

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	252573
Site Address:	The Poppies, Waterloo Road, Wokingham, RG40 2JU
Expiry Date:	27 November 2025
Proposal: Application for non-material amendment to planning consent 232002 for changes to fenestration and the position of the external staircase, addition of a Juliet balcony and external first floor cladding, modification of roof design and changes to the number and position of the rooflights.	

PLANNING HISTORY		
Application No.	Description	Decision & Date
42911	Erection of detached double garage and storage area.	Approved 25/07/1994
970635	Proposed Single Storey Rear Extensions To Dwelling	Approved 05/12/1997
130796	The proposed erection of a temporary sales marketing suite, temporary use of three approved dwellings as show homes and temporary extension to and dual use of proposed SANG car parking facilities.	Approved 04/11/2013
132307	Proposed erection of 1 x 4 bedroom dwelling with detached garage	Refused 19/06/2013
143287	Proposed erection of 1no three bedroom detached dwelling	Withdrawn 06/02/2015
151953	Proposed erection of 1no. dwelling and associated works.	Approved 30/03/2016
160940	Householder application for the proposed single storey rear extension and part conversion of existing garage to form office, and the raising of the existing garage roof to create first floor accommodation to form ancillary residential annexe.	Refused 16/01/2017
232002	Householder application for the proposed erection of a single storey rear extension and first floor to existing garage, to form annex.	Approved 20/10/2023

APPRAISAL	
Is the proposed change non-material?	
Yes	☒
No	☐

Assessment:

This application seeks permission to amend the approved scheme (ref: 232002), by virtue of re-positioning the external staircase, modifying the roof design, reducing the size of the garage, changes to the approved materials, changes to fenestration and the insertion of 2 no. rooflights.

There is no set definition for a non-material amendment, but it is a minor change. For this application, the position of the external staircase has been amended so that it is flush with the rear wall of the garage, and this results in the staircase being slightly longer in length. The roof design is being modified with the detailing atop the roof being removed and additionally the ridge height is being increased by at least 0.2 metres. Additionally, the garage is being reduced in size.

The materials were to be of similar appearance to those used in the existing building and it is now proposed for the first floor to be of composite cladding cedar lap. Several fenestration changes are proposed, and these include the removal of the first-floor front window and the replacement with 1 no. Juliet balcony and 1 no. window. On the right-hand side elevation, one window is being replaced with a door, and a further window is being inserted at ground floor level. On the rear elevation the first-floor rear window is being removed, and the door at ground floor level is being repositioned to the other side. Additionally, one rooflight on the left-hand side elevation is being relocated, and 2 no. new rooflights are proposed on the right-hand side elevation.

There is a general set of points for which an application for a non-material amendment is assessed against, and it is considered that the proposal would conflict with some of these points:

- Significantly altering the external appearance of the permitted proposal.
- Amending the description of the development or introducing new element(s) which were not part of the original scheme.
- Adding a window that may cause overlooking.

The proposed relocation of the external staircase would not significantly alter the external appearance of the permitted proposal as the staircase would be flush with the rear wall, and it would not project beyond the flank wall. The relocation of the staircase is deemed as a non-material change.

The alterations to the roof would see the finial and cresting detailing atop the ridge being removed, and the height of the ridge line is being increased by at least 0.2 metres. The loss of the detailing, and the increased height and volume of the garage is deemed as being a minor enough change that it would not significantly alter the external appearance of the garage as the new ridge height matches that of the existing detailing. Therefore, the roof alterations are not deemed as being a material change.

