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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: MacNiven Quays Ltd
Calpe House
7a St Thomas Street
Winchester
SO23 9HE

Application No: 181117
Application type: Full Planning Approval

Applicant: MacNiven Quays Ltd

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 a basement and 4-storey building to provide 11 (1x studio, 8x1-bed & 2x2-bed) residential units (Class C3) and associated works following the demolition of the existing buildings (basement & 3- storey public house at No's 34-36 Southampton Street and 2-storey residential building at No. 38)

At: 34-38 Southampton Street Reading RG1 2QL

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: 12th August 2019

Head of Planning, Development
& Regulatory Services

Application At: 34-38 Southampton Street Reading RG1 2QL

Application No: 181117

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:

100 Rev A Location Plan, as received 22/06/18
200 Rev C Existing Site Plan, as received 22/06/18
299 Rev A Existing Basement Plan, as received 22/06/18
300 Rev A Existing Ground Floor Plan, as received 22/06/18
301 Rev A Existing First Floor Plan, as received 22/06/18
302 Rev A Existing Second Floor Plan, as received 22/06/18
303 Rev A Existing Roof Plan, as received 22/06/18
400 Rev B Existing East Elevation, as received 22/06/18
401 Rev B Existing South Elevation, as received 22/06/18
402 Rev B Existing West Elevation, as received 22/06/18
403 Rev B Existing North Elevation, as received 22/06/18
500 Rev A Existing Long Section AA, as received 22/06/18
501 Rev B Existing Short Section BB, as received 22/06/18
502 Rev A Existing Short Section CC, as received 22/06/18
202 P 01 Rev A Site Plan - as proposed, as received 27/07/18
202 P 02 Rev B Ground Floor Plan - as proposed, as received 10/10/18
202 P 03 Rev B First Floor Plan - as proposed, as received 10/10/18
202 P 04 Rev B Second Floor Plan - as proposed, as received 10/10/18
202 P 05 Rev A Third Floor Plan - as proposed, as received 27/07/18
202 P 06 Roof Plan - as proposed, as received 22/06/18
202 P 08 Rev B Elevations & Sections (with fences) - as proposed, as received 10/10/18
202 P 09 Rev B Communal Garden Plan - as proposed, as received 25/01/19
202 P 10 Rev B Site Plan - as proposed, as received 25/01/19
202 P 11 Rev A - Elevations & Sections with no boundary treatment - as proposed, as received 25/01/19
202 P 12 Rev B Streetscape: As existing & as proposed, as received 25/01/19

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202 P 21 Elevation detail & materials - as proposed, as received 27/02/19

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

3. No development (barring demolition) shall take place until details of the following materials to be used in the construction of the external surfaces of the development, including all external materials such doors, balustrades, guttering and boundary treatments, have been submitted to and been approved in writing by the local planning authority. Details shall include manufacturers specification details of those external facing materials (to be submitted to the Local Planning Authority) and samples of those materials. The development shall be carried out using only the approved materials.

Reason: In the interests of safeguarding the character and appearance of the proposed building, the streetscene and the wider immediate area and for the purpose of ensuring that the proposals are appropriate to the setting of the special architectural and historic interest of the nearby listed buildings and the nearby Market Place / London Street Conservation Area, in accordance with Policies CS7 and CS33 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy RC5 of the Reading Central Area Action Plan 2009.

4. The materials to be used in the construction of the following external surfaces of this development shall be:

Hampshire Stock Downs Blend red brick by Michelmersh Brick Holdings
St. Anselmo LOF & Mi Blend grey brick
Green glazed brick
Sweet Chestnut Cladding by Vastern Timber
Single Ply Membrane by Sarnafil G410-12EL, lead GREY 9500 & Sika
Zinc rain water downpipe
Aluminium/timber composite windows and patio doors

as shown on the approved plan 202 P 21 Elevation detail & materials - as proposed, as received 27/02/19 and physical samples received on 28/02/19.

Reason: In the interests of safeguarding the character and appearance of the proposed building, the streetscene and the wider immediate area and for the purpose of ensuring that the proposals are appropriate to the setting of the special architectural and historic interest of the nearby listed buildings and the nearby Market Place / London Street Conservation Area, in accordance with Policies CS7 and CS33 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy RC5 of the Reading Central Area Action Plan 2009.

