



Reading
Borough Council
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**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
Berkshire
RG30 2UA

Application No: 150721
Application type: Full Planning Approval

Applicant: Kentwood House Investments 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: Erection of part 4, part 5 storey building providing 16 (2x1, 13x2 & 1x3-bed) residential units (Class C3) with associated parking and landscaping, following demolition of existing buildings (Class A1 / B8 / nil use). (amended description)

At: 114 Oxford Road 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: 17th February 2016

Head of Planning, Development
& Regulatory Services

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Application At: 114 Oxford Road Reading

Application No: 150721

Application type: Full Planning Approval

CONDITIONS & REASONS

1. The development to which this permission relates must be begun not later than the expiration of three years beginning with the date on which the permission was granted.

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

2. The development hereby permitted shall not be carried out other than in accordance with the following drawings/documents;

P-01 - Location Plan, as received 24/04/15

8538-PL-02 Rev B - Existing Site Plan and SS, as received 16/12/15 8538-PL-03 Rev B - Proposed Block Plan, as received 16/12/15 8538-PL-04 Rev B - Ground Floor Plan, as received 15/12/15

8538-PL-05 Rev B - First Floor Plan, as received 15/12/15

8538-PL-06 Rev B - Second Floor Plan, as received 15/12/15

8538-PL-07 Rev C - Third Floor Plan, as received 15/12/15

8538-PL-08 Rev A - Mezzanine Plan, as received 15/12/15

8538-PL-09 Rev A - Roof Plan, as received 16/12/15

8538-PL-10 Rev A - Front & Rear Elevation, as received 16/12/15 8538-PL-11 Rev B - Side Elevations, as received 16/12/15

8538-PL-13 Rev A - Street Scene Elevation, as received 16/12/15 8538-PL-15 - Existing Survey & Roof Plan, as received 05/06/15 8538-PL-16 - Existing Ground Floor Plan & Cellar, as received 05/06/15 8538-PL-17 - Existing First Floor Plan & Mezzanine, as received 05/06/15

8538-PL-18 - Existing Elevations, as received 05/06/15

8538-PL-19 Rev A - Proposed building sections, as received 16/12/15 8538-PL-20 Rev A - Proposed building inward facing rear elevations, as received 16/12/15

8538-PL-21 Rev A - Mezzanine Plan without roof, as received 15/12/15 8538-PL-22 - Block Plan+Drainage - Landscape, as received 15/12/15

8538-PL25 - Proposed Conservation Roof Lights and PV- Solar Panels, as received 16/12/15

L1 Rev B - Landscape Proposals Plan, as received 15/01/16

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Reason: To clarify which plans have been approved and in the interests of proper planning.

3. No development shall take place until details (including samples) of all materials (including brickwork, cladding, glazing, window frames/cills/surrounds, roof slate, doors, guttering and downpipes) to be used in the construction of the external surfaces of the development, have been submitted to and approved in writing by the local planning authority. The development shall not be carried out other than in full accordance with the approved details.

Reason: In the interests of safeguarding the character and appearance of the building and the wider immediate area, in accordance with Policies CS7 and CS33 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy RC5 of the Reading Borough LDF Reading Central Area Action Plan 2009.

4. Prior to the first occupation of the relevant residential units hereby approved, the windows annotated to be obscure glazed and fixed shut up to a height of 1.7m on approved plan 8538-PL-20 Rev A - Proposed building inward facing rear elevations, as received 16/12/15 shall be provided as such in full. These windows will be permanently retained and maintained thereafter as obscure glazed and fixed shut up to a height of 1.7m.

Reason: To protect the amenity of future occupants of the proposed development from harmful overlooking and subsequent loss of privacy, in accordance with Policy DM4 of the Sites and Detailed Policies Document 2012 (Altered 2015).

5. No dwelling shall be occupied until the access has been constructed in accordance with the approved drawing and in compliance with the requirements of the Local Planning Authority for work carried out within the public highway.

Reason: In the interests of road safety, in accordance with Policy CS20 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM12 of the Reading Borough LDF Sites and Detailed Policies Document 2012 (Altered 2015).

6. The existing access to the site shall be stopped up and abandoned immediately after the new access has been brought into use. The footway(s) and verge shall be reinstated to the satisfaction of the Local Planning Authority.

Reason: In the interests of road safety and maintenance of the highway, in accordance with Policy CS20 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM12 of the Reading Borough LDF Sites and Detailed Policies Document 2012 (Altered 2015).

