

**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: Ove Arup & Partners Ltd
Arup
13 Fitzroy Street
London
W1T 4BQ

Application No: 162108
Application type: Full Planning Approval

Applicant: Procter & Gamble Limited

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: Part retention and refurbishment of the existing Gillette building, erection of a two storey research and development building (Class B1/B8), with associated access, surface car parking, servicing, landscaping and engineering works.

At: 452 Basingstoke Road Reading RG2 0QE

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: 13 October 2017



Head of Planning, Development
& Regulatory Services

Application At: 452 Basingstoke Road Reading RG2 0QE

Application No: 162108

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: to prevent an accumulation of unimplemented planning permissions, and in accordance with Section 91 of the Town & Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

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

- Proposed Site Location Plan - Drawing no: 5504-2000, received 8th November 2016
- Site Plan Proposed - Drawing no: 7553-11-001, Rev 6, received 15th August 2017
- Proposed Demolition Plan - Drawing no: 5504-2015 Rev P/2, received 6th July 2017
- Overall Level 00 Plan - Drawing no: 7553-11-100, received 8th June 2017
- Overall Level 01 Plan - Drawing no: 7553-11-101, received 8th June 2017
- Overall Level 02 Plan - Drawing no: 7553-11-102, received 8th June 2017
- Overall Level 03 [Plant] Plan - Drawing no: 7553-11-103, Rev 2, received 15th August 2017
- Overall Roof Plan - Drawing no: 7553-11-104 Rev 2, received 19th July
- Pedestrian and Traffic Flow Strategy During Construction - Drawing no: 7553-51_EW08 Rev C, received 8th June 2017
- P&G Secure Line Permanent - Drawing no: 7553-51_EW15 Rev B, received 8th June 2017
- Wider Site Plan with Parking - Drawing no: 7553-08-104, Rev 6, received 15th August 2017
- Elevations - Drawing no: 7553-08-100 Rev 2, received 19th July 2017
- Sections Sheet 1 - Drawing no: 7553-12-100, Received 8th June 2017
- Sections Sheet 2 - Drawing no: 7553-12-101, Received 8th June 2017
- Sections Sheet 3 - Drawing no: 7553-12-102, Received 8th June 2017
- External Works - Site Sections Sheet 1 - Drawing no: 7553-51-101, Received 8th June 2017
- External Works - Site Sections Sheet 2 - Drawing no: 7553-51-102, Received 8th June 2017
- Car Park and External Electrical Services Options 1&2 - Drawing no: SP-EN-E-100_1 Rev T1, received 3rd July 2017
- Tree Protection Plan - Drawing no: 16216-BT2 Rev P01, received 6th July 2017

Other documentation and studies:

- Arboricultural Assessment & Method Statement, prepared by Barrell Tree Consultancy, dated 10th November, ref: 16216 AA-AS, received 15th November 2016



Date: 13 October 2017

Head of Planning, Development
& Regulatory Services

- Design and Access Statement, prepared by DHP (UK) LLP Received 5th February 2017
- Employment Skills and Training Plan for End User, prepared by Arup, received 10th February 2017

Reason: because permission is only granted in respect of the development detailed in the approved plans.

3. No development shall take place until details of the materials to be used in the construction of the external surfaces of the development including all external fixtures, fittings, and window frames have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details.

Reason: As no details have been submitted and in the interests of the visual appearance of the building and the area. Adopted Core Strategy (2008, altered 2015) Policy CS7: Design and the Public Realm.

4. 4. Hard and soft landscaping

(i) Details of the hard and soft landscaping scheme to be submitted to and approved in writing by the local planning authority prior to commencement. The submitted details shall include:

(a) proposed finished ground levels or contours; means of enclosure; boundaries/fencing, which demonstrates how hedgehogs and other wildlife will be able to continue to travel across the site (e.g. fences slightly raised above ground level); car parking layouts; other vehicle and pedestrian access and circulation areas, hard surfacing materials, structures and ancillary objects (refuse bins, lighting columns etc); and

(b) proposed and existing functional services above and below ground (e.g drainage, power, communications cables, pipelines etc. indicating lines, manholes etc; and

(c) planting plans; tree pit specifications; written specifications (including cultivation and other operations associated with plant and grass establishment); schedules of plants, noting species, plant sizes and proposed numbers/planting densities where appropriate.

