

**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: CPL Architects
Unit A3
First Floor
Chaucer Business Park
Dittons Road
BN20 7UT

Application No: 190761
Application type: Full Planning Approval

Applicant: Trustees of The Gate

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: New church and community centre.

At: 384 The Meadway Tilehurst Reading RG30 4NX

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: 12 November 2019



Head of Planning, Development & Regulatory Services *RE*

Application At: 384 The Meadway Tilehurst Reading RG30 4NX

Application No: 190761

Application type: Full Planning Approval

CONDITIONS & REASONS

1. The development hereby permitted shall begin within 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:

As received 4th September 2019, unless otherwise stated:

- Block Plan - Drawing no: TGR.18/101 Rev C, received 24th June 2019
- Ground Floor Plan [Proposed] - Drawing no: TGR.18/200 Rev G
- First Floor Plan [Proposed] - Drawing no: TGR.18/201 Rev G
- Second Floor Plan - Drawing no: TGR.18/202 Rev E
- Elevations as Proposed RIBA Stage D - Drawing no: TGR.18/205 Rev M, received 8th November 2019
- Site Plan [Proposed] - Drawing no: TGR.18/250 Rev M, received 8th October 2019
- Section A as Proposed - Drawing no: TGR.18/210 Rev D, received 10th May 2019
- Longitudinal Sections as Proposed - Drawing no: TGR.18/260 Rev A, received 5th September 2019
- 3D Aerial North West as Proposed RIBA Stage D - Drawing no: TGR.18/270 Rev A
- 3D Aerial South East as Proposed RIBA Stage D - Drawing no: TGR.18/271 Rev A
- 3D North West Façade as Proposed RIBA Stage D - Drawing no: TGR.18/272 Rev A
- South East Façade as Proposed RIBA Stage D - Drawing no: TGR.18/273 Rev A
- North East Façade as Proposed RIBA Stage D - Drawing no: TGR.18/274 Rev A
- Planting Plan - Drawing no: HBA/810/01 Rev C, received 16th September 2019
- Hard Landscape Plan - Drawing no: HBA/810/01 Rev C, received 16th September 2019
- Acoustic Design Specification, Ref: M4274 v.1, dated 23/10/18, prepared by Ian Sharland Ltd, received 10th May 2019
- Air Quality Assessment, Project no: P3208.2.0, dated 15th April 2019, prepared by Agb Environmental, received 10th May 2019
- Arboricultural Report, Document no: J027 - Arb Report - V1.3, dated 18/7/19, prepared by Sylvan Ecology, received 24th July 2019
- Energy and Sustainability Statement, dated 10/9/18, prepared by MES Building Solutions, received 10th May 2019
- Framework Travel Plan, ref: HH4180484/DK/004 Issue 1, dated 8/4/19, prepared by Glanville, received 10th May 2019

Date: 12 November 2019



Head of Planning, Development & Regulatory Services *RE*

- Bat Emergence Survey, ref: R2300/a, dated August 2019, prepared by John Wenman, received 12th August 2019
 - Car Park Management Plan, Ref: HH4180484/DK/006 Issue 1, dated 18/9/19, prepared by Glanville, received 18th September 2019
- REASON: because permission is granted in respect of the development as detailed in the approved plans only.

3. No development shall commence beyond foundation level until a schedule of the materials with samples to be used in the construction of the external surfaces of the development hereby permitted have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out and thereafter maintained in accordance with the details approved unless otherwise agreed in writing by the Local Planning Authority.

REASON: These details are required due to insufficient information being contained within this submission and in the interests of visual appearance and amenity of the area in accordance with Policy CC7 of the Reading Borough Local Plan 2019.

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

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

5. Prior to first occupation of the development hereby approved, a copy of a Final BREEAM Certificate in accordance with the BREEAM Sustainability Standard following a post-construction stage review carried out by a licensed assessor has been submitted to and approved in writing by the Local Planning Authority, demonstrating that the development has attained as a minimum the standard set out in the Interim BREEAM Certificate referred to in condition 4.

