

DATED 27 April 2022

ABDUL NAVEED & HUSSAIN NAVEED
(the Owners) (1)

and

READING BOROUGH COUNCIL
(the Council) (2)

AGREEMENT

**constituting Planning Obligations relating to
land at 84 London Street, Reading, RG1 4SJ**

(Appl. No.190478)

Michael Graham
Assistant Director of Legal &
Democratic Services
Reading Borough Council
Civic Offices Bridge Street
Reading RG1 2LU
IKEN NO. 013795
S106 No.190478

THIS AGREEMENT is made the 27 day of April 2022

BETWEEN:

ABDUL NAVEED & HUSSAIN NAVEED both of 307 Northumberland Avenue, Reading RG2 8DF (hereinafter referred to as “the Owners”) (1) and

READING BOROUGH COUNCIL of Civic Offices Bridge Street Reading RG1 2LU (“the Council”) (2)

RECITALS

A. Planning Obligation

This Agreement constitutes a planning obligation within the meaning of the term in Section 106 of the Town and Country Planning Act 1990 as amended by the Planning and Compensation Act 1991 (“the 1990 Act”)

B. The Land

The Council is the Local Planning Authority for the purposes of the 1990 Act for the Borough of Reading in which the land at 84 London Street, Reading RG1 4SJ (“the Land”) more particularly described in the Schedule hereto is situated and the Council is the authority who can enforce the provisions of this Agreement

C. Land Ownership

The Owners are the owner of the freehold of the Land and have an interest in the Land within the meaning of the term in Section 106(9)(b) of the 1990 Act

D. Planning Application

An application (given reference 190478 by the Council) has been submitted to the Council for the development of the Land hereinafter described

E. Planning Permission

The Council and the Owners having regard to the Development Plan and to all other material considerations consider that Planning Permission should be granted for the Development pursuant to the Application subject to the prior completion of this Agreement

NOW IN PURSUANCE OF THE POWERS CONTAINED in Section 106 of the 1990 Act IT IS HEREBY AGREED AND DECLARED between the parties hereto as follows:-

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

The following expressions shall have the under mentioned meanings:-

“1990 Act”

means the Town and Country Planning Act 1990 as amended

“Affordable Housing”

means social rented housing affordable rented housing and intermediate housing as defined in Annex 2 of the National Planning Policy Framework published on 27th March 2012 or any subsequent definition in any revision amendment or re-enactment thereof published by the U K Government

“the Affordable Housing Contribution”

means the sum of THIRTY SIX THOUSAND POUNDS (£36,000.00) towards the provision by the Council of Affordable Housing in the Borough which is not being provided by the Owners on the Land

“this Agreement”

means this planning obligation by agreement pursuant to Section 106 of the 1990 Act

“the Application”

means the application for planning permission submitted to the Council and given reference number 190478

“develop” and “development”

shall be construed in accordance with Section 55 of the 1990 Act

“the Development”

means the demolition of B8 Commercial Unit and construction of three one-bedroom flats over three floors including bin and cycle storage to be permitted by the Planning Permission

“the Effective Date”

means the date of this Agreement

“Implementation”

means the carrying out of a “material operation” as defined in Section 56(4) of the 1990 Act and “Implement” and “Implemented” shall be construed accordingly

“Index”

means the All Items Index of Retail Prices issued by the Office for National Statistics

“the Land”

means the land described in the Schedule hereto

“New Dwelling”

means any one of the new dwellings formed or to be formed in the carrying out of Development pursuant to the Planning Permission

“Occupation”

means (for the purposes of the covenant in Clause 4) the first beneficial occupation of a New Dwelling for residential purposes following Implementation of the Planning Permission and “Occupied” shall be construed accordingly

“the Planning Permission”

means planning permission granted by the Council pursuant to the Application substantially in the form of the draft set out in the Annexure hereto

1.2 Interpretation

IT IS HEREBY FURTHER AGREED that unless the context otherwise requires:

1.2.1 the singular shall include the plural and vice versa

1.2.2 references to any party shall include the successors in title of that party