(d) Biodiversity enhancements, including integral bird nesting and bat roosting opportunities on and around the new buildings.

ii) Hard surfacing to be designed using SUDS principles.

Reason: To ensure that the works are carried out as approved in the interests of the visual amenities of the area and to ensure biodiversity enhancements, afforded by appropriate landscape design. In accordance with Adopted Core Strategy (2008 altered 2015) Policies CS36: Biodiversity, CS38: Trees, Hedges and Woodlands, and Policy CS7: Design and the Public Realm

5. No development shall take place until the Tree Protection measures have been implemented in accordance with the Tree Protection Plan Drawing no: 16216-BT2, Rev P01, received 6th July 2017, and these measures are to be maintained until the development is completed.

Date: 13 October 2017



Head of Planning, Development
& Regulatory Services

Reason: To ensure that trees are protected while the works are carried out in the interests of the visual amenities of the area. In accordance with Adopted Core Strategy (2008, altered 2015) Policy CS38: Trees, Hedges and Woodlands, and Policy CS7: Design and the Public Realm.

6. A schedule of landscape maintenance and aftercare plan, covering a minimum of five years, to be submitted to and approved in writing by the Local Planning Authority prior to the occupation of the building. This shall include that any trees or plants which within 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species.

Reason: to ensure that the works are carried out as approved in the interests of the visual amenities of the area. In accordance with Adopted Core Strategy (2008 altered 2015) Policy CS38: Trees, Hedges and Woodlands, and Policy CS7: Design and the Public Realm

7. The landscaping to be carried out in accordance with the approved landscape scheme prior to occupation or a timetable to be agreed with the Local Planning Authority. Thereafter the approved landscape maintenance and aftercare plan should be followed.

Reason: to ensure that the works are carried out as approved in the interests of the visual amenities of the area. In accordance with Adopted Core Strategy (2008, altered 2015) Policy CS38: Trees, Hedges and Woodlands, and Policy CS7: Design and the Public Realm.

8. BREEAM

(i) The development as built, shall meet a minimum of BREEAM Very Good standard with a minimum score of 62.5 points.

(ii) No part of the development shall be occupied until a Post-Construction review demonstrating compliance with a minimum BREEAM Very Good Standard with minimum score of 62.5 points has been submitted to and approved in writing by the Local Planning Authority.

Reason: To ensure that the development is carried out in accordance with sustainable building standards. Adopted Core Strategy (2008, altered 2015) Policy CS1: Sustainable Construction and Design, and Sites and Detailed Policies Document (2012, altered 2015) Policy DM1: Adaptation to Climate Change, and RBC's Revised Sustainable Design and Construction SPD (2011).

9. No building shall be occupied until the altered and new access arrangements are constructed in accordance with details that have been submitted to and approved in writing by the Local Planning Authority and then implemented in compliance with the requirements of the Local Planning Authority for work carried out within the public highway.



Date: 13 October 2017

Head of Planning, Development
& Regulatory Services

Reason: In the interests of road safety in accordance with Adopted Core Strategy (2008, revised 2015) Policy CS20: Implementation of Reading Transport Strategy and Adopted Sites and Detailed Policies Document (2012, altered 2015) Policy DM12: Access, Traffic and Highway-related Matters.

10. No building shall be occupied until all the vehicle parking spaces have been provided in accordance with the approved plan. The parking spaces shall thereafter be kept available for parking at all times. Reason: To ensure that the development is provided with adequate parking facilities in order to reduce the likelihood of roadside parking which could be a danger to other road users in accordance with Adopted Core Strategy (2008, revised 2015) Policy CS20: Implementation of Reading Transport Strategy and Sites and Detailed Policies Document (2012, altered 2015) Policy DM12: Access, Traffic and Highway-related Matters.

11. Prior to occupation of the development details of how the allocation of the car parking spaces for staff and visitors will operate, shall be submitted to and approved in writing by the local planning authority, unless otherwise agreed in writing by the local planning authority.

