

**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: Turley
6th Floor North
2 Charlotte Place
Southampton
SO14 0TB

Application No: 162219
Application type: Full Planning Approval

Applicant: University of Reading

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: Demolition of the Engineering Building and erection of a 5 storey Health and Lifesciences Building; demolition of the Harborne Building; new entrance and external works to the Philip Lyle Building and associated landscaping and car parking within the Whiteknights Campus of the University of Reading.

At: Engineering, University Of Reading Shinfield 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: 27 March 2017



Head of Planning, Development
& Regulatory Services

Application At: Engineering, University Of Reading Shinfield Road Reading
Application No: 162219
Application type: Full Planning Approval

CONDITIONS & REASONS

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

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:

01002 Rev. PL02 dated 17 November 2016 - Site Location Plan
01003 Rev. PL02 dated 17 November 2016 - Block Plan
01000 Rev. PL03 dated 25 November 2016 - Proposed Site Plan
02000 Rev. PL02 dated 17 November 2016 - Level 0 GA Plan
02001 Rev. PL02 dated 17 November 2016 - Level 1 GA Plan
02002 Rev. PL02 dated 17 November 2016 - Level 2 GA Plan
02003 Rev. PL02 dated 17 November 2016 - Level 3 GA Plan
02004 Rev. PL01 dated 14 November 2016 - Level 4 GA Plan
02005 Rev. PL02 dated 17 November 2016 - Level 5 GA Plan
03000 Rev. PL02 dated 17 November 2016 - Proposed North Elevation
03001 Rev. PL02 dated 17 November 2016 - Proposed East Elevation
03002 Rev. PL02 dated 17 November 2016 - Proposed South Elevation
03003 Rev. PL02 dated 17 November 2016 - Proposed West Elevation
04000 Rev. PL02 dated 17 November 2016 - Section A-A
04001 Rev. PL02 dated 17 November 2016 - Section B-B
04002 Rev. PL02 dated 17 November 2016 - Section C-C
04003 Rev. PL02 dated 17 November 2016 - Section D-D
09000 Rev. PL02 dated 17 November 2016 - Service Yard
60441574/MW/C/GA/002 Rev.P3 - Proposed Drainage Main Works General Arrangement
01001 PL10 dated 6 February 2017 - GA Landscape Plan
01013 PL08 dated 25 November 2016 - Landscape Sections
01040 PL08 dated 25 November 2016 - Soft Planting Plan and Planting Schedule 1of2
01041 PL08 dated 25 November 2016 - Soft Planting Plan and Planting Schedule 2of2
04001 PL11 Typical Tree pit in Soft Landscape (shows tree pits in hard landscape areas)
04002 PL11 Typical Tree pit in Soft Landscape
TPP-CC/1529 AR2862 Rev.0 dated 10 October 2016 Tree Protection Plan
01010 PL08 dated 25 November 2016 Tree Removal and Protection Plan

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

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3. (Pre-commencement)

The development hereby approved shall not be commenced (excepting demolition and groundworks), until details and samples of the materials 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 accordance with the approved details.

Reason: In the interests of the appearance of the building, and the appearance of the surrounding area, in accordance with Policy of the Reading Borough LDF Core Strategy 2008 (altered 2015).

4. (Pre-commencement)

The development hereby approved shall not be commenced (excluding any works of demolition) until a detailed scheme of Biodiversity Enhancements for invertebrates, hedgehogs, birds and bats, based on the recommendations of the submitted Ecological Appraisal (EPR Ltd Ref P16/00 1A, dated 13 April 2016), to include a timetable for its implementation and details of future maintenance, has been submitted to and approved in writing by the local planning authority.

The measures within the approved detailed scheme of Biodiversity Enhancements shall be fully implemented in accordance with the approved details and timetable and shall be maintained in accordance with the approved maintenance details at all times thereafter.

Reason: To enhance the ecological value of the site and surrounding Green Network in accordance with Policy CS36 of the Reading Borough LDF Core Strategy 2008 (altered 2015), Policy DM17 of the Sites and Detailed Policies Document 2012 (altered 2015) and national planning policy and guidance.