1.2.3 where a party includes more than one person the obligations of those persons shall be joint and several

1.2.4 references to Clauses Schedules and the Annexure are references to clauses schedules and the Annexure respectively in this Agreement

1.2.5 references to a statute or statutory instrument shall mean and include any statutory revision amendment or re-enactment thereof

1.2.6 words denoting an obligation on a party to do any act or matter or thing include an obligation to procure that it be done and words placing a party under a restriction include an obligation not to permit infringement of the restriction

AND THAT clause headings do not form part of this Agreement and shall not be taken into account in its construction or interpretation

2. CONDITIONALITY

2.1 Subject to Clause 2.2 below this Agreement shall have immediate effect

2.2 The covenants by the Owners in Clause 4 are conditional upon the grant by the Council of the Planning Permission on the Effective Date and Implementation of the Development

3. COVENANTS BY THE OWNERS: DECLARATION

The covenants by the Owners hereinafter set out are entered into with the intent that those covenants shall (subject to Clause 5) be enforceable without any limits of time against the Owners and any person deriving title from the Owners to all or any part of the Land and any person deriving title under them in respect of a lesser interest in the whole or any part of the Land as if that person had also been an original covenanting party in respect of the interest for the time being held by him

4. THE OWNERS COVENANTS

The Owners jointly and severally COVENANT AND AGREE with the Council to:

- a) pay the Affordable Housing Contribution as increased by the indexation provision in Clause 10 to the Council no later than the date of first Occupation of a New Dwelling to be Occupied and
- b) not to Occupy or permit the Occupation of any New Dwelling until such payment has been made to the Council in full including any interest due thereon under the terms of this Agreement; and
- c) serve written notice on the Council's Assistant Director of Planning, Transport and Regulatory Services not less than ten (10) working days before the intended date of Implementation of Development

5. CESSER OF LIABILITIES

The liabilities of the persons who for the time being are the Owners under this Agreement in relation to the Land shall cease (subject to and without prejudice to the Council's rights in relation to any antecedent breach of the obligations contained in this Agreement) after the person has parted with all his interest in the Land

6. NO WAIVER

No waiver (whether express or implied) by the Council of any breach of or default by the Owners in performing or observing any of the terms of or covenants obligations or restrictions in this Agreement shall constitute a continuing waiver and no such waiver shall prevent the Council from enforcing any of the said terms covenants obligations or restrictions or from acting upon any subsequent breach or default in respect thereof by the Owners

7. RIGHTS OF THIRD PARTIES

It is not intended that any of the provisions of this Agreement be enforceable under the Contracts (Rights of Third Parties) Act 1999 by anyone other than the parties to this Agreement

8. LOCAL LAND CHARGE

This Agreement is and shall be registered as a Local Land Charge by the Council

9. REVOCATION

In the event that the Planning Permission expires or is quashed before implementation or is (without the consent of the Owners) revoked by any statutory enactment then in that event the provisions of this Agreement shall lapse and determine and in that event the Council will thereafter effect the cancellation of all entries made in the Register of Local Land Charges in respect of this Agreement

10. INDEXATION

The amount of any contribution payable under the provisions of Clause 4 of this Agreement shall be increased by an amount equivalent to the increase in the Index from the Effective Date until the date on which the respective contribution is payable

11. INTEREST ON UNPAID MONIES

If any payment due under this Agreement is paid late interest at the rate of 4% per annum above the base rate of the Bank of England for the time being in force will be payable from the date payment is due to the date of payment

12. LEGAL FEES

The Owners agree to reimburse the Council the legal costs and expenses incurred by the Council in the preparation and completion of this Agreement in the sum of £1760.00.00 such sum to be paid to the Council prior to the Effective Date

13. MONITORING FEE

The Owners agree to pay the Council's costs and expenses incurred or to be to be incurred by the Council in the administration and monitoring of the provisions of his Agreement in the sum of £400.00 such sum to be paid to the Council prior to the Effective Date

