

Reading
Borough Council
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**TOWN AND COUNTRY PLANNING ACT 1990
PLANNING AND COMPENSATION ACT 1991
THE TOWN & COUNTRY PLANNING
(DEVELOPMENT MANAGEMENT PROCEDURE) (ENGLAND) ORDER 2015**

APPLICATION FOR FULL PLANNING PERMISSION

To: BDS Surveyors Limited
Windward House
Hollow Lane
Shinfield
Reading
RG2 9DX

Application No: 180624
Application type: Full Planning Approval

Applicant: Messrs W & C Litten

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 two 2/3 storey buildings to provide 9 (2x2-bed and 7x3- bed) residential units (Class C3), 9 parking spaces, landscaping and associated works

At: 57 Baker Street Reading RG1 7XX

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: 6th February 2019

Head of Planning, Development & Regulatory Services *RL*

Application At: 57 Baker Street Reading RG1 7XX

Application No: 180624

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:

6671:18:1 Rev A - Site Survey & Location Plans, as received 08/08/18

6671:18:2 Rev A - Proposed Site Plan, as received 08/08/18

6671:18:3 Rev A - Proposed Site Sections, as received 08/08/18

6671:18:4 Rev A - Plot 1-6 Floor Plans & Elevations, as received 08/08/18

6671:18:5 Rev A - Plot 7-9 Floor Plans & Elevations, as received 08/08/18

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

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

Reason: In the interests of ensuring the design quality of the proposed development, to safeguard the character and appearance of the Russell Street / Castle Hill Conservation Area and to ensure that the proposals are appropriate to the setting of the special architectural and historic interest of the nearby listed buildings, in accordance with Policies CS7 and CS33 of the Reading Borough LDF Core Strategy 2008 (Altered 2015).

4. *No development shall take place, including any works of demolition, until a 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



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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) any footpath closures or road closures needed during construction

e) wheel washing facilities on site

f) a scheme for recycling waste resulting from the construction works

g) provisions to be made for the control of noise and dust emanating from the site during the demolition and construction phase.

The measures within the approved 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 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).

5. No dwelling hereby permitted shall be occupied until a plan has been submitted to and been approved in writing by the Local Planning Authority to show how bicycle parking facilities can be provided on site for each dwelling hereby approved. No dwelling hereby permitted shall be occupied until the bicycle parking facility for that dwelling 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).

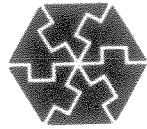
6. The dwellings hereby permitted shall not be occupied until all vehicle parking spaces and turning areas have been provided in accordance with approved plan 6671:18:2 Rev A - Proposed Site Plan, as received 08/08/18. The space(s) and turning areas shall be kept available for parking/turning (as appropriate) at all times thereafter.

Reason: To ensure that the development is provided with adequate parking and turning facilities to meet the needs of future occupiers, to ensure vehicles are able to enter and leave the highway in forward gear and reduce the likelihood of roadside parking which could be a danger to other road users to accord with Policy CS24 of the Reading

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Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM12 of the Sites and Detailed Policies Document 2012 (Altered 2015).

7. No dwelling shall be occupied until the roads/private drive within the site have been provided in accordance with approved drawing 6671:18:2 Rev A - Proposed Site Plan, as received 08/08/18.

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

8. No dwelling hereby permitted shall be occupied until the bin storage facilities shown on approved plan 6671:18:2 Rev A - Proposed Site Plan, as received 08/08/18 has been provided and the bin storage facilities shall be retained thereafter for use by occupiers of the dwellings at all times.

Reason: To ensure that sufficient provision is made for the storage and collection 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 Russell Street Castle Hill 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).

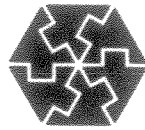
9. No residential unit hereby approved shall be occupied until the Council has been notified in writing of the full postal address of the unit. The notification shall be sent to the Council's Planning Manager quoting the application reference specified on this Notice.

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).

10. 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

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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).

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

Moreover, it must include:

- (i) a survey of the extent, scale and nature of contamination;
- (ii) an assessment of the potential risks to:
 - a) human health,
 - b) property (existing or proposed) including buildings, crops, livestock, pets, woodland and service lines and pipes,
 - c) adjoining land,
 - d) groundwaters and surface waters,
 - e) ecological systems,
 - f) archaeological sites and ancient monuments.