5. (Pre-commencement)

No works of demolition shall be undertaken to any building until a Demolition Method Statement for that building has been submitted to, and approved in writing by, the Local Planning Authority. To include:

- (A) The parking of vehicles and site operatives and visitors - to be shown on a Plan not less than 1.500.
- (B) Loading and unloading of plant and materials used in the demolition aspects of the development - Areas to be shown on a plan not less than 1.500
- (C) Storage of plant and materials used in and arising from the demolition aspects of the development. - Areas to be shown on a plan not less than 1.500
- (D) The erection and maintenance of security hoarding /scaffolding if required.
- (E) Wheel washing facilities
- (F) Measures on site to control the deposition of dirt / mud on surrounding roads during demolition.



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- (G) Footpath Closures / Road Closures needed during demolition
- (H) Traffic Management needed during demolition.
- (I) Times, routes and means of access into and from the site for demolition traffic and delivery vehicles (including the removal of waste from the site and methods of preventing deposition of materials on the public highway).
- (J) Measures to control noise and dust arising from demolition works.

The approved Demolition Method Statement(s) shall be adhered to in respect of all demolition works, unless agreed otherwise in writing by the Local Planning Authority.

Reason: In the interests of safety, protecting the amenity of local land uses and neighbouring residents, and highway safety, in accordance with Policies CS20 and CS34 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).

6. (Pre-commencement)

No works of construction shall be undertaken until a Construction Method Statement has been submitted to, and approved in writing by, the Local Planning Authority. To include:

- (A) The parking of vehicles and site operatives and visitors - to be shown on a Plan not less than 1.500.
- (B) Loading and unloading of plant and materials used in the construction aspects of the development - Areas to be shown on a plan not less than 1.500
- (C) Storage of plant and materials used in and arising from the construction aspects of the development. - Areas to be shown on a plan not less than 1.500
- (D) The erection and maintenance of security hoarding / scaffolding if required.
- (E) Wheel washing facilities
- (F) Measures on site to control the deposition of dirt / mud on surrounding roads during construction.
- (G) Footpath Closures / Road Closures needed during construction.
- (H) Traffic Management needed during construction.
- (I) Times, routes and means of access into and from the site for construction traffic and delivery vehicles (including the removal of waste from the site and methods of preventing deposition of materials on the public highway).
- (J) Measures to control noise and dust arising from construction works.

The approved Construction Method Statement shall be adhered to in respect of all demolition works forming part of the approved development, unless agreed otherwise in writing by the Local Planning Authority.

Reason: In the interests of safety, protecting the amenity of local land uses and neighbouring residents, and highway safety, in accordance with Policies CS20 and CS34 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).



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7. (Pre-commencement)

The development hereby approved shall not be commenced (excepting demolition) until full details of all existing and proposed underground services have been submitted to and approved in writing by the local planning authority. No underground services shall be provided at any time other than in accordance with the approved details.

Reason: to ensure that appropriate protection is given to trees of amenity value on and surrounding the site and to avoid conflict with new landscaping in accordance with Policy CS38 of the Reading Borough LDF Core Strategy 2008 (altered 2015).

8. (Pre-commencement)

The development hereby approved shall not be commenced (excepting demolition to existing ground floor slab level) until a scheme for the protection of the development against the possibility of land gas, in accordance with the recommendations of the submitted 'Interpretative Report on Ground Investigation ref. 31710', has been submitted to and approved in writing by the local planning authority. The scheme shall be implemented as approved before any part of the development is occupied.

Reason: To protect the building and future occupiers from the effects of ground gas, in accordance with Policy CS34 of the Reading Borough LDF Core Strategy 2008 (altered 2015).

9. (Pre-commencement)

The development hereby approved shall not be commenced (excepting demolition to existing ground floor slab level) until a scheme for the protection of ground water from contamination, in accordance with the recommendations of the submitted 'Interpretative Report on Ground Investigation ref.31710', to include a timetable for its implementation, has been submitted to and approved in writing by the local planning authority. The scheme shall be implemented as approved and in accordance with the approved timetable.