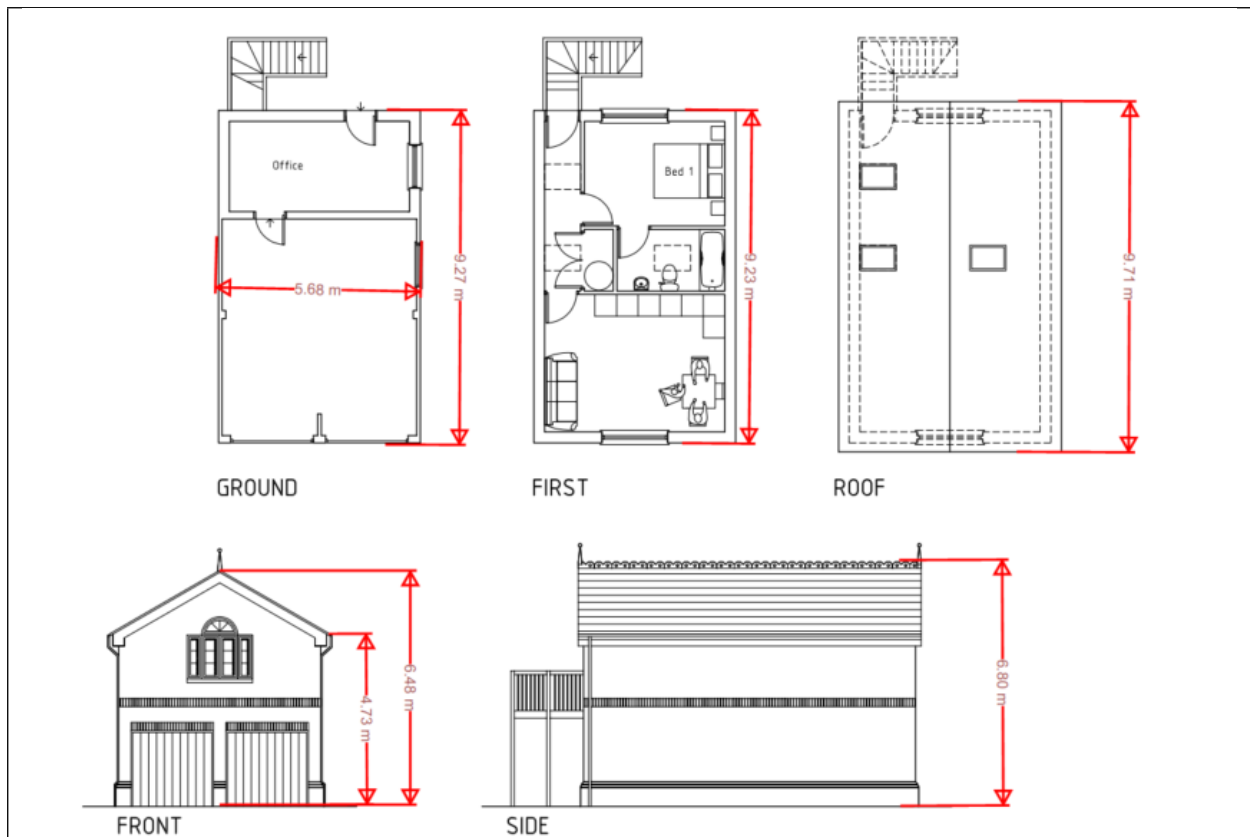


Figure 1: Approved plans from application 232002

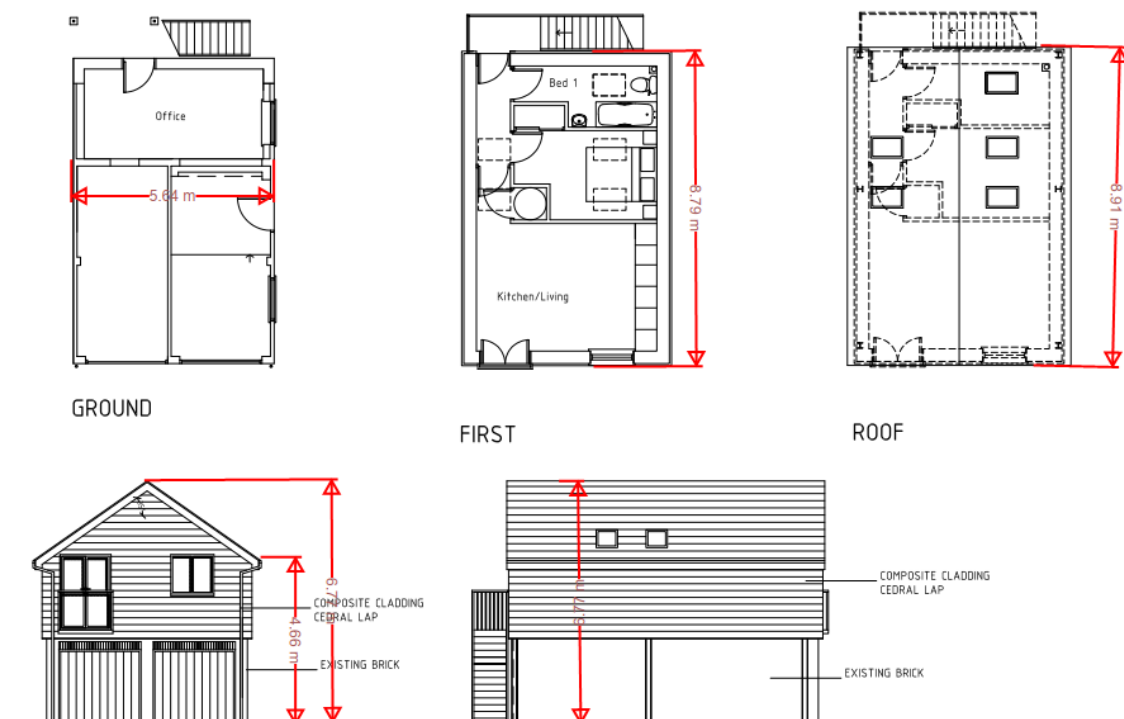


Figure 2: Proposed plans

As seen in figures 1 and 2 above, the length of the garage is being reduced by approximately 0.4 metres. The reduction in the size of the garage would not

significantly alter the external appearance of the garage, and therefore the reduction in size is deemed as being a non-material change.

The change in materials at first floor level is not deemed to significantly alter the external appearance of the permitted proposal as cladding is an appropriate material for a residential garage. Therefore, the proposed change in materials is deemed as being a non-material change.

Whilst multiple fenestration changes are proposed, none of the windows and doors being added would introduce any new overlooking concerns. A new Juliet balcony is being introduced at first floor level on the front elevation, but it is not deemed that this would result in an amended description or introduce a new element that was not part of the original scheme, as a Juliet balcony offers the same outlook as a window. Therefore, the proposed fenestration changes are deemed to be non-material changes.

The relocation of one rooflight, and insertion of 2 no. new rooflights would not significantly alter the external appearance of the garage. In terms of overlooking, the Officer Report for application 232002 identified that the rooflights were to be sited more than 1.7 metres above the finished floor level, however, the approved elevations did not include the rooflights. From measuring the proposed elevations submitted as part of this non-material amendment application it is estimated that the rooflights would be at least 1.7 metres above the finished floor level and as a result there are no overlooking concerns. Therefore, the proposed relocation of one rooflight and insertion of 2 no. new rooflights is considered a non-material change.

Whilst there are several minor changes to the external elevations, they are not significant enough to represent a material change to the original scheme; i.e. what is still proposed is a first-floor extension to existing garage, to form annex.

For the reasons stated above, it is deemed that the proposed alterations are non-material amendments, and therefore the application 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, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief. 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.

RECOMMENDATION

Recommendation:	Approve – the change is non-material.
Date:	26 November 2025
Earliest date for decision:	n/a

Recommendation agreed by: (Authorised Officer)	
Date:	26/11/25