14. PAYMENTS TO THE COUNCIL

Any payments due to the Council under the terms of this Agreement (SAVE AND EXCEPT for the legal fees payable to the Council under the provisions of the Clause 12 and the monitoring fee under the provisions of Clause 13) shall be paid to the Council by means of telegraphic transfer to the Council as follows:

Reading Borough Council

Sort Code: 30-91-31

Account Number: 00271502

Lloyds Bank plc: 24 Broad Street Reading RG1 2BT

quoting reference: s106/013795/190478 or other reference quoted in relevant S106 Demand Notice issued in respect of the obligation

15. AGREEMENT AND DECLARATION

It is agreed by the Owners and the Council that should the Development the subject of the Planning Permission be varied under a new planning permission ("the VARIAT planning permission") granted by the Council under Section 73 of the 1990 Act the planning obligations in this Agreement shall apply to the VARIAT planning permission

EXECUTED as a deed by the parties hereto and delivered on the date written at the start of this deed

THE SCHEDULE

(The Land)

All that land at 84 London Street, Reading, RG1 4SJ, the subject of the Application and which comprises the land registered at the Land Registry under Title Number BK517238

**TOWN AND COUNTRY PLANNING ACT 1990
PLANNING AND COMPENSATION ACT 1991
THE TOWN & COUNTRY PLANNING
(DEVELOPMENT MANAGEMENT PROCEDURE) (ENGLAND) ORDER 2015**

APPLICATION FOR FULL PLANNING PERMISSION

To: The Keen Partnership
The Courtyard
Edinburgh Road
Reading
RG30 2UA

Application No: 190478
Application type: Full Planning Approval

Applicant: Mr Abdul Naveed

READING BOROUGH COUNCIL as Local Planning Authority **GRANT FULL** planning permission for the following development in accordance with the plans and supporting information submitted in connection with this application.

Proposal: Demolition of B8 Commercial Unit & construction of three one-bedroom flats over three floors including bin & cycle storage.

At: Land to the rear of 84 London Street Reading

Subject to such conditions and for such reasons as may be attached

**OTHER STATUTORY CONSENTS MAY BE REQUIRED
PLEASE READ THE NOTES ISSUED WITH THIS DECISION NOTICE**

Date:



Head of Planning, Development
& Regulatory Services

Application At: Land to the rear of 84 London Street Reading

Application No: 190478

Application type: Full Planning Approval

CONDITIONS & REASONS

1. Approved Plans

The development hereby permitted shall ONLY be carried out in accordance with the following approved plans received on 28 Jan 2022 unless indicated otherwise:

- PL-01 - Location Plan
- PL-02 - Rev B Block Plan
- PL-06 - Rev B Proposed Site Plan
- PL-07 - Rev B Proposed Ground Floor Plan
- PL-08 - Rev B Proposed First Floor Plan
- PL-09 - Rev B Proposed Second Floor Plan
- PL-10 - Rev B Proposed Roof Plan
- PL-11 - Rev B Proposed Front & Rear Elevations
- PL-12 - Rev B Proposed Side Elevations
- PL-13 - Rev B Proposed Side 3D views
- PL-14 - Rev B Proposed Site Plan GF
- PL-15 - Rev B Proposed 3D view front

REASON: For the avoidance of doubt and to ensure that the development is carried out and adhered to in accordance with the application form and associated details hereby approved.

2. Materials - Pre Commencement

The following, shall be submitted to and approved in writing by the Local Planning Authority before any development is begun:

- a) Sample panel of all facing materials, including a sample panel of brickwork and stonework which demonstrates brick type, colour, texture, face bond, mortar mix and pointing, to be erected on site and maintained there during the course of construction;
- b) Samples and/or manufacturer's details of the roof materials for the proposed works are to be provided on site and retained on site during the course of the works;
- c) Detailed specification for all windows and doors with materials annotated;

The relevant part of the works shall not be carried out otherwise than in accordance with the details thus approved.