Reason: To protect sensitive ground waters from the effects of development, in accordance with Policy CS34 of the Reading Borough LDF Core Strategy 2008 (altered 2015).

10. Landscaping:

i) The development hereby approved shall not be carried out other than in accordance with the following submitted hard and soft landscaping details, including tree pit specifications:

01001 PL10 dated 6 February 2017 - GA Landscape Plan

01013 PL08 dated 25 November 2016 - Landscape Sections

01040 PL08 dated 25 November 2016 - Soft Planting Plan and Planting Schedule 1of2

01041 PL08 dated 25 November 2016 - Soft Planting Plan and Planting Schedule 2of2



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04001 PL11 Typical Tree pit in Soft Landscape (shows tree pits in hard landscape areas)

04002 PL11 Typical Tree pit in Soft Landscape

- ii) All planting shall be provided in accordance with the approved details in the first planting and seeding seasons following the first occupation of any part of the building.
- iii) Any trees or plants that, 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 a similar size and species, unless the local planning authority gives written approval to any variation.

Reason: to ensure that suitable landscaping is provided and maintained in the interests of the appearance of the development and wider area in accordance with Policy CS7 of the Reading Borough LDF Core Strategy 2008 (altered 2015), and Policy DM18 of the Sites and Detailed Policies Document 2012 (altered 2015).

11. Tree Protection:

- a) The Development hereby approved shall not be carried out other than in accordance with submitted Arboricultural Impact Assessment and Arboricultural Method Statement comprising:

Tree Survey, Arboricultural Impact Assessment, Arboricultural Method Statement CC/1529 AR2862 dated 10 October 2016

Tree Protection Plan TPP-CC/1529 AR2862 Rev.0 dated 10 October 2016

Tree Removal and Protection Plan 01010 PL08 dated 25 November 2016

- b) No tree shown as being retained on the approved drawings shall be cut down, uprooted or destroyed, nor shall any retained tree be topped or lopped, without the written approval of the local planning authority. Any topping or lopping approved shall be carried out in accordance with British Standard 3998 (Recommendations for Tree Work).

- c) If any retained tree is removed, uprooted or destroyed or dies, another tree shall be planted at the same place and that tree shall be of such size and species, and shall be planted at such time as may be specified in writing by the local planning authority.

- d) No works shall be carried out within, or affecting, Root Protection Areas at any time other than in accordance with the approved Arboricultural Method Statement.

- e) The erection of fencing and other measures for the protection of retained trees shall be undertaken in accordance with the approved Tree Protection Plan and timetable. Such protection as required by the above condition shall be retained throughout the entire period of demolition and construction and until all equipment, machinery and surplus materials have been removed in accordance with the approved Tree Protection



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Plan and timetable. No materials, soil, rubbish or vehicles shall be deposited or stored in any area protected in accordance with this condition and no fires shall be lit, and no raising or lowering of ground levels, or excavations, shall take place within these areas. No drains, pits, ditches or trenches shall be dug in or run across the protected areas at any time before, during and after the development of the site, unless otherwise agreed in writing by the local planning authority.

Reason: to ensure that appropriate protection is given to trees of amenity value on and surrounding the site in accordance with Policy CS38 of the Reading Borough LDF Core Strategy 2008 (altered 2015).

12. Demolition of the Engineering Building shall not be carried out other than in accordance with the methodology detailed in the memo dated 27 February 2017 from WSP Parsons Brinckerhoff. In the event that demolition of the Engineering Building has not commenced by 1 May 2017 a bat dawn re-entry survey shall be carried out. If following this survey the building is shown to host a bat roost, demolition shall not commence until a licence for development works affecting bats has been obtained from the statutory nature conservation organisation, Natural England and a copy submitted to the local planning authority.

Reason: To ensure that bats, a protected and priority species, are not adversely affected by the proposals. In accordance with Policy CS36 of the Reading Borough LDF Core Strategy 2008 (altered 2015) and national policy and guidance.