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7. Any gates provided shall open away from the highway and be set back a distance of at least 10 metres from the nearside of the carriageway 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 Policy CS20 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM12 of the Reading Borough LDF Sites and Detailed Policies Document 2012 (Altered 2015).

8. No dwelling shall be occupied until all 18 vehicle parking spaces have been provided in accordance with approved plan 8538-PL-03 Rev B - Proposed Block Plan, as received 16/12/15. The spaces shall thereafter be kept available for vehicular parking at all times.

Reason: To ensure that the development is provided with adequate vehicular parking facilities in order to reduce the likelihood of roadside parking which could be a danger to other road users, in accordance Policy CS24 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM12 of the Reading Borough LDF Sites and Detailed Policies Document 2012 (Altered 2015).

9. No dwelling hereby approved shall be occupied until the bicycle store and all bicycle storage spaces have been provided in accordance with approved plans 8538-PL-03 Rev B - Proposed Block Plan, as received 16/12/15, 8538-PL-04 Rev B - Ground Floor Plan, as received 15/12/15, 8538-PL-11 Rev B - Side Elevations, as received 16/12/15 and 8538-PL- 20 Rev A - Proposed building inward facing rear elevations, as received 16/12/15. The bicycle store and spaces shall be retained, as approved, at all times thereafter solely for cycle storage purposes.

Reason: To ensure that adequate provision is made for travel to and from the site by sustainable alternatives to a motorcar, in accordance with Policies CS22 and CS24 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM12 of the Reading Borough LDF Sites and Detailed Policies Document 2012 (Altered 2015).

10. No dwelling hereby approved shall be occupied until all refuse and recycling storage facilities have been provided in accordance with approved plan 8538-PL-04 Rev B - Ground Floor Plan, as received 15/12/15. The refuse and recycling storage shall be retained, as approved, at all times thereafter solely for refuse and recycling storage and collection purposes.

Reason: To ensure that sufficient provision is made for the storage and collection of refuse and recyclables and to safeguard the amenity of existing nearby and future occupiers from potential disturbance and/or smells, in accordance with Policy CS2 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM4 of the Sites and Detailed Policies Document 2012 (Altered 2015).

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11. The residential units hereby approved shall not be occupied until the Council has been notified in writing of the full postal address of the units. Such notification shall be addressed to the Council's Planning Manager (Implementation) quoting the planning application reference specified in this Decision Notice.

Reason: In order that the Council can update its records to ensure that parking permits are not issued to the occupiers of the new residential units hereby approved, and thus 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 CS24 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM12 of the Sites and Detailed Policies Document 2012 (Altered 2015).

12. Prior to any agreement being entered into for a new occupation of, or transfer of any interest in, the residential units hereby approved the prospective occupier/transferee shall be informed of the prohibition on entitlement to a car parking permit. All material utilised for advertising or marketing the residential units for letting or sale shall make it clear to prospective tenants and occupiers that no parking permit will be issued by the Council to occupiers of the residential units.

Reason: In order that the prospective occupiers are made aware of the fact that they will not be 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 CS24 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM12 of the Sites and Detailed Policies Document 2012 (Altered 2015).

13. No development shall take place, including any works of demolition, until a Construction Method Statement has been submitted and approved in writing by the local planning authority to provide for:

- (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

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- (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) A scheme specifying the provisions to be made for the control of noise and dust emanating from the site during the demolition and construction phase

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 Policy CS20 of the Reading Borough LDF Core Strategy 2008 (Altered 2015), Policy RC9 of the Reading Borough LDF Reading Central Area Action Plan 2009 and Policies DM4 and DM12 of the Sites and Detailed Policies Document 2012 (Altered 2015).

14. In connection with the implementation of this permission, no noisy works shall take place outside the hours of 0800 to 1800 Mondays to Fridays and 0800 to 1300 on Saturdays. Works shall not take place outside these hours or at anytime on Sundays and Bank Holidays without the prior written approval of the local planning authority.

Reason: To protect the amenity of occupiers of existing nearby properties from noise and disturbance from works connected with implementing this permission, in accordance with Policy CS34 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM4 of the Sites and Detailed Policies Document 2012 (Altered 2015).

15. Prior to the first occupation of any residential unit hereby permitted, details of measures to protect future occupiers from the external noise environment shall be submitted to and approved, in writing, by the Local Planning Authority. Such measures shall relate to the specifications stated in 'Noise Survey and Assessment by Philip Acoustics Ltd Ref 15068-002 dated June 2015, as received 08/06/15' and 'Supplementary Noise Report by Philip Acoustics Ltd dated 23/12/15 Ref 15068-004, as received 19/01/16'. The approved measures shall be carried out in full and completed prior to the first occupation of any residential unit permitted, and retained thereafter.