REASON: In order to safeguard the special architectural and historic interest of the area in accordance with the requirements of policy and in the interests of visual amenity and ensuring the new development responds positively to the local context and character in accordance with Policies EN1, EN3, EN6 and CC7 of the Reading Borough Local Plan 2019

Date:



Head of Planning, Development
& Regulatory Services



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3. Pre commencement - Archaeology

No development shall take place within the site, other than demolition to ground level, until the applicant, or their agents or their successors in title, has secured and implemented a programme of archaeological work in accordance with a written scheme of investigation, which has been submitted to and approved in writing by the Local Planning Authority. The development shall only take place in accordance with the detailed scheme approved pursuant to this condition.

REASON: The site lies within an area of archaeological potential, as illustrated by the Berkshire Archaeology Historic Environment Record, specifically within the known extent of the regionally important medieval town of Reading. The condition will ensure that any archaeological remains within the site are adequately investigated and recorded so as to advance our understanding and significance of any buried remains to be lost and in the interest of protecting the archaeological heritage of the Borough. Archaeological monitoring or evaluation will ensure preservation, either by record or in situ, of any heritage assets present on the site in a manner appropriate to their significance, Policy EN1 and EN2 of the Reading Borough Local Plan 2019.

4. Pre-commencement - CMS

No development shall commence on site, including any works of demolition, until a site specific Construction Method Statement has been submitted to and been approved in writing by the Local Planning Authority. The Statement shall provide for:

- a) Space on site where vehicles of site operatives and visitors can be parked with details of how site operatives and visitors will be required to make use of the parking area provided;
- b) Location on site for storage of plant and materials used in constructing the development;
- c) The erection and maintenance (including removal of any graffiti or fly posters) of security hoarding around the site;
- d) Identification of any footpath closures or road closures needed during construction;
- e) Required wheel washing facilities on site;
- f) A scheme for recycling waste resulting from the construction works.
- g) Measures for controlling the use of site lighting whether required for safe working or for security purposes;
- h) Required measures to control the emission of dust, dirt and other airborne pollutants during demolition and construction;
- i) Provisions to be made for the control of noise coming from the site during demolition and construction;
- j) Construction times limited to 8am - 6pm Mon - Fri and 9am - 1pm on Saturdays. No working on Sundays or Bank Holidays.
- k) Full details of pest control measures following any demolition required. Where necessary, capping of drains/sewers and baiting arrangements.

Date:

Head of Planning, Development
& Regulatory Services



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The measures within the approved Statement shall be adhered to throughout the demolition and construction period unless otherwise agreed in writing by the Local Planning Authority.

REASON: These details are required due to insufficient information being contained within this submission and in the interests of protecting the amenity of local land uses or neighbouring residents, the character of the area and highway safety in accordance with Policy CC8 and TR3 of the Reading Borough Local Plan 2019.

5. Pre-commencement - Boundary

No development shall take place until a plan indicating the positions, design, materials and type of boundary treatment to be erected, shall be submitted to an approved in writing by the Local Planning Authority. The boundary treatment shall be implemented in accordance with the approved plan before the development is occupied or otherwise in accordance with a timescale agreed in writing by the Local Planning Authority.

REASON: In order to protect the privacy of adjoining and future occupiers and in the interests of the visual amenities of the locality in accordance with Policy CC7 and EN12 of the Reading Borough Local Plan 2019.

6. Pre-commence - Landscaping

1. No development shall commence on site until a comprehensive scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority. These details shall include: a. Proposed pedestrian access and circulation areas;

b. Hard surfacing materials and minor artefacts and other ancillary structures such as lighting, external services);

c. Soft landscaping details shall include planting plan, specification (including cultivation and other operations associated with plant and grass establishment), schedules of plants, noting species, planting sizes and proposed numbers/densities where appropriate, and implementation timetable;

d. A maintenance programme detailing all operations to be carried out in order to allow successful establishment of planting;

e. routes and details of proposed and existing functional services above and below ground including foul and surface water drainage, soakaways and SUDs details, power, communications cables and water and gas supply pipelines, including access points, tree pit specifications;

2. The approved hard and soft landscaping scheme shall be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a timetable approved in writing by the Local Planning Authority.