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5. * No development shall take place, including any works of demolition, until a Demolition and Construction Method Statement has been submitted to and been approved in writing by the Local Planning Authority to 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 demolishing and constructing the development
- c) the erection and maintenance (including removal of any graffiti or fly posters) of security hoarding around the site
- d) any footpath closures or road closures needed during demolition and/or construction
- e) wheel washing facilities on site
- f) a scheme for recycling waste resulting from the demolition and/or construction works
- g) the provisions to be made for the control of noise and dust coming from the site during demolition and construction.

The measures within the approved Demolition and Construction Method Statement shall be maintained and adhered to throughout the course of the development unless changes are agreed in advance and in writing by the Local Planning Authority.

Reason: 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 Policies CS20, CS34 and CS36 of the Reading Borough LDF Core Strategy 2008 (Altered 2015), Policy RC9 of the Reading Central Area Action Plan 2009 and Policies DM4 and DM12 of the Sites and Detailed Policies Document 2012 (Altered 2015).

6. No residential unit hereby permitted shall be occupied until details of the cycle parking facilities, including an appropriate layout showing at least 6 secure, covered and lockable bicycle storage spaces, have been submitted to and been approved in writing by the Local Planning Authority. No residential unit hereby permitted shall be occupied until the approved bicycle parking facility has been completed as shown on the approved plan. Thereafter the bicycle parking facility shall be kept free of obstruction and available for the approved use at all times.

Reason: To encourage travel by sustainable alternatives to driving a motorcar in accordance with policies CS23 and CS24 of the Reading Borough LDF Core Strategy 2008 (Altered 2015).

7. No dwelling hereby permitted shall be occupied until the waste/refuse bin storage facilities have been provided in accordance with approved plan 202 P 02 Rev B Ground

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Floor Plan - as proposed, as received 10/10/18. The bin storage facilities shall be retained thereafter for use by occupiers of the dwellings/building at all times.

Reason: To ensure that sufficient provision is made for the storage of refuse and recyclables and to safeguard the amenity (including visual amenity) of existing nearby / future occupiers / road users from potential disturbance and/or smells and highway safety and to maintain the character and appearance of the nearby Market Place / London Street Conservation Area, in accordance with Policies CS2, CS7 and CS33 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policies DM4 and DM12 of the Sites and Detailed Policies Document 2012 (Altered 2015).

8. No residential unit hereby approved shall be occupied until the Council has been notified in writing of the full postal address of the unit. The notification shall be sent to the Council's Planning Manager quoting the application reference specified on this 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).

9. Prior to any agreement being entered into for a new occupation of, or transfer of any interest in, the residential unit(s) hereby approved, the prospective occupier/transferee shall be informed that there is no automatic entitlement to a car parking permit for any existing residential parking permit schemes and future schemes on adjacent and surrounding streets. All material used for advertising or marketing the residential unit(s) for letting or sale shall make it clear to prospective tenants and occupiers that they will not be automatically entitled to a parking permit, but any application for a parking permit will be considered on its merits.

Reason: In order that the prospective occupiers are made aware of the fact that while they can submit an application they will not be automatically entitled to an on-street car parking permit. In the interests of the proper management of parking, and to ensure that the development does not harm the existing amenities of the occupiers of neighbouring residential properties by adding to the already high level of on street car parking in the area in accordance with Policy CS24 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM12 of the Sites and Detailed Policies Document 2012 (Altered 2015).

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10. Prior to the first occupation of any residential unit hereby approved, the glazing and ventilation shall be installed in accordance with the specifications recommended within the acoustic assessment approved as part of this application Noise Impact Assessment by ACCON UK, Ref A3353/N/001, dated 15/06/18, as received 22/06/18 and be maintained as such thereafter.

Reason: To protect the amenity of future occupants of the proposed development in accordance with Policy CS34 of the Reading Borough LDF Core Strategy 2008 (Altered 2015), Policy RC9 of the Reading Central Area Action Plan (2009) and Policy DM4 of the Reading Borough LDF Sites and Detailed Policies Document 2012 (Altered 2015).

11. No construction, demolition or associated deliveries shall take place outside the hours of 0800hrs to 1800hrs Mondays to Fridays, and 0900hrs 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: to protect occupiers of nearby properties from unreasonable 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 Reading Borough LDF Sites and Detailed Policies Document 2012 (Altered 2015).

