

**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: Boddingtons Planning
Westfield House
31 Shirburn Street
Watlington
OX49 5BU

Application No: 192049
Application type: Full Planning Approval

Applicant: Queen Anne's School

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: Development of a new artificial pitch, fencing, floodlights and acoustic fence. Erection of a pavilion and changing rooms. Floodlighting of Tennis Courts. Erection of an Indoor Tennis building. Consolidation to remove dip in the natural grass playing fields.

At: Queen Anne's School Henley Road Caversham Reading RG4 6DX

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: 9th February 2021



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Application At: Queen Anne's School Henley Road Caversham Reading RG4 6DX

Application No: 192049

Application type: Full Planning Approval

CONDITIONS & REASONS

1. The development hereby permitted shall begin no later than three years from the date of this planning permission.

REASON: In pursuance of Section 91 of the Town and Country Planning Act 1990 (as amended by Section 51 of the Planning and Compulsory Purchase Act 2004) in order to prevent an accumulation of unimplemented planning permissions.

2. The development hereby permitted shall ONLY be carried out in accordance with the following approved plans and documents:

Proposed Layout Plan - Summer Sports S16-187/VW/LP0001

Acoustic Barrier Specification

Area of Ground Works

New Changing Room Floor Plans and Elevations 1921/01

Column Detail 1921/03

Drainage Plan 1921/06

Fence Detail 1921/05

Edge Detail 1921/04

Lighting Diagram

Pitch Elevation 1921/02

Sports Layout Option 1 2018-CAS-061-001

Proposed Framed Fabric Sportscover Tennis Hall 2018-CAS-061-003

Team Shelter Diagram 1921/07

Slab Plan

New Sports Pavilion Floor Plans Proposed 1.40

New Sports Pavilion Elevations Proposed 1.50

Received 23rd December 2019

Arboricultural Impact Assessment Plan AA AIA 02

Received 4th March 2020

Sports Facilities Masterplan 1.30 Rev B

Proposed Floodlighting Plan HLS613/005

Received 5th May 2020

Tree Protection Plan AA TPP 02

Changing Room Cross Section Showing Screw Piles AA CROS 01

Received 12th August 2020

Predicted Sounds Levels Plan with Boundary Screen

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Received 28th August 2020

Proposed Isometric Plans (with acoustic fence) S16-187/VWIP0001 Sports Facilities Masterplan (with addition of acoustic fence) 1.30 Rev B
Received 14th September 2020

Arboricultural Method Statement AA AMS 02
Tree Schedule
Screw Piles Details
Received 12th August 2020

Sustainability Statement
Received 21st October 2020

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.

3. No development shall commence beyond foundation level until a schedule of the materials to be used in the construction of the external surfaces of the pavilion building and tennis bubble hereby permitted have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out and thereafter maintained in accordance with the details approved 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 visual amenity and ensuring the new development responds positively to the local context and character in accordance with Policy CC7 of the Reading Borough Local Plan 2019

4. No development shall commence beyond foundation level until a schedule of the materials to be used in the construction of the artificial grass pitch and acoustic fencing hereby permitted have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out and thereafter maintained in accordance with the details approved 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 visual amenity and ensuring the new development responds positively to the local context and character in accordance with Policy CC7 of the Reading Borough Local Plan 2019

5. Notwithstanding the submitted details, the structure of the Tennis Bubble shall be entirely opaque above court level and shall not allow light to pass through the structure at any time.

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Reason: To reduce the visual impact on the character of the area in accordance with Policy CC7 of the Reading Borough Local Plan 2019.

6. *No development shall commence on site 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 construction;

i) Provisions to be made for the control of noise coming from the site during construction;

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.