3. Any trees or plants which, within a period of 5 years from the date of planting, die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, to be agreed in writing by the Local Planning Authority.

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Head of Planning, Development
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REASON: These details are required prior to commencement of development because of insufficient information contained within this submission and in the interest of ensuring that the landscaping of the development enhances the visual local environment and in accordance with Policy CC7 of the Reading Borough Local Plan 2019.

7. Pre-Commencement - Bicycles

No development shall commence on site until a plan showing how two cycle parking spaces can satisfactorily be provided on site is submitted to and been approved in writing by the Local Planning Authority. The cycle parking spaces shall be provided in full accordance with the approved details prior to first occupation and thereafter kept free of obstruction and retained in accordance with the approved details and shall remain available for the parking of vehicles at all times.

REASON: These details are required due to insufficient information being contained within this submission and in order to encourage travel by sustainable alternatives to private vehicle in accordance with Policy TR3 and TR5 of the Reading Local Plan 2019.

8. Bin Store

No dwelling hereby permitted shall be occupied until the bin storage facility shown on the approved plans has been provided and the bin storage facility shall be retained thereafter for use by occupiers of the dwellings at all times.

Reason: in the interests of the visual amenity of the area and to ensure that bins can be easily accessed when required in accordance with Policy CS7.

9. Security

Before first occupation of the dwellings hereby permitted:

- external lighting shall be installed that complies with BS 5489-1:2003 with a minimum uniformity level of 0.25Uo (25%).
- Access control to the gated side of the property shall be provided
- Communal doors shall meet the current Document Q and SBD Homes 2019 requirements relating to physical security and access controls. All communal doors should be minimum LPS 1175.

REASON: To ensure that sufficient physical security measures are installed to safeguard future occupiers in accordance with Policies CC7 and CC8 of the Reading Borough Local Plan 2019.

10. Parking permits

Prior to any agreement being entered into for a new occupation of, or transfer of any interest in, the residential unit(s) hereby approved, the prospective occupier/transferee shall be informed that there is no automatic entitlement to a car parking permit for any existing residential parking permit schemes and future schemes on adjacent and surrounding streets. All material used for advertising or marketing the residential unit(s) for letting or sale shall make it clear to prospective tenants and

Date:

Head of Planning, Development
& Regulatory Services



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occupiers that they will not be automatically entitled to a parking permit, but any application for a parking permit will be considered on its merits.

Reason: In order that the prospective occupiers are made aware of the fact that while they can submit an application they will not be automatically entitled to an on-street car parking permit. In the interests of the proper management of parking, and to ensure that the development does not harm the existing amenities of the occupiers of neighbouring residential properties by adding to the already high level of on street car parking in the area in accordance with Policy TR5 of the Reading Borough Local Plan 2019.

INFORMATIVES

1. Thames Water has advised that this development requires an agreement to build within three metres of a public sewer which they maintain. They advised that they will be checking records to see whether the site owner has submitted an application form. If there is no record of an agreement in place, they will send the applicant or agent an application form for an approved build over agreement. They will also make the applicant aware that they may potentially qualify for an online 'self-certified' build over agreement. Thames Water will only issue this to customers building over or near a domestic sewer with a diameter of 160mm or less, who can meet all of the criteria required in our questionnaire.
2. The Local Planning Authority has worked positively and proactively with the applicant to resolve relevant matters to allow permission to be granted within the prescribed target or agreed extended timescale for the decision to be issued.
3. A section 106 Agreement has been completed for this development. A copy of the S106 Legal Agreement is available on the Council's Public Register of Planning.
4. Your attention is drawn to the terms and conditions of this permission. Any development which is carried out but which differs materially from the approved plans and details, or does not comply with any condition(s) or planning obligation(s) attached to the permission may result in the Council taking action to remedy the breach of planning control. If you are in any doubt please contact the Council.
5. Your attention is drawn to the requirement for submission of a Building Regulations application for the proposed development. Please contact Building Control on 0118 937 2449 for advice.
6. Complaints are commonly received about noise and dust caused by construction and demolition works, particularly working outside reasonable hours and smoke from

Date:

Head of Planning, Development
& Regulatory Services

bonfires associated with the burning of waste on site. The developer is reminded that construction and demolition associated with the approved development will be subject to environmental health law.