Reason: To safeguard the amenities of future occupiers, the adjoining premises and the area generally from noise and disturbance, in accordance with Policy CS34 of the

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Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM4 of the Reading Borough LDF Sites and Detailed Policies Document 2012 (Altered 2015).

16. Prior to the first occupation of any residential unit hereby approved, details of a scheme to mitigate the impacts of poor air quality on future occupiers must be submitted to and approved in writing by the Local Planning Authority.

Reason: To safeguard the amenities of the future occupiers, adjoining premises and the area generally from poor air quality in accordance with Policy CS34 of the Reading Borough LDF Core Strategy 2008 (Altered 2015), Policy RC9 of the Reading Borough LDF Reading Central Area Action Plan 2009 and Policies DM4 and DM19 of the Sites and Detailed Policies Document 2012 (Altered 2015).

17. No development shall take place until an Arboricultural Method Statement, carried out in accordance with BS5837:2012 Trees in relation to design, demolition and construction, has been submitted to and approved in writing by the local planning authority. The development shall not be carried out other than in full accordance with the approved details.

Reason: To ensure the protection of Tree Preservation Order trees close to the site and to protect and enhance the character and appearance of the area, in accordance with Policies CS7, CS33 and CS38 of the Reading Borough LDF Core Strategy 2008 (Altered 2015).

18. No dwelling hereby approved shall be occupied until all hard and soft landscaping has been carried out in full accordance with approved plan L1 Rev B - Landscape Proposals Plan, as received 15/01/16. The hard and soft landscaping shall be retained, as approved, at all times there after.

Reason: To ensure provision of suitable hard and soft landscaping in the interests of enhancing the visual local appearance of the development, in accordance with Policy CS7 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policies DM1 and DM18 of the Sites and Detailed Policies Document 2012 (Altered 2015).

19. Landscape maintenance shall be carried out in full accordance with the details on the approved plan L1 Rev B - Landscape Proposals Plan, as received 15/01/16. Any trees or plants provided as part of the approved landscaping that within a period of five years after planting are removed, die, or in the opinion of the Local Planning Authority become seriously damaged or defective, shall be replaced as soon as is reasonably practicable with others of the species, size and number as originally approved.

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Reason: To ensure the long term management and maintenance of landscaped areas on the site, in the interests of the appearance of the development, and the amenity of future occupiers, in accordance with Policy CS7 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policies DM4, DM10 and DM18 of the Sites and Detailed Policies Document 2012 (Altered 2015)

20. Services routes shall be carried out in accordance with the details on the following approved plans: 8538-PL-22 - Block Plan+Drainage - Landscape, as received 15/12/15 and L1 Rev B - Landscape Proposals Plan, as received 15/01/16

Reason: To ensure provision of services routes does not conflict with the provision of suitable hard and soft landscaping at the site, in the interests of enhancing the visual local appearance of the development, in accordance with Policy CS7 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policies DM1 and DM18 of the Sites and Detailed Policies Document 2012 (Altered 2015).

21. No dwelling hereby approved shall be occupied until details of proposed bird nesting / bat roosting measures and specifications (positions, design and materials) for any boundary fencing proposed demonstrating how wildlife will be able to travel across the site have been submitted to and approved in writing by the local planning authority. The development shall not be carried out other than in accordance with the approved details.

Reason: To ensure that the proposed development incorporates appropriate opportunities for biodiversity enhancements at the site and in the interests of the visual amenities of the area, in accordance with Policies CS7 and CS36 of the Reading Borough LDF Core Strategy 2008 (Altered 2015).

22. The development will be carried out in full accordance with the energy details hereby approved in the Carbon Reduction Options Report by Property and Energy Services Ltd, dated June 2015, as received 03/06/15 and as shown on the plans hereby approved.

Reason: To ensure that the development contributions adequately towards environmental sustainability through energy measures, in accordance with Policy CS1 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM1 of the Sites and Detailed Policies Document 2012 (Altered 2015).

23. No dwelling hereby permitted shall be occupied until the sustainable drainage scheme for the site has been completed in accordance with the submitted and approved details.

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Reason: To ensure that the development contributions adequately towards environmental sustainable urban drainage, in accordance with Policy CS1 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM1 of the Sites and Detailed Policies Document 2012 (Altered 2015).