7. *No development shall commence on site until an Employment Skills and Training Plan (EST) has been submitted to and approved by the LPA. The EST will include:

- Promoting any appropriately local jobs in the local job centre - Recognising that the main contractor may bring a workforce with them from elsewhere in the UK or overseas, but that they will use reasonable endeavours to provide opportunities for local school and college visits to the construction site and apprenticeship and training opportunities locally

- Keeping a record of details of all locally employed members of the workforce engaged in the construction phase of the Queen Anne's School development

The EST hereby approved shall be fully implemented throughout the construction phase unless otherwise approved in writing by the LPA.

Reason: To ensure local training and development initiatives, and to support the local economy in accordance with CC9 of the Reading Borough Local Plan 2019.

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8. *No development shall take place (including demolition, ground works, vegetation clearance) until a construction environmental management plan (CEMP: Biodiversity) has been submitted to and approved in writing by the local planning authority. The CEMP (Biodiversity) shall include the following:

- a) Risk assessment of potentially damaging construction activities.
- b) Identification of “biodiversity protection zones”
- c) Practical measures (both physical measures and sensitive working practices) to avoid or reduce impacts during construction (may be provided as a set of method statements).
- d) The location and timing of sensitive works to avoid harm to biodiversity features.
- e) The times during construction when specialist ecologists need to be present on site to oversee works.
- f) Responsible persons and lines of communication.
- g) The role and responsibilities on site of an ecological clerk of works (ECoW) or similarly competent person.
- h) Use of protective fences, exclusion barriers and warning signs. The approved CEMP shall be adhered to and implemented throughout the construction period strictly in accordance with the approved details, unless otherwise agreed in writing by the local planning authority.
- i) details of biodiversity enhancement opportunities

Reason: To minimise impacts on biodiversity in accordance with Paragraphs 170 and 175 of the NPPF and Policy EN12 of the Reading Borough Local Plan 2019.

9. *No development shall take place within the application area until the applicant, their agents or successors in title have secured and implemented a programme of archaeological field evaluation in accordance with a written scheme of investigation, which has been submitted by the applicant and approved in writing by the Local Planning Authority. The results of the evaluation will inform the preparation of a subsequent mitigation strategy which will be submitted by the applicant and approved in writing by the Local Planning Authority prior to the commencement of the development. The mitigation strategy will provide for:

- i) A programme of site investigation and recording, or alternative appropriate mitigation, within the area of archaeological interest. Development will not commence within the area of archaeological interest until the site investigation has been satisfactorily completed.
- ii) A programme of post investigation assessment, analysis, publication, dissemination and archiving. This part of the condition shall not be discharged until these elements of the programme have been fulfilled in accordance with the programme set out in the WSI or otherwise agreed in writing by the Local Planning Authority

Reason: To ensure that any archaeological remains within the site are adequately investigated and recorded in the interest of protecting the archaeological heritage of

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the Borough and in accordance with Policy EN2 of the Reading Borough Local Plan 2019.

10. *No development shall commence on site until a copy of an Interim BREEAM Certificate in accordance with the BREEAM Sustainability Standard demonstrating compliance with a minimum standard of BREEAM 'Excellent' rating or otherwise agreed has been submitted to and approved in writing by the Local Planning Authority.

Reason: These details are required due to insufficient information being contained within this submission and in order to ensure that the development is carried out in accordance with sustainable building standards in accordance with Policy CC2 of the Reading Borough Local Plan 2019.

11. Prior to first occupation of the development hereby approved, a copy of a Final BREEAM Certificate in accordance with the BREEAM Sustainability Standard following a post-construction stage review carried out by a licensed assessor has been submitted to and approved in writing by the Local Planning Authority, demonstrating that the development has attained as a minimum the standard set out in the Interim BREEAM Certificate referred to in condition 10.

Reason: To ensure that the development is carried out in accordance with sustainable building standards in accordance with Policy CC2 and H5 of the Reading Borough Local Plan 2019.