12. 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 Policies CS2 and CS34 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM4 of the Reading Borough LDF Sites and Detailed Policies Document 2012 (Altered 2015).

13. *No development shall take place within the site until the applicant, or their agents or their successors in title, have secured the implementation of a programme of archaeological work (which may comprise more than one phase of work and shall specifically include a scheme of archaeological building recording) in accordance with a written scheme of investigation, which has been submitted to and approved in writing by the Local Planning Authority. The development shall only take place in accordance with the detailed scheme approved pursuant to this condition.

Reason: To ensure that any archaeological remains within the site are adequately investigated and recorded or preserved in situ in the interest of protecting the archaeological heritage of the borough, in accordance with Policy CS33 of the Reading Borough LDF Core Strategy 2008 (Altered 2015).

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14. No development shall take place (barring demolition to ground level) until full details of both hard and soft landscaping have been submitted to and been approved in writing by the Local Planning Authority. The submitted details shall include:

- (a) hard surfacing materials; 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; 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) Tree pit specifications.

Reason: in the interest of ensuring that the landscaping of the development enhances the visual local environment and in accordance with Policies CS7 and CS33 of the Reading Borough LDF Core Strategy 2008 (Altered 2015).

15. The hard and soft landscaping of the development hereby permitted shall be carried out, in accordance with the approved landscaping plans and documents. The soft landscaping shall take place no later than during the first planting season following the date when the development hereby permitted is ready for occupation or in accordance with a timetable agreed in writing with the Local Planning Authority.

Reason: in the interests of the character and appearance of the new development, in accordance with Policy CS7 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM18 of the Reading Borough LDF Sites and Detailed Policies Document 2012 (Altered 2015).

16. All planted materials shall be maintained for five years and any trees or plants removed, dying, being severely damaged or becoming seriously diseased within 5 years of planting shall be replaced with others of similar size and species to those originally required to be planted.

Reason: in the interests of the character and appearance of the new development, in accordance with Policy CS7 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM18 of the Reading Borough LDF Sites and Detailed Policies Document 2012 (Altered 2015).

17. Prior to the first occupation of any residential unit hereby approved, a plan indicating the positions, design, materials and type of boundary treatment to be erected shall be submitted to and approved in writing by the Local Planning Authority. Where appropriate consideration should be given to biodiversity with gaps provided to allow wildlife to move between sites. The boundary treatment shall be completed, in

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accordance with the approved plan, before the development is occupied or otherwise, in accordance with a timescale for which the prior written approval of the Local Planning Authority has been obtained.

Reason: In order to protect the privacy of adjoining and future occupiers and in the interests of the visual amenities of the locality and local wildlife in accordance with Policies CS7, CS36 and CS38 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM17 of the Sites and Detailed Policies Document 2012 (Altered 2015).

18. Prior to the first occupation of any residential unit hereby approved, written documentary evidence has been submitted to and approved in writing by the Local Planning Authority demonstrating that 50% of the dwellings hereby permitted will achieve a minimum of a 19% improvement in the dwelling emission rate over the target emission rate, as defined in The Building Regulations for England Approved Document L1A: Conservation of Fuel and Power in New Dwellings (2013 edition). Such evidence shall be in the form of a Design Stage Standard Assessment Procedure (SAP) Assessment, produced by an accredited energy assessor.

Reason: To ensure that the development is carried out in accordance with sustainable building standards, 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).

19. No development (barring demolition) shall take place until details of the implementation, maintenance and management plan of the sustainable drainage scheme (in accordance with the submitted and approved strategy details within the Drainage Statement by Scott White and Hookins Ref W01869 Rev A dated and received 22/06/18) have been submitted to and approved by the Local Planning Authority. The details 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.

The approved sustainable drainage scheme shall be completed prior to the first occupation of any residential unit hereby approved and thereafter managed and maintained in accordance with the approved plan/details.

Reason: To ensure that the development contributes adequately towards environmental sustainable urban drainage, in accordance with Policy CS1 of the

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Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM1 of the Sites and Detailed Policies Document 2012 (Altered 2015).

20. The rear ground floor flat (flat 3 on approved plan 202 P 02 Rev B Ground Floor Plan - as proposed, as received 10/10/18) shall not be occupied until the means of access shown on plan 202 P 02 Rev B Ground Floor Plan - as proposed, as received 10/10/18 has been constructed in accordance with the approved plans and retained thereafter.