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

6. **No development shall commence** on site until a Sustainable Drainage Strategy and associated detailed design, management and maintenance plan of surface water drainage for the site using SuDS methods has been submitted to and approved in writing by the Local Planning Authority. The plan shall include:

- i. a timetable for its implementation, and
- ii. a management and annual maintenance plan for the lifetime of

Date: 12 November 2019



Head of Planning, Development & Regulatory Services *RE*

the development which shall include the arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the operation of the sustainable drainage scheme throughout its lifetime.

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

7. All hard and soft landscape works shall be carried out in accordance with the approved details received on 16th September 2019

- Hard Landscape Plan - Drawing no: HBA/810/01 Rev C, received 16th September 2019
- Planting Plan - Drawing no: HBA/810/01 Rev C, received 16th September 2019

to a reasonable standard in accordance with the relevant recommendations of appropriate British Standards or other recognised Codes of Good Practice. The works shall be carried out prior to the occupation of any part of the development or in accordance with the timetable agreed with the Local Planning Authority.

The hard and soft landscaping of the development hereby permitted shall be carried out, in accordance with the approved landscaping plans and documents. The hard landscaping shall be completed before occupation of the development.

Planting shall be carried out in accordance with the approved details in the first planting and seeding seasons following the occupation of the building(s) or in accordance with a timetable agreed in writing with the Local Planning Authority. Any trees or plants which, within a period of 5 years from the date of planting, die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, to be agreed in writing by the Local Planning Authority.

REASON: In the interest of ensuring that the landscaping of the development enhances the visual local environment and in accordance with in accordance with Policy CC7 of the Reading Borough Local Plan 2019.

8. No development shall commence on site (including demolition or preparatory works) until an updated Tree Protection Plan in accordance with the relevant recommendations of appropriate British Standards or other recognised Codes of Good Practice for all retained trees, both within and adjacent to the site, has been submitted to and been approved in writing by the Local Planning Authority. The Plan must show the location of Tree Protection Fencing (which does not need to go around areas of hard standing), which are to be retained, but around areas of soft landscaping. Areas of hard standing within the RPA of trees which are 1) to be lifted and replaced with additional hard standing - or 2) to be lifted and landscaped should be identified separately and cross referenced with the relevant reference in the Arboricultural Method statement. Following approval, the development shall only be undertaken in

Date: 12 November 2019



Head of Planning, Development & Regulatory Services *RE*

accordance with the updated Tree Protection Plan and the fencing shall be retained for the duration of the construction works.

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

9. Protective measures, including fencing, ground protection, supervision and working procedures shall be carried out in accordance with the approved Arboricultural Report, Document no: J027 - Arb Report - V1.3, dated 18/7/19, prepared by Sylvan Ecology, received 24th July 2019. Any deviation from the works prescribed or methods agreed in the report will require prior written approval from the Local Planning Authority.

REASON: In order to ensure that reasonable measures are taken to safeguard trees in the interests of local amenity and the enhancement of the development itself in accordance with Policy EN14 of the Reading Borough Local Plan 2019.

10. The development is to be carried out in accordance with the details given in sections 4.2.3 to 4.2.5 of the Bat Emergence Survey, ref: R2300/a, dated August 2019, prepared by John Wenman, received 12th August 2019, unless otherwise agreed in writing by the council.

REASON: To ensure that bats, a European Protected Species, are not adversely impacted upon as a result of the development in accordance with Policy EN12 of the Reading Borough Local Plan 2019.

11. Prior to first occupation of the development hereby approved, details of biodiversity enhancements, to include bird and bat boxes, tiles or bricks on and around the new buildings and native and wildlife friendly landscaping, shall be submitted to and approved in writing by the council. The biodiversity enhancements shall thereafter be installed as approved and retained thereafter.

REASON: To incorporate biodiversity in and around developments in accordance with Paragraph 175 of the NPPF (2019) and Policy EN12 of the Reading Borough Local Plan 2019.

12. No amplified sound or music shall be played at any time within any part of the outside space surrounding the approved building, within the application site boundary.

REASON: To safeguard the amenity of nearby occupiers, premises and the area generally in accordance with Policy CC8 of the Reading Borough Local Plan 2019.