12. (i) The approved lighting scheme shall be installed, maintained and operated in accordance with the approved details at all times unless the local planning authority gives its written approval to any variation. (ii) Prior to the first use of the lighting to the tennis courts and artificial grass pitch, the lighting levels shall be assessed by a suitably qualified person to confirm that the installed lighting is in accordance with the approved details and any adjustments required for compliance shall be carried out. A verification report (that confirms compliance with the approved lighting scheme) shall be submitted to and approved in writing by the local planning authority prior to first use of the lighting to the tennis courts and artificial grass pitch. No other external lighting other than that hereby approved shall be installed without the written approval from the local planning authority.

Reason: i) To prevent harm to neighbouring amenity due to light spill; ii) To ensure that light from does not adversely affect wildlife; iii) To reduce the visual impact on the character of the area. In accordance with Policies CC7, CC8, EN12 and EN16 of the Reading Borough Council Local Plan 2019.

13. The use of the development hereby approved shall not commence until a replacement tree planting scheme has been submitted to and approved in writing by the Local Planning Authority. This shall include locations for at least 4no new trees on the Queen Anne's School site to replace those to be lost by this development. Details should be provided of:

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planting plan;
specification (including cultivation and other operations associated with tree establishment);
tree pit specifications;
schedules of trees, noting species, planting sizes and proposed numbers and implementation timetable.

The approved replacement tree planting 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.

Any trees 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.

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.

14. *No development shall commence on site (including demolition or preparatory works) until an Arboricultural Method Statement and Tree Protection Plan in accordance with the relevant recommendations of appropriate British Standards or other recognised Codes of Good Practice for all existing trees that are not shown as being removed on the approved drawings, both within and adjacent to the site, has been submitted to and been approved in writing by the Local Planning Authority. The development shall not be carried out other than in accordance with the approved Arboricultural Method Statement and Tree Protection Plan.

Reason: In order to ensure that appropriate protection is given to trees of amenity value within and adjacent to the site in accordance with Policy EN14 of the Reading Borough Local Plan 2019.

15. No megaphones, loud speakers or other amplified sound shall be used on or used in connection with the use of the Artificial Grass Pitch without the written approval of the local planning authority.

Reason: To safeguard the amenity of nearby premises and the area generally in accordance with Policies CC8 and EN17 of the Reading Borough Local Plan 2019.

16. The use of the tennis courts and tennis bubble hereby approved shall not be used by members of the public or community groups outside the hours of 09:00 to 18:30 Monday to Friday and no at all at the weekends or Bank Holidays.

Reason: To protect occupiers of nearby dwellings from unreasonable disturbance in accordance with Policy CC8 of the Reading Borough Local Plan 2019.

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17. The use of the artificial grass pitch hereby approved shall not be used by members of the public or community groups outside the hours of 18:30 to 21:00 Monday to Friday, 10:00 to 18:00 Saturday and not at all on Sundays and Bank Holidays.

Reason: To protect occupiers of nearby dwellings from unreasonable disturbance in accordance with Policy CC8 of the Reading Borough Local Plan 2019.

18. The use of the pavilion building hereby approved shall not be used by members of the public or community groups outside the hours of 18:30 to 21:00 Monday to Friday, 10:00 to 18:00 Saturday and not at all on Sundays and Bank Holidays.

Reason: To protect occupiers of nearby dwellings from unreasonable disturbance in accordance with Policy CC8 of the Reading Borough Local Plan 2019.

19. The flood lights hereby permitted in respect of the Artificial Grass Pitch shall not be used after 21.30 hours or before 09:00 hours Monday to Friday and shall not be used after 18:00 hours or before 10:00 hours at weekends and Bank Holidays.

The flood lights hereby permitted in respect of the tennis courts and bubble shall not be used after 18.30 hours or before 09:00 hours Monday to Friday and not at all at weekends or Bank Holidays.

Reason: i) To prevent harm to neighbouring amenity due to light spill. ii) To ensure that light from does not adversely affect wildlife. iii) To reduce the visual impact on the character of the area. In accordance with Policies CC7, CC8, EN12 and EN16 of the Reading Borough Council Local Plan 2019.

