

Proposal: Householder application for the proposed Conversion of detached garage into a habitable room (home office/utility room), including installation of windows/insulation and internal alterations. No extension beyond existing structure.

Case Officer: Tariq Bailey-Biggs

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 252356. 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 **15 December 2025**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	NT		
Service	WBC Drainage	App No:	252356
Address:	40 Shipridge Drive, Spencers Wood, Wokingham, RG7 1TL.		
Proposal:	Householder application for the proposed Conversion of detached garage into a habitable room (home office/utility room), including installation of windows/insulation and internal alterations. No extension beyond existing structure.		
Type of Development:	Other Householder		
Site Visit Made:	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

LLFA received Householder application for the proposed Conversion of detached garage into a habitable room (home office/utility room), including installation of windows/insulation and internal alterations. No extension beyond existing structure. Site is in flood zone 1 and LLFA raises no objection to this householder proposal subject to the following advisory notes:

Advisory Notes

1. No changes shall be made to the site's existing surface water drainage arrangement without appropriate design and compliance with SuDS principles.
2. Finished floor levels should be set a minimum 150 mm above external ground levels, or appropriate justification should be provided if not achievable.
3. Overland flow paths must be kept unobstructed.
4. Any future hardstanding or extensions may require a separate SuDS assessment.

Conditions & Reasons (if required)

Date:	24/11/2025	Signed:	NT
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