13. The glazing, ventilation and any other mitigation specified shall be installed in accordance with the specifications recommended within the Noise Assessment submitted with the application (Acoustic Design Specification, Ref: M4274 v.1, dated 23/10/18, prepared by Ian Sharland Ltd, received 10th May 2019) and retained thereafter.

Date: 12 November 2019



Head of Planning, Development & Regulatory Services *RE*

REASON: In order to protect the amenity of future occupants of the proposed development in accordance with Policy CC8 of the Reading Borough Local Plan 2019.

14. The specific sound level of the plant/equipment hereby approved (which includes the acoustically attenuated ventilation turrets), (LAeq,TR) (with reference to BS:4142) as measured at a point 1 metre external to the nearest noise-sensitive facade shall be at least 10dB below the pre-existing background sound level, LA90,T when all plant/equipment (or any part of it) is in operation. The rating level, LAr,Tr (specific sound level plus any adjustment for the characteristic features of the sound) as measured at a point 1 metre external to the nearest noise-sensitive facade (habitable window of a dwelling) shall not exceed the pre-existing background sound level, LA90,T when all plant/equipment (or any part of it) is in operation.

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

15. Prior to occupation of the building, details of the proposed acoustic fence as identified in the approved plans in Condition 2 above shall be submitted to and approved in writing by the Local Planning Authority. Thereafter, the development shall not be carried out other than in accordance with the approved details and shall be retained in perpetuity.

REASON: These details are required due to insufficient information being contained within this submission and to safeguard the amenity of adjoining properties and to protect the general environment in accordance with Policy CC8 of the Reading Borough Local Plan 2019.

16. The approved building shall not be used by members of the public outside the hours of 6am to 10pm on Mondays to Fridays, and 8am to 9pm on Saturdays, Sundays and Bank Holidays. The use of any part of the outside space surrounding the approved building, within the application site boundary, shall not be used outside the hours of 9am- 9pm Monday to Friday (including Bank Holidays) and 9am to 10pm on Saturdays and Sundays (to include the period for clear-down), apart from for the purposes of accessing and departing the overall site within the curtilage of 384 The Meadway.

REASON: In order to protect local residents from unreasonable disturbance arising from the use in accordance with Policy CC7 and CC8 of the Reading Borough Local Plan 2019.

17. Prior to first occupation of the building, full details of all external lighting to be installed within the development shall be submitted to and approved in writing by the Local Planning Authority. The details shall include a plan indicating the locations of the lights, specifications, height, luminance; lens shape/beam pattern and any hoods/shades. The approved scheme shall thereafter be installed before first occupation of the building and the external lighting shall thereafter be maintained and operated in accordance with the approved details.

Date: 12 November 2019



Head of Planning, Development & Regulatory Services *RE*

REASON: In order to protect the privacy and amenity of adjoining and future occupiers and enhance the appearance of the development in accordance with Policy CC7 and CC8 of the Reading Borough Local Plan 2019.

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

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

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

- a) Space on site where vehicles of site operatives and visitors can be parked with details of how site operatives and visitors will be required to make use of the parking area provided;
- b) Location on site for storage of plant and materials used in constructing the development;
- c) The erection and maintenance (including removal of any graffiti or fly posters) of security hoarding around the site;
- d) Identification of any footpath closures or road closures needed during construction;
- e) Required wheel washing facilities on site;
- f) A scheme for recycling waste resulting from the construction works.
- g) Measures for controlling the use of site lighting whether required for safe working or for security purposes.
- h) Required measures to control the emission of dust, dirt and other airborne pollutants during demolition and construction;
- i) Full details of pest control measures following any demolition required. Where necessary, capping of drains/sewers and baiting arrangements.

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

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

20. The building hereby permitted shall not be occupied until all vehicle parking spaces have been provided in accordance with the plans hereby approved. The spaces shall be kept available for parking at all times thereafter.