20. No mechanical plant shall be installed until a noise assessment of the proposed mechanical plant has been submitted and approved by the Local Planning Authority. The assessment shall be carried out for in accordance with BS4142:2014 methodology. The predicted specific sound level (LAeq,TR) (with reference to BS:4142) as measured at a point 1 metre external to the nearest noise-sensitive facade shall be at least 10dB below the pre-existing background sound level, LA90,T when all plant/equipment (or any part of it) is in operation. The predicted rating level, LAr,Tr (specific sound level plus any adjustment for the characteristic features of the sound) as measured at a point 1 metre external to the nearest noise-sensitive façade (habitable window of a dwelling) shall not exceed the pre-existing background sound level, LA90,T when all plant/equipment (or any part of it) is in operation. The plant shall thereafter only be installed in accordance with the assessment and shall thereafter be maintained so that it operates to the same standard.

Reason: To safeguard the amenities of the adjoining premises and the area generally, in accordance with Policy CC8 and EN17 of the Reading Borough Local Plan 2019.

21. No development shall commence on site until further details of the Drainage Strategy dated September 2019 and received 18th December 2020 to demonstrate that

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the run off rate would not be worsened following development has been submitted to the Local Planning Authority for approval. The plan shall include:

- i. a timetable for its implementation, and
- ii. a management and annual maintenance plan for the lifetime of the development which shall include the arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the operation of the sustainable drainage scheme throughout its lifetime.

Reason: These details are required due to insufficient information being contained within this submission and in order to reduce the risk of flooding onsite or elsewhere in accordance with Policy EN18 of the Reading Borough Local Plan 2019.

22. Prior to first occupation of the development hereby permitted, the sustainable drainage scheme for the site shall be completed in accordance with the details as approved under condition 21. The sustainable drainage scheme shall be managed and maintained thereafter in accordance with the agreed management and maintenance plan.

Reason: To reduce the risk of flooding onsite or elsewhere in accordance with Policy EN18 of the Reading Borough Local Plan 2019.

23. Before the Tennis Bubble is brought into use, a Management and Maintenance Scheme for the facility including management responsibilities, a maintenance schedule and a mechanism for review shall be submitted to and approved in writing by the local planning authority. This should include measures to ensure the replacement of the Tennis Bubble within a specified period. The measures set out in the approved scheme shall be complied with in full, with effect from commencement of use of the Tennis Bubble.

Reason: To ensure that the new facility is capable of being managed and maintained to deliver a facility which is fit for purpose, sustainable and to ensure the suitable benefit of the development to sport and in accordance with Policies CC7 and OU1 of the Reading Borough Local Plan 2019.

24. Before the Artificial Grass Pitch is brought into use, a Management and Maintenance Scheme for the facility including management responsibilities, a maintenance schedule and a mechanism for review shall be submitted to and approved in writing by the local planning authority after consultation with Sport England. This should include measures to ensure the replacement of the Artificial Grass Pitch within a specified period. The measures set out in the approved scheme shall be complied with in full, with effect from commencement of use of the Artificial Grass Pitch.

Reason: To ensure that the new facility is capable of being managed and maintained to deliver a facility which is fit for purpose, sustainable and to ensure the suitable benefit of the development to sport and in accordance with Policies CC7 and OU1 of the Reading Borough Local Plan 2019.

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25. No use of any part of the development hereby permitted shall commence until a Community Use Agreement, prepared in consultation with Sport England, has been submitted to and approved in writing by the Local Planning Authority. The agreement shall apply to the artificial grass pitch, the natural turf lacrosse pitches, the pavilion, the tennis bubble and all associated changing rooms and car parking areas and shall include details of pricing policy, hours of use, access by non-education establishment users, management responsibilities and a mechanism for review, with any details that the Local Planning Authority in consultation with Sport England considers necessary to secure the effective community use of the facilities while controlling the impact of the use on local residents.