13. No external lighting shall be installed within the application site at any time until details of the lighting, and a lighting design strategy for biodiversity for light-sensitive species, have been submitted to and approved in writing by the local planning authority.

The details and strategy shall:

- a) Identify those areas or features within and surrounding the site which are sensitive for bats and other light-sensitive species, including important routes used to access key areas of their territory for foraging, or accessing their breeding, or resting, places.
- b) Demonstrate that the location and design of external lighting will not disturb or prevent bats and other light-sensitive species using their territory for foraging, or accessing their breeding, or resting, places. Including hours of lighting, control equipment, beam orientation, glare control, and isolux contour plan showing light spillage.

No external lighting shall be installed within the site at any time other than in accordance with the approved lighting details and strategy.

Reason: To prevent harm to protected species and other light-sensitive species of ecological importance. In accordance with Policy CS36 of the Reading Borough LDF



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Core Strategy 2008 (altered 2015), Policy DM17 of the Sites and Detailed Policies Document 2012 (altered 2015) and national planning policy and guidance.

14. The rating level of all plant/equipment to be installed within the development hereby approved, LAr,Tr (specific sound level plus any adjustment for the characteristic features of the sound) as measured at a point 1 metre external to sensitive facades, shall be at least 10dB below the existing background sound level, LA90,T when all plant/equipment (or any part of it) is in operation.

Reason: To safeguard the amenities of surrounding premises and the area generally, 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).

15. No part of the development hereby approved shall be occupied until a landscaping management plan covering a minimum 5 year period and including long term design objectives, management responsibilities and maintenance schedules for all landscaped areas, has been submitted to and approved in writing by the local planning authority.

The landscaping management plan shall be carried out as approved at all times thereafter.

Reason: to ensure that suitable landscaping is maintained in the interests of the appearance of the development and the character of the area in accordance with Policy CS7 of the Reading Borough LDF Core Strategy 2008 (altered 2015) and Policy DM18 of the Sites and Detailed Policies Document 2012 (altered 2015).

16. No part of the development hereby approved shall be occupied until a validation report that demonstrates the effectiveness of the ground gas remediation carried out has been submitted to and approved in writing by the local planning authority.

Reason: To ensure the effectiveness of the remediation in the interests of the health and safety of future occupiers of the site. In accordance with Policy CS34 of the Reading Borough LDF Core Strategy 2008 (altered 2015).

17. No part of the development hereby approved shall be occupied until a validation report that demonstrates the effectiveness of the ground water protection measures carried out has been submitted to and approved in writing by the local planning authority.

Reason: To ensure the effectiveness of the remediation in the interests of the health and safety of future occupiers of the site. In accordance with Policy CS34 of the Reading Borough LDF Core Strategy 2008 (altered 2015).



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18. In the event that land contamination not previously identified is found at any time when carrying out the approved development, development shall be halted on the affected part of the site and the matter shall be reported in writing to the Local Planning Authority.

An assessment of the nature and extent of contamination shall be undertaken by a suitably qualified person and, where remediation is identified as being necessary, a remediation scheme, together with a timetable for its implementation, shall be submitted to the Local Planning Authority.

The halted works shall not continue until the remediation scheme and timetable have been approved in writing by the Local Planning Authority and the measures in the approved remediation scheme have been fully implemented in accordance with the approved timetable. A validation report shall be submitted to the Local Planning Authority for approval within one month of the end of the approved timetable.

Reason: To ensure appropriate control and remediation of land contamination, in accordance with Policy CS34 of the Reading Borough LDF Core Strategy 2008 (altered 2015).

19. In connection with the implementation of this permission no demolition or construction works shall take place outside the hours of 8am to 6pm Mondays to Fridays and 8am to 1pm on Saturdays. Works shall not take place at all on Sundays or Bank Holidays. Unless otherwise agreed in writing by 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 DM4 of the Sites and Detailed Policies Document 2012 (altered 2015) and Policy CS34 of the Reading Borough LDF Core Strategy 2008 (altered 2015).