REASON: To ensure that the development is provided with adequate parking facilities to meet the needs of future occupiers and reduce the likelihood of roadside parking

Date: 12 November 2019



Head of Planning, Development & Regulatory Services *RE*

which could be a danger to other road users in accordance with Policy TR3 and TR5 of the Reading Local Plan 2019.

21. The building hereby permitted shall not be occupied as a church until the vehicle access serving it has been constructed in accordance with the plans hereby approved, and notwithstanding paragraph 3.3 of the approved Car Park Management Plan in Condition 2 above, access to the site is to be operated as a one-way system, 7 days a week; with access from The Meadway and exit via Keswick Close only.

REASON: In the interests of road safety in accordance with Policy TR1 and TR3 of the Reading Local Plan 2019.

22. Prior to occupation as a church, details of signage and marking for the one-way operation of the car park, i.e. entry from The Meadway and exit via Keswick Close, shall be submitted to and approved in writing by the Local Planning Authority. The approved signage and marking scheme is to be implemented prior to occupation of the church and retained thereafter.

REASON: In the interests of road safety in accordance with Policy TR1 and TR3 of the Reading Local Plan 2019.

23. The church building hereby approved shall not be occupied until the bicycle parking facility for that dwelling/building has been provided in accordance with the plans hereby approved. The facility shall be kept available for bicycle parking at all times thereafter.

REASON: To encourage travel by sustainable alternatives to driving a motorcar in accordance with Policy TR1 and TR5 of the Reading local Plan 2019.

24. Notwithstanding the approved drawings, the development hereby permitted shall not be occupied or the approved use commenced, whichever is the sooner, until details of refuse and recycling storage sufficient for the intended development has been submitted to and approved in writing by the Local Planning Authority. The approved details shall be fully implemented before first occupation or the use first commences, whichever is the sooner, and the areas of land so provided shall not be used for any purposes other than the storage (prior to disposal) or the collection of refuse and recycling and shall be thereafter retained and maintained as such, unless otherwise agreed in writing by the Local Planning Authority.

REASON: In the interests of general amenity, to ensure convenience of arrangements for refuse and recycling storage and collection and to ensure that no obstruction is caused on the adjoining highway, in the interest of highway safety and in accordance with Policy CC7 of the Reading Local Plan 2019.

25. The Car Park Management Plan, Ref: HH4180484/DK/006 Issue 1, dated 18/9/19, prepared by Glanville, received 18th September 2019 should be implemented upon first occupation of the development. There shall be an annual review of the Travel Plan.

Date: 12 November 2019



Head of Planning, Development & Regulatory Services *RE*

The review should include identifying the impact of the church parking on the neighbouring residential streets on both a Sunday morning and during the weekday events and to review the internal circulation and management of the double parked spaces, and effect of the operation of the one-way system seven days a week.

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

26. No later than first occupation of the church hereby approved, the aims of the approved Framework Travel Plan, ref: HH4180484/DK/004 Issue 1, dated 8/4/19, prepared by Glanville, received 10th May 2019, shall be notified to all existing and new members and centre users.

REASON: To ensure that users and visitors to the premises are encouraged to travel to the site using modes other than the private car to reduce the likelihood of parking and traffic problems on site and to minimise danger, obstruction and inconvenience to users of the highway in accordance with TR1, TR3 and TR5 of the Reading Local Plan 2019.

27. On the first anniversary of the approved Travel Plan and annually thereafter, an annual review of the Travel Plan shall be submitted to and approved by the Local Planning Authority. This shall include a detailed survey of the number of movements generated by the church and community activities and shall be compared with the initial survey carried out under the terms of Condition no. 26, (the control level) and in the event of any reduction not being secured, the developer shall undertake whatsoever 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, as a maximum, the control 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 TR1 of the Reading Local Plan 2019.

28. The church building shall not be occupied until details of an electric vehicle (EV) charging Scheme comprising a layout plan and detailed specification for a minimum of ten percent of all vehicle parking spaces to be provided with electric vehicle charging points, and a further ten percent of spaces provided with cabling and other supporting infrastructure reasonably required to enable EV charging points to be fitted, has been submitted to and approved in writing by the Local Planning Authority. The building shall not be first occupied until the Scheme has been fully provided in accordance with the approved details. The spaces shall be maintained for vehicle charging in accordance with the approved Scheme at all times thereafter.