Reason: To ensure that the development is provided with adequate parking facilities and that is managed appropriately in order to reduce the likelihood of roadside parking which could be a danger to other road users in accordance with Adopted Core Strategy (2008, revised 2015) Policy CS20: Implementation of Reading Transport Strategy and Sites and Detailed Policies Document (2012, altered 2015) Policy DM12: Access, Traffic and Highway-related Matters.

12. Any gates provided shall open away from the highway and be set back a distance of at least 10m metres from the back of the adjoining highway.

Reason: To ensure that vehicles can be driven off the highway before the gates are opened, in the interests of road safety in accordance with Adopted Core Strategy (2008, altered 2015) Policy CS20: Implementation of Reading Transport Strategy and Adopted Sites and Detailed Policies Document (2012, altered 2015) Policy DM12: Access, Traffic and Highway-related Matters.

13. Before occupation of the buildings to which they relate secure, covered and lockable bicycle storage spaces shall be provided and equipped with Sheffield cycle stands in accordance with a layout to be submitted to and approved by the Local Planning Authority.

Reason: To encourage travel by sustainable alternatives to driving a motorcar in accordance with the Local Planning Authority's approved transport policies in accordance with Adopted Core Strategy (2008, altered 2015) Policies CS23: Sustainable Travel and Travel Plans and CS24: Car / Cycle Parking.

14. Within 3 months of occupation of the approved buildings a Travel Plan to be submitted for approval from the Local Planning Authority. The plan shall include a full



Date: 13 October 2017

Head of Planning, Development
& Regulatory Services

analysis of the existing / proposed modal split for staff, reasons for the modal choice and detailed proposals for future transport provision with the aim of securing a reduction in car trips generated to and from the site.

Reason: In order to minimise danger, obstruction and inconvenience to users of the highway in accordance with Adopted Core Strategy (2008, altered 2015) Policy CS23: Sustainable Travel and Travel Plans.

15. On the first anniversary of the approval of the Travel Plan an annual review shall be submitted to and approved by the Local Planning Authority. This shall include a detailed survey of the number of movements generated and be compared with the initial survey carried out under the terms of the condition above (the 'Control Level'). In the event of any reduction not being secured the owner shall undertake measures, as may first have been agreed in writing by the Local Planning Authority, as are necessary to cause a reduction in the number of car borne trips to the Control Level or below (i.e. the Control Level = maximum level). This may include such options as a greater provision of subsidised transport.

Reason: In order to minimise danger, obstruction and inconvenience to users of the highway in accordance with Adopted Core Strategy (2008, altered 2015) Policy CS23: Sustainable Travel and Travel Plans.

16. No development shall take place, including any works of demolition, until a Construction Method Statement has been submitted to and approved by the Local Planning Authority. The CMS shall include:

(A) The parking of vehicles and site operatives and visitors - to be shown on a Plan not less than 1.500.

(B) Loading and unloading of plant and materials used in constructing the development - Areas to be shown on a plan not less than 1.500

(C) Storage of plant and materials used in constructing the development - Areas to be shown on a plan not less than 1.500

(D) The erection and maintenance of security hoarding /scaffolding if required.

(E) Wheel washing facilities

(F) Measures on site to control the deposition of dirt / mud on surrounding roads during construction.

(G) Footpath Closures /Road Closures needed during construction

(H) Traffic Management needed during construction.

(I) Times, routes and means of access into and from the site for construction traffic and delivery vehicles (including the removal of waste from the site and methods of preventing deposition of materials on the public highway).

(J) Control of noise and dust

The approved Construction Method Statement shall be adhered to throughout the development process unless agreed otherwise in writing by the Local Planning Authority.

Reason: In the interests of safety, protecting the amenity of local land uses, neighbouring residents and highway safety in accordance with Adopted Core Strategy



Date: 13 October 2017

Head of Planning, Development
& Regulatory Services

(2008, revised 2015) Policy CS20: Implementation of Reading Transport Strategy and Adopted Sites and Detailed Policies Document (2012, altered 2015) Policy DM12: Access, Traffic and Highway-related Matters

17. The noise levels from the proposed development are not to exceed those as set out in the RPS 2014 Noise Assessment, as appended to the Design and Access Statement, received 8th November 2016.