7. During the course of construction, the developer should take care to ensure that no part of this development (foundations, eaves, guttering, etc.) would encroach on, under or across the boundary line with the adjoining property, as the requisite Notice has not been served on the owner of that property. This permission does not confer any right of access onto land that is not under the developer's control. The developer should also be mindful of the obligations and requirements of the Party Wall Act (1996) details of which can be found at:

<https://www.gov.uk/guidance/party-wall-etc-act-1996-guidance>

8. You are advised that the development lies on a potentially contaminated site. Due to the nature of the historic land use there is the potential of contaminated land being present. The developers must be aware that any ground or enabling works may bring receptors into contact with the aforementioned contaminants. You may wish to satisfy yourself that the details of the construction proposals take the necessary account of the possibility of contaminants from that source.

9. To minimise the disturbance by noise of future residential occupiers of the flats and its effect on neighbouring residents, residential accommodation must be designed and constructed or converted so as to achieve the insulation requirements set out in Building Regulations Approved Document E.

10. The Community Infrastructure Levy (CIL) is a way of securing financial contributions towards infrastructure from new development. It is a set charge per sq m of floorspace for different uses, and, unlike Section 106, it is non-negotiable. It applies to developments which result in at least one dwelling; where the space has not been in lawful use for 6 months within the last 3 years or 100 sq m of new floorspace. For this approved development the CIL status is CHARGEABLE. If chargeable you will be sent a CIL Liability Notice with the calculated amount soon. CIL becomes payable on commencement of the development or by instalments.

For more information go to:

http://www.reading.gov.uk/media/2791/Community-Infrastructure-Levy-Advice-to-Applicants/pdf/CIL_Advice_to_Applicants.pdf

11. The occupiers of the residential unit(s) will not be automatically entitled to an on-street car parking permit. Current and new occupiers should be informed of this and be advised to find out more about parking permits on the Council's website. There is already a high level of on street car parking in the area and the site is located close to local facilities, with frequent public transport services on nearby roads.

Date:



Head of Planning, Development
& Regulatory Services

NOTES

APPEALS TO THE SECRETARY OF STATE

If you are aggrieved by the decision of the Council to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990.

If this is a decision on a planning application relating to the same or substantially the same land and development as is already the subject of an enforcement notice, if you want to appeal against the Council's decision on the application you must do so within 28 days of the date of this notice.

If an enforcement notice is served relating to the same or substantially the same land and development as in your application and you want to appeal against the Council's decision on your application, you must do so within 28 days of the date of service of the enforcement notice, or within 6 months (or 12 weeks in the case of a householder appeal) of the date of this notice, whichever period expires earlier.

If the above circumstances do not apply, any appeal must be made within the following time limits.

If this is a householder application and you want to appeal against the Council's decision then you must do so within 12 weeks of the date of this notice. If this is an advertisement application and you want to appeal against your local planning authority's decision then you must do so within 8 weeks of the date of this notice. If you want to appeal against your local planning authority's decision for any other type of application (which is not a householder or advertisement application, or an application for a Certificate of Lawfulness) then you must do so within 6 months of the date of this notice.

Appeals can be made online at: <https://www.gov.uk/planning-inspectorate>.

If you are unable to access the online appeal form, please contact the Planning Inspectorate to obtain a paper copy of the appeal form on tel: 0303 444 5000.

The Secretary of State can allow a longer period for giving notice of an appeal but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State need not consider an appeal if it seems to the Secretary of State that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.