Date: 12 November 2019



Head of Planning, Development & Regulatory Services *RE*

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

29. The roof area of the building hereby permitted shall not be used as a balcony, roof garden or similar amenity area without the grant of further specific planning permission from the Local Planning Authority.

REASON: To safeguard the amenities of the adjoining premises from overlooking and loss of privacy in accordance with Policy CC8 and H9 of the Reading Borough Local Plan 2019.

30. Notwithstanding the provisions of Schedule 2, Part 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015, the premises shall be used as a church and community facility offering space for a combination of worship, training, education and meetings activities for a maximum of 328 people at any one time, only and for no other purpose (including any other purpose in the same Use Class of the Schedule to the Town & Country Planning (Use Classes) Order 1987 (as amended), or in any provision equivalent to that Class in any statutory instrument revoking or re-enacting that Order with or without modification.

REASON: Another alternative use of the premises which may otherwise be permitted by virtue of the above Orders could be harmful to residential amenity and to providing adequate parking facilities to meet the needs of future occupiers and increase the likelihood of roadside parking which could be a danger to other road users in accordance with Policies CC8, TR3 and TR5 of the Reading Borough Local Plan 2019.

31. The proposed windows shown as obscure glazed on approved plan: Elevations as Proposed RIBA Stage D - Drawing no: TGR.18/205 Rev M, received 8th November 2019, shall be glazed with obscure glass before occupation of the development hereby approved and shall be permanently maintained as such.

REASON: To safeguard the amenities of the adjoining premises from overlooking and loss of privacy in accordance with Policy CC8 of the Reading Borough Local Plan 2019.

32. The cafe element of the building hereby permitted shall remain as ancillary to the overall approved use of the building for church and community activities.

REASON: To accord with the terms of the application, and to ensure that the use of the cafe would not detract from the amenities of neighbouring residential properties in accordance with Policy CC8 of the Reading Borough Local Plan 2019.

INFORMATIVES

1. Your attention is drawn to the terms and conditions of this permission. Any development which is carried out but which differs materially from the approved plans

Date: 12 November 2019



Head of Planning, Development & Regulatory Services *RE*

and details, or does not comply with any condition(s) or planning obligation(s) attached to the permission may result in the Council taking action to remedy the breach of planning control. If you are in any doubt please contact the Council.

2. Your attention is drawn to the requirement for submission of a Building Regulations application for the proposed development. Please contact Building Control on 0118 937 2449 for advice.

3. i) The attention of the applicant is drawn to Section 59 of the Highways Act 1980, which enables the Highway Authority to recover expenses due to damage caused by extraordinary traffic.

ii) Any works affecting the Highway shall be in accordance with Reading Borough's Council's document "Guidance Notes for Activities on the Public Highway within the Borough of Reading". The applicant should note that compliance with this document is mandatory and licences to work on the Highway will only be issued if the requirements contained within it are met. A copy can be obtained from the Council's website.

4. In accordance with Article 35 (DMPO 2015) some conditions have been highlighted 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.

5. Complaints are commonly received about noise and dust caused by construction and demolition works, particularly working outside reasonable hours and smoke from bonfires associated with the burning of waste on site. The developer is reminded that construction and demolition associated with the approved development will be subject to environmental health law.

6. 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 NIL CHARGE. 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

Date: 12 November 2019



Head of Planning, Development & Regulatory Services *RE*

7. 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.

Date: 12 November 2019



Head of Planning, Development & Regulatory Services *RE*

NOTES

APPEALS TO THE SECRETARY OF STATE

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

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

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

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

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

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

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

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

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

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

Purchase Notices

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

Street Naming & Numbering

You must contact Reading Borough Council to:

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

Otherwise the following may occur:

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

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

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

How to apply:

Email us using streetnamingnumbering@reading.gov.uk

Or telephone us on 0118 9373737

What we need to complete your request:

For new addresses or flat conversions:

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

For change of address:

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

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

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

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