Reason: to safeguard residential amenity in accordance with Adopted Core Strategy (2008, altered 2015) Policy CS34: Pollution and Water Resources and Adopted Sites and Detailed Policies Document (2012, altered 2015) Policy DM4: Safeguarding Amenity.

18. The hours of noisy construction, demolition and associated deliveries shall be restricted to the hours of 08:00hrs to 18:00hrs Mondays to Fridays, and 09:00hrs to 13:00hrs on Saturdays, and not at any time on Sundays and Bank or Statutory Holidays without prior approval from the Local Planning Authority.

Reason: In the interests of the amenities of nearby residents in accordance with Adopted Sites and Detailed Policies Document (2012, altered 2015) Policy DM4: Safeguarding Amenity.

19. Contamination concerns

No development shall take place until an assessment of the nature and extent of contamination has been submitted to and approved in writing by the Local Planning Authority. This assessment must be undertaken by a competent person, and shall assess any contamination on the site, whether or not it originates on the site.

Moreover, it must include:

(i) a survey of the extent, scale and nature of contamination;

(ii) an assessment of the potential risks to:

- human health,
- property (existing or proposed) including buildings, crops, livestock, pets, woodland and service lines and pipes,
- adjoining land,
- groundwaters and surface waters,
- ecological systems,
- archaeological sites and ancient monuments.

Reason: To ensure the development is suitable for its end use and the wider environment and does not create undue risks to occupiers of the site or surrounding areas in accordance with Adopted Core Strategy (2008, altered 2015) Policy CS34: Pollution and Water Resources

20. **No development shall take place until** a detailed remediation scheme to bring the site to a condition suitable for the intended use by removing unacceptable risks to human health, buildings and other property and the natural and historical environment has been submitted to and approved in writing by the Local Planning Authority. The



Date: 13 October 2017

Head of Planning, Development
& Regulatory Services

scheme must include all works to be undertaken, proposed remediation objectives and remediation criteria, an appraisal of remedial options, and proposal of the preferred option(s), and a timetable of works and site management procedures. The scheme must ensure that the site will not qualify as contaminated land under Part 2A of the Environmental Protection Act 1990 in relation to the intended use of the land after remediation.

Reason: To ensure the development is suitable for its end use and the wider environment and does not create undue risks to occupiers of the site or surrounding areas in accordance with Adopted Core Strategy (2008, altered 2015) Policy CS34: Pollution and Water Resources

21. The remediation scheme shall be implemented in accordance with the approved timetable of works prior to construction. A validation report (that demonstrates the effectiveness of the remediation carried out) must be submitted to and approved by the Local Planning Authority prior to occupation.

Reason: To ensure the development is suitable for its end use and the wider environment and does not create undue risks to occupiers of the site or surrounding areas in accordance with Adopted Core Strategy (2008, altered 2015) Policy CS34: Pollution and Water Resources

22. In the event that contamination is found at any time when carrying out the approved development not previously identified, development must be halted on that part of the site and it must be reported in writing to the Local Planning Authority. Following that an assessment of the nature and extent of contamination must be undertaken and where remediation is necessary a remediation scheme, together with a timetable for its implementation, must be submitted to and approved in writing by the Local Planning Authority.

The measures in the approved remediation scheme must then be implemented in accordance with the approved timetable. Following completion of measures identified in the approved remediation scheme a validation report must be submitted to and approved in writing by the Local Planning Authority.

Reason: To ensure the development is suitable for its end use and the wider environment and does not create undue risks to occupiers of the site or surrounding areas in accordance with Adopted Core Strategy (2008, altered 2015) Policy CS34: Pollution and Water Resources

23. Land Gas

No development shall take place until a detailed land gas site investigation has been carried out by a competent person to fully and effectively characterise the nature and extent of land gas and its implications. The method and extent of this site investigation shall be agreed with the Local Planning Authority prior to commencement of the work and shall then proceed in strict accordance with the measures approved.

Reason: To ensure the development is suitable for its end use and the wider environment and does not create undue risks to occupiers of the site or surrounding



Date: 13 October 2017

Head of Planning, Development
& Regulatory Services

areas due to the presence of land gas in accordance with Adopted Core Strategy (2008, altered 2015) Policy CS34: Pollution and Water Resources.