If you intend to submit an appeal that you would like examined by inquiry then you must notify the Local Planning Authority and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least 10 days before submitting the appeal. Further details are on GOV.UK.

Purchase Notices

If either the Local Planning Authority or the Secretary of State refuses permission to develop land or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted. In these circumstances, the owner may serve a purchase notice on the Council in whose area the land is situated. This notice will require the Council to purchase his interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.

Street Naming & Numbering

You must contact Reading Borough Council to:

- Name or number a new development
- Name a new street
- Get addresses for flat conversions
- Name or rename an existing building

Otherwise the following may occur:

- You will not have an official address or postcode. When your property goes through the official process it may be given a different address and Postcode than you are currently using.
- You may have difficulty receiving mail
- You may have problems when buying goods or services such as utilities and telecommunications
- The emergency services may have difficulty locating you.
- You may have problems accessing Council services such as Education, Parking Services and Electoral Registration.

The Council is responsible for assigning house names and numbers and street names. It is also responsible for updating the National Land and Property Gazetteer (NLPG) which is a list of addresses which meet a common standard (BS7666) used throughout the country.

When a new address or change of address is requested, the Council contacts Royal Mail who check the address on behalf of the Emergency Services, assign a postcode and add it to their Postal Address File (PAF). The PAF list is used by many companies and services to check addresses, authenticate transactions and order goods, as well as deliver mail, so it is in your interest for your address to be on that list. Royal Mail will not create an address until requested to do so by the Council.

How to apply:

Email us using streetnamingnumbering@reading.gov.uk

Or telephone us on 0118 9373737

What we need to complete your request:

For new addresses or flat conversions:

- Site layout plan containing plot numbers
- Location plan - No bigger than A3 size (hard copy, PDF, JPEG or AutoCAD) showing the site boundary, including the new development, together with surrounding buildings for reference
- Anticipated completion and occupation dates

For change of address:

- You must be, or have authorisation from, the owner to request a change of address.
- Floor plan of the existing property
- Reason for change

Once created, the Council informs various bodies of your new address including the Emergency Services, Council Tax, Land Registry and utility companies as well as adding it to the National Land and Property Gazetteer.

Please be advised that companies and services using the PAF file only update the addresses monthly, quarterly or even less frequently, therefore it may take a while for your address to be listed in some places. It will, however, appear on the Royal Mail website within a few days once it has been added to the live address file.

Reading Borough Council has no control over the frequency by which other organisations update their address files.