20. The development hereby approved shall not be carried out other than in accordance with the submitted Energy Statement by Aecom, dated 1 December 2016.

Reason: To ensure appropriate adaptation to climate change and use of decentralised energy in accordance with Policies DM1 and DM2 of the Sites and Detailed Policies Document 2012 (altered 2015).

21. No part of the development hereby approved shall be occupied until the sustainable drainage system has been fully provided in accordance with the following approved details:

Flood Risk Assessment 60441574 ref. FRA/01 Rev.4 dated 8 December 2016

Proposed Drainage Plan Drawing 60441574/EN/C/GA/001 rev. P2 dated 16 May 2016

Proposed Drainage Main Works GA drawing 60441574/MW/C/GA/002 rev.P3 dated 21 October 2016.



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Surface Water Calculations - Micro Drainage Main Works - SW Drainage Revision 2 dated 24 August 2016 contained within Aecom document 'Drainage Calculations Main Works' 60441574/Drainage/002 dated October 2016.

Reason: To minimise the flood risk arising as a result of the development and in the interests of preserving or improving groundwater quality. In accordance with Policies CS1 and CS34 of the Reading Borough LDF Core Strategy 2008 (altered 2015), Policy DM1 of the Sites and Detailed Policies Document 2012 (altered 2015), NPPF Paragraph 103 and associated Practice Guidance.

22. No part of the development hereby approved shall be occupied until details of the maintenance and future management of the sustainable drainage scheme have been submitted to and approved by the Local Planning Authority. The details shall include 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 maintain the SuDS scheme over the lifetime of the development to minimise flood risk and in the interests of preserving or improving groundwater quality. In accordance with Policies CS1 and CS34 of the Reading Borough LDF Core Strategy 2008 (altered 2015), Policy DM1 of the Sites and Detailed Policies Document 2012 (altered 2015), NPPF Paragraph 103 and associated Practice Guidance.

23. BREEAM:

- i) The development, as built, shall meet the BREEAM Very Good standard with a minimum score of 62.5 points.
- ii) No part of the development shall be occupied until a Post-construction review demonstrating compliance with the BREEAM Very Good standard with minimum score of 62.5 points has been submitted to and approved in writing by the local planning authority.

Reason: to ensure an appropriate standard of environmental sustainability in accordance with Policy CS1 of the Reading Borough LDF Core Strategy 2008 (altered 2015) and Sustainable Design and Construction SPD 2011.

24. No part of the development hereby approved shall be occupied until space for vehicle parking and turning has been provided in accordance with the approved drawings. The space shall be kept available for parking and turning at all times thereafter.

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Reason: To ensure that the development is provided with adequate parking facilities; to reduce the likelihood of roadside parking which could be a danger to other road users; and to ensure vehicles enter and leave the highway in forward gear 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).

25. No part of the development hereby approved shall be occupied until details of secure and covered bicycle storage/ parking facilities for the users of the development have been submitted to and approved in writing by the local planning authority. The cycle storage/ parking shall be implemented in accordance with such details as may be approved before first occupation of the development hereby permitted, and shall be permanently retained in the approved form for the parking of bicycles and used for no other purpose.

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 and SPD Revised Parking Standards and Design (adopted 2011).

26. The Reading University Travel Plan shall be updated to include this application site and a copy submitted to the local planning authority. Within 3 months of first occupation of any part of the development hereby approved.

Reason: In order to monitor travel to the University to minimise danger, obstruction and inconvenience to users of the highway in accordance with Policy CS23 of the Reading Borough LDF Core Strategy 2008 (altered 2015).

INFORMATIVES

1. The local planning authority has worked positively and proactively with the applicant and adjoining authority both at pre-application and application stages to allow permission to be granted within a reasonable timescale.
2. A section 106 Agreement relates to this site, linked to this permission, which includes requirements in respect of Employment, Skills and Training. A full copy of the S106 Legal Agreement ref. 4289 is available on the Public Register of Planning Applications held by Reading Borough Council.
3. Conditions labelled as 'pre-commencement' are such because the details required to be approved need to be designed or 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.

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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.