24. No development shall take place until a scheme showing how the development is to be protected against the possibility of land gas has been submitted to and approved in writing by the Local Planning Authority. The scheme as approved shall be fully implemented and completed before the development is first occupied and those measures incorporated into the development shall thereafter be retained unless the Local Planning Authority agrees otherwise in writing.

Reason: To ensure the development is suitable for its end use and the wider environment and does not create undue risks to occupiers of the site or surrounding areas due to the presence of land gas in accordance with Adopted Core Strategy (2008, altered 2015) Policy CS34: Pollution and Water Resources.

25. A validation report (that demonstrates the effectiveness of the remediation carried out) must be submitted to and approved by the Local Planning Authority prior to any part of the accommodation hereby approved is occupied, unless the Local Planning Authority otherwise agrees in writing.

Reason: To ensure the development is suitable for its end use and the wider environment and does not create undue risks to occupiers of the site or surrounding areas due to the presence of land gas in accordance with Adopted Core Strategy (2008, altered 2015) Policy CS34: Pollution and Water Resources.

26. No development shall take place until the implementation, maintenance and management of the sustainable drainage scheme has been submitted to and approved by the Local Planning Authority. The sustainable drainage scheme shall be managed and maintained thereafter in accordance with the agreed management and maintenance plan.

Reason: To minimise the flood risk arising as a result of the development and in the interests of preserving or improving groundwater quality. In accordance with Adopted Core Strategy (2008, altered 2015) Policies CS1: Sustainable Construction and Design, and CS34: Pollution and Water Resources and Adopted Sites and Detailed Policies Document (2012, altered 2015) Policy DM1: Adaptation to Climate Change, and NPPF Paragraph 103 and associated Practice Guidance.

27. 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 Adopted Core Strategy (2008, altered 2015)

Policies CS34: Pollution and Water Resources and CS2: Waste Minimisation, and Adopted Sites and Detailed Policies Document (2012, altered 2015) Policy DM4: Safeguarding Amenity.

Date: 13 October 2017



Head of Planning, Development
& Regulatory Services

28. Deliveries via the front R&D deliveries and collection access, shown on approved plan 5504 2070 Rev P/1, to be between the hours of 6.30am to 10pm Monday to Friday, and no deliveries via this route on Saturdays, Sundays or Bank Holidays.

Reason: to minimise noise and disturbance to local residents in accordance with Adopted Sites and Detailed Policies Document (2012, altered 2015) Policy DM4: Safeguarding Amenity.

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. The applicant's 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. In accordance with Article 35 (DMPO 2015) some conditions have been highlighted to make clear that they require approval from the local planning authority before any development begins. 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.
4. The Council's Highways section should be contacted at 19 Bennet Road, Reading, RG2 0QX, telephone: 0118 937 2138, to agree the access construction details and to grant a licence before any work is carried out within the highway. A formal application should be made allowing at least 4 week's notice to obtain details of underground services on the applicants' behalf.
5. 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.
6. 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 be made aware that compliance with this 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 at

Date: 13 October 2017



Head of Planning, Development
& Regulatory Services

<http://www.reading.gov.uk/ltp/General.asp?id= SX9452-A782F664> (within the Transport Strategy area of the Transport Section on the Reading Borough Web Site).

7. A S106 Legal Agreement number 4284 relates to this permission.

8. The Applicant is advised that the Environment Agency (EA) states that part of this site is regulated under the COMAH regime, specifically the LPG and methanol storage areas. The EA advise that the Operator should review the possible impacts of the proposed development as part of their Management of Change procedures. In particular, this may include changes to their occupied buildings risk assessment and to their emergency plans.

9. A S106 Legal Agreement number 4284 relates to this permission.

10. The decision to grant planning permission follows the positive and proactive consideration of the issues raised by this planning application, including successful negotiation on Section 106 obligations.

Date: 13 October 2017



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.

The Secretary of State can allow a longer period for giving notice of an appeal, but he 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 him 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. In practice, the Secretary of State does not refuse to consider appeals solely because the Local Planning Authority based their decision on a direction given by him.

Appeals must be made using a form which you can get from the Planning Inspectorate at Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN, tel. 0303 444 5000, or online at www.planningportal.gov.uk/pcs.

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.