The approved Community Use Agreement shall be made available for public viewing and shall include contact details to allow members of the public to report disturbances or issues arising from use of the sports facilities. The development shall be used at all times in strict compliance with the approved Community Use Agreement.

Reason: To secure well managed safe community access to the sports facilities to ensure sufficient benefit to the development of sport and in accordance with OU1 of the Reading Borough Local Plan 2019.

26. Prior to first use of the playing pitches, tennis bubble and pavilion building, all vehicle parking space(s) shall be provided in accordance with the plans hereby approved. The space(s) shall be kept available for parking at all times thereafter.

Reason: To ensure that the development is provided with adequate parking facilities to meet the needs of future occupiers and reduce the likelihood of roadside parking which could be a danger to other road users in accordance with Policy TR3 and TR5 of the Reading Local Plan 2019.

27. No use of any part of the development hereby approved by non-education establishment users shall commence until a plan showing how cycle parking spaces can satisfactorily be provided on site is submitted to and been approved in writing by the Local Planning Authority. Thereafter the cycle parking spaces shall be provided in full accordance with the approved details prior to use of the development commencing and thereafter kept free of obstruction and retained in accordance with the approved details 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.

28. Prior to first use of the playing pitches, tennis bubble and pavilion building hereby permitted details of an electric vehicle (EV) charging scheme comprising a layout plan and detailed specification for a minimum of ten percent of all vehicle parking spaces to be provided with electric vehicle charging points, and a further ten percent of spaces provided with cabling and other supporting infrastructure reasonably required

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to enable EV charging points to be fitted, has been submitted to and approved in writing by the Local Planning Authority.

Prior to first use of the playing pitches, tennis bubble and pavilion building hereby permitted the EV shall be provided in full in accordance with the approved details. The spaces shall be maintained for vehicle charging in accordance with the approved Scheme at all times thereafter.

Reason: In the interests of environmentally sustainable transport in accordance with Policy TR3 and TR5 of the Reading Local Plan 2019.

29. No construction, demolition or associated deliveries shall take place outside the hours of [0800hrs to 1800hrs] Mondays to Fridays, and [0800hrs to 1300hrs] on Saturdays, and not at any time on Sundays and Bank or Statutory Holidays without prior written approval from the Local Planning Authority.

Reason: In order to protect occupiers of nearby properties from unreasonable disturbance from works connected with implementing this permission in accordance with Policy CC8 of the Reading Borough Local Plan 2019.

30. No materials or green waste produced as a result of the clearance of the site, demolition works or construction works associated with the development hereby approved shall be burnt on site.

Reason: In the interests of air quality, the amenity of neighbours, and to promote more sustainable approaches to waste management in accordance with Policy CC8 of the Reading Borough Local Plan 2019.

INFORMATIVES

1. 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.
2. 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.
3. i) The attention of the applicant is drawn to Section 59 of the Highways Act 1980, which enables the Highway Authority to recover expenses due to damage caused by extraordinary traffic.
ii) Any works affecting the Highway shall be in accordance with Reading Borough's Council's document "Guidance Notes for Activities on the Public Highway within the Borough of Reading". The applicant should note that compliance with this

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document is mandatory and licences to work on the Highway will only be issued if the requirements contained within it are met. A copy can be obtained from the Council's website.

4. In accordance with Article 35 (DMPO 2015) some conditions have been highlighted (with a *) to make clear that they require approval from the Local Planning Authority before any development begins (or before development, excluding demolition, where stated). This is because the details need to be designed or works implemented before any other works start on the site or are of a nature that it would be impractical to consider after work has started.
5. The Local Planning Authority has worked positively and proactively with the applicant to resolve relevant matters to allow permission to be granted within the agreed extended timescale for the decision to be issued.

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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.