24. No development shall take place until details of an implementation, maintenance and management plan of the sustainable drainage scheme have been submitted to and approved by the Local Planning Authority. The scheme shall be implemented and thereafter managed and maintained in accordance with the approved plan. 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: To ensure that the development contributions adequately towards environmental sustainable urban drainage, in accordance with Policy CS1 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM1 of the Sites and Detailed Policies Document 2012 (Altered 2015).

INFORMATIVES

1. Officers have worked positively and proactively with the applicant to address and satisfactorily resolve various matters which have arisen as part of the assessment of the application, in order to provide a recommendation for approval in as expedient a timescale as has been possible in this instance.
2. These works will require separate approval under the Building Regulations. Please contact the Council's Building Control service for further advice on (0118) 937 2449.
3. 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.
4. The occupiers of the residential units will not be 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 Core Strategy Policy CS24 and Sites and Detailed

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Polices document Policy DM12. The site is located close to local facilities, with frequent public transport services on nearby roads. Conditions 11 and 12 above place a requirement that the Council be notified of postal addresses of the residential units before occupation and that the occupiers/transferees to be informed of the prohibition on entitlement to a car parking permit.

5. 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 <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).

6. In terms of condition No. 15 (noise measures) the applicant is advised that a detailed scheme for noise mitigation is required, which builds on the recommendations of the assessments submitted at application stage. It will be required to be demonstrated that the recommended specifications are met - for the northern façade (as per the addendum assessment) and for the other facades which were the subject of the originally submitted assessment. The scheme will need to include details of glazing, insulation and ventilation (including confirmation that acoustic ventilation will be used). Should any clarification be required prior to the submission of details, please contact the Council for advice.

7. There should be no burning of waste on the site. For further information about construction and demolition nuisance law the applicant is referred to:
<http://www.reading.gov.uk/residents/environmental-health-and-protection/construction-demolition/>

8. A Section 106 Legal Agreement relates to this site, linked to this permission (Ref No. 4192). A full copy of the agreement is available on the Public Register held by Reading Borough Council.

9. Thames Water advises that the applicant will be required to submit a Pre-development enquiry to Thames Water. The applicant can find details of how to make this application on our website from this link: <http://www.thameswater.co.uk/developers/17283.htm> Thames Water sewer records do not indicate any shared drainage within the site however there may be newly transferred sewers that we do not yet have mapped and are not aware of. If the site owner does encounter shared drainage then the sewers may need to be diverted as we do not allow new builds over public sewers. The site owner will need to submit their Pre- development application and discuss any potential diversions with the Thames Water engineer dealing with their application.

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10. The approved development is liable to pay the Community Infrastructure Levy (CIL) in line with the Council's CIL Charging Schedule. Upon permission or soon after, the Council will issue you with a CIL Liability Notice, which details the CIL amount payable.

CIL is not payable until commencement of the development, but before commencement you must submit a CIL Commencement Notice to the Council. Failure to submit a Commencement Notice before commencement may mean that a surcharge is imposed, and will mean that the liable party will not be able to benefit from the Council's Instalment Policy and that any claims for relief are void.

It is strongly advised that, before commencement, you submit an Assumption of Liability Form if you have not already done so. If at commencement no party has assumed liability to pay CIL, liability will default to the landowner(s), a surcharge may be imposed, and the liable party will not be able to benefit from the Council's Instalment Policy.

If the development is eligible for a form of relief from CIL, a claim must be made prior to commencement. Claims made after commencement cannot be considered.

More information on CIL, including copies of the forms referred to above, are on the Planning Portal website:

(www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/cil) and the Charging Schedule, Instalments Policy and Advice to Applicants are on the Council's website (<http://beta.reading.gov.uk/CIL>)

11. Your attention is drawn to the terms and conditions of this permission. Any development which is carried out but differs materially from the approved plans and details, or does not comply with any conditions 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.

12. In relation to condition 17 (AMS), you are reminded that this should include at least the following:

- Timetable for arb supervision to be recorded and submitted to the LPA after each visit - visits to include (as a minimum) erection of tree protection prior to demolition of 114 Oxford Road, tree works to TPO False Acacia, installation of ground protection, removal of ground protection, existing surfacing and protection of exposed ground, installation of services if applicable, installation of new surfacing.
- Method for installation of temporary ground protection within the RPA of the TPO Acacia - the AIA only states general principles at this stage
- Method for removal of existing tarmac within the RPA of the

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TPO Acacia

- Method for protecting the exposed ground within the RPA of the

TPO Acacia

- Method for installing the new surface within the RPA of the

TPO Acacia

- Method for installing services if applicable

- Tree protection plan to include phases of work, i.e. demolition and construction.

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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.

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.