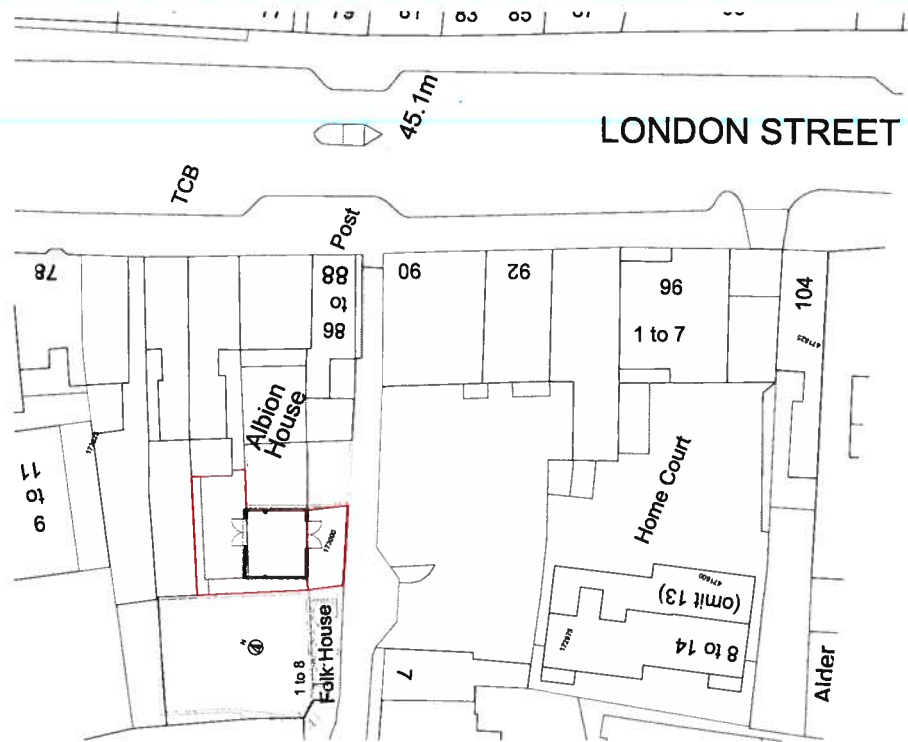
THE PLAN

© This drawing remains the property of The Keen Partnership and shall not be copied without prior written consent.
All dimensions to be checked on site and any discrepancies to be reported before work commences.

1:100

0 1 2 3 4 5 m

Notes:

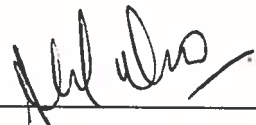


A		Red Line Amendments	C.P.	21-03-18
REV	Comments	By	Date	
THE KEEN PARTNERSHIP The Courtyard Edinburgh Road Reading RG1 2UA Tel: 0118 9510 855 Fax: 0118 9510 866 chris@keenpartnership.co.uk www.keenpartnership.co.uk mace Chartered Association of Building Engineers RICS Chartered Institute of Residential Surveyors				
Client:		Mr. Abdul Naveed		
Job Title:		84 London Street Reading RG1 4SJ		
Drawing Title:		Existing Site Plan		
Drawing Date:		25-06-18		
Issue Date:		28/08/2018		
Status:		Planning		
Drawn By:		C.P.		
Scale:		1:500@A3		
Job No:		8787-18		
Drawing No:		PL-03		
Rev:		A		

THE ANNEXURE

(The Draft Planning Permission)

SIGNED AS A DEED (but not)
delivered until the date hereof) by)
the said)



sign here

ABDUL NAVEED in the presence
of:-

K. Sethi

W

I Name: KULDEEP SETHI LL.B.

T SOLICITOR

N Address: N.C. BROTHERS & CO.

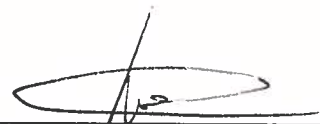
E 47 London Street

S Reading RG1 4PS

S _____

S Signature: K. Sethi

SIGNED AS A DEED (but not)
delivered until the date hereof) by)
the said)



sign here

HUSSAIN NAVEED in the presence
of:-

K. Sethi

W

I Name: KULDEEP SETHI LL.B.

T SOLICITOR

N Address: N.C. BROTHERS & CO.

E 47 London Street

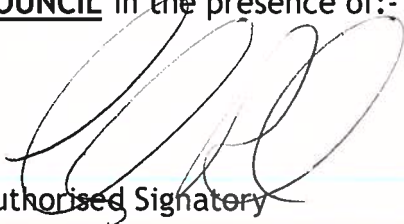
S Reading RG1 4PS

S _____

S _____

S Signature: K. Sethi

EXECUTED (BUT NOT DELIVERED)
UNTIL THE DATE HEREOF by)
the affixing of THE COMMON)
SEAL of READING BOROUGH)
COUNCIL in the presence of:-)


Authorised Signatory

Minute	Del HPRS 23.07.14
Originator	PT
Seal No.	135/22
Checked	13

DATED 27 April 2022

ABDUL NAVEED & HUSSAIN NAVEED
(the Owners) (1)

and

READING BOROUGH COUNCIL
(the Council) (2)

AGREEMENT

constituting Planning Obligations relating to
land at 84 London Street, Reading, RG1 4SJ

(Appl. No.190478)

Michael Graham
Assistant Director of Legal &
Democratic Services
Reading Borough Council
Civic Offices Bridge Street
Reading RG1 2LU
DX 40124 Reading (Castle St)
IKEN NO. 013795
S106 No. 190478