Reason: To ensure that there is sufficient access to the development and bin storage facilities and consequently to ensure that sufficient provision is made for the storage of refuse and recyclables and to safeguard the amenity (including visual amenity) of existing nearby / future occupiers / road users from potential disturbance and/or smells and highway safety and to maintain the character and appearance of the nearby Market Place / London Street Conservation Area, in accordance with Policies CS2, CS7 and CS33 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policies DM4 and DM12 of the Sites and Detailed Policies Document 2012 (Altered 2015).

21. No change to the unit mix (1xstudio, 8x1-bed and 2x2-bed units) shall be made to the development hereby permitted without written approval from the Local Planning Authority.

Reason: to ensure that the proposed development provides an appropriate range of housing opportunities / dwelling types to meeting requirements for different groups, in accordance with Policy CS15 of the Reading Borough LDF Core Strategy 2008 (Altered 2015).

22. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking and/or re-enacting that Order) the proposed south elevation windows at first floor level (3 windows serving unit 4, as per approved plan 202 P 03 Rev B First Floor Plan - as proposed, as received 10/10/18) and second floor level (3 windows serving unit 7, as per approved plan 202 P 04 Rev B Second Floor Plan - as proposed, as received 10/10/18) shall be non-opening and glazed with obscure glass on parts below 1.7m as a minimum when measured from the floor level of the respective rooms, before occupation of that room, and shall be permanently maintained thereafter as non-opening and obscure glazed.

Reason: To safeguard the amenities of the adjoining premises from overlooking and loss of privacy in accordance with Policy DM4 of the Reading Borough LDF Sites and Detailed Policies Document 2012 (Altered 2015).

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23. Only the areas specified as external terraces shall be used for such purposes and no other flat roofed areas shall be used as external terraces without permission from the local planning authority.

Reason: To safeguard the amenities of the adjoining premises from potential noise disturbance, overlooking and loss of privacy in accordance with Policy CS34 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and DM4 of the Reading Borough LDF Sites and Detailed Policies Document 2012 (Altered 2015).

INFORMATIVES

1. The Local Planning Authority has worked positively and proactively with the applicant to resolve relevant matters to allow permission to be granted within the prescribed target or agreed extended timescale for the decision to be issued.

2. 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 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.

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

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

5. A section 106 Agreement has been completed for this development. A copy of the S106 Legal Agreement is available on the Council's Public Register of Planning.

6. Thames Water advises that the applicant should approach Thames Water for a pre-planning application. You can find details here:
<https://developers.thameswater.co.uk/Developing-a-large-site/Planning-your-development/Water-and-wastewater-capacity>

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The Thames Water sewer records don't indicate any shared drainage within the site, but there may be newly transferred sewers that Thames Water haven't yet mapped and aren't aware of. If the site owner finds shared drainage, the sewers may need to be diverted, as Thames Water don't allow new builds over public sewers. You will need to submit their pre-development application to Thames Water and then discuss any potential diversions with the engineer dealing with their application.

7. 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. 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.

8. 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.

9. 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.

10. No advertisement consent approved as part of this application and you are advised that this permission is granted without prejudice to the possibility of requiring consent under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended).

11. The Council introduced the Community Infrastructure Levy (CIL) on 1st April 2015. CIL is a way of securing financial contributions towards infrastructure from new development, and partially replaces the Section 106 planning obligation regime. It is a set charge per sq m of floorspace for different uses, and, unlike Section 106, it is non-negotiable. It applies to developments which result in at least one dwelling; where the space has not been in lawful use for 6 months within the last 3 years or 100 sq m of new floorspace. For this approved development the CIL status is CHARGEABLE. If chargeable you will be sent a CIL Liability Notice with the calculated amount soon. CIL becomes payable on commencement of the development or by instalments. For more information go to:

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

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12. In terms of the archaeological building recording required at condition 13, the applicant is advised to follow guidance within Historic England's 'Understanding Historic Buildings - A Guide to Good Recording Practice'. Further to discussions during the application being considered by the Planning Applications Committee, you are also strongly advised to explore the possibility of salvaging original/historic features of the buildings and utilising these as part of your future hard and soft landscaping proposals (with commentary included regarding this within your future submission to discharge condition 14).

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

www.communities.gov.uk/publications/planningandbuilding/partywall

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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 <https://acp.planninginspectorate.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.