Reason: To ensure the development is suitable for its end use and the wider environment and does not create undue risks to occupiers of the site or surrounding areas in accordance with Policy CS34 of the Reading Borough LDF Core Strategy 2008 (Altered 2015).

12. *No development shall take place until a detailed remediation scheme to bring the site to a condition suitable for the intended use by removing unacceptable risks to human health, buildings and other property and the natural and historical environment has been submitted to and approved in writing by the Local Planning Authority. The scheme must include all works to be undertaken, proposed remediation objectives and remediation criteria, an appraisal of remedial options, and proposal of the preferred option(s), and a timetable of works and site management procedures. The scheme must ensure that the site will not qualify as contaminated land under Part 2A of the Environmental Protection Act 1990 in relation to the intended use of the land after remediation.

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Reason: To ensure the development is suitable for its end use and the wider environment and does not create undue risks to occupiers of the site or surrounding areas in accordance with Policy CS34 of the Reading Borough LDF Core Strategy 2008 (Altered 2015).

13. The remediation scheme (as to be approved in Condition 12 above) shall be implemented in accordance with the approved timetable of works. A validation report (that demonstrates the effectiveness of the remediation carried out) must be submitted to and approved by the Local Planning Authority prior to construction of the development.

Reason: To ensure the development is suitable for its end use and the wider environment and does not create undue risks to occupiers of the site or surrounding areas in accordance with Policy CS34 of the Reading Borough LDF Core Strategy 2008 (Altered 2015).

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

Following that an assessment of the nature and extent of contamination must be undertaken and where remediation is necessary a remediation scheme, together with a timetable for its implementation, must be submitted to and approved in writing by the Local Planning Authority.

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

Reason: To ensure the development is suitable for its end use and the wider environment and does not create undue risks to occupiers of the site or surrounding areas in accordance with Policy CS34 of the Reading Borough LDF Core Strategy 2008 (Altered 2015).

15. 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).



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16. 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).

17. *No development shall take place until an Arboricultural Method Statement, including a schedule of tree works, and Tree Protection Plan in accordance with the relevant recommendations of appropriate British Standards or other recognised Codes of Good Practice for all existing trees that are not shown as being removed on the approved drawings, both within and adjacent to the site, has been submitted to and been approved in writing by the Local Planning Authority. The development shall not be carried out other than in accordance with the approved Arboricultural Method Statement and Tree Protection Plan.

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

18. *No development shall take place 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 including permeable surfacing; 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, in accordance with Policies CS7 and CS36 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).

19. 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.

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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).

20. 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).

21. No dwelling hereby permitted shall be occupied until details (including plan (s) indicating the positions, design, materials and type of boundary treatment to be erected) of all boundary treatments, including a remodelled boundary wall to the northern boundary adjoining numbers No's 41 to 53 (odd) Baker Street, have been submitted to an approved in writing by the local planning authority. The boundary wall to the northern boundary adjoining No's 41 to 53 (odd) Baker Street shall be maintained at its existing height, or higher, based on the levels within the approved topographical survey.

No part of the development shall be occupied until all boundary treatments have been provided in full in accordance with the approved details. The approved boundary treatments shall be retained and maintained as approved thereafter.

Reason: In the interests of the character and appearance of the conservation area, the setting of the adjacent listed buildings and the privacy and security of neighbouring dwellings, in accordance with Policies CS7 and CS33 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).

22. No dwelling hereby permitted shall be occupied until details of biodiversity enhancements, including integral bird nesting and bat roosting opportunities in, on, and around the new buildings and specifications for fencing demonstrating how hedgehogs and other wildlife will be able to continue to travel across the site, have been submitted to and approved in writing by the local planning authority. No part of the development shall be occupied until the approved enhancements have been provided in their entirety. The approved measures shall be retained and maintained as approved thereafter.



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Reason: In the interests of ensuring that the landscaping of the development incorporates biodiversity measures, in accordance with Policy CS36 of the Reading Borough LDF Core Strategy 2008 (Altered 2015).

23. No dwelling hereby permitted shall be occupied until details of all external lighting to be installed within the development have been 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 be installed before occupation of any dwelling and the external lighting shall thereafter be maintained and operated in accordance with the approved details.

Reason: In order to protect the privacy and amenity of adjoining and future occupiers, to minimise light pollution and minimise the impact on the ecology of the site, to enhance the appearance of the development and in the interests of the character and appearance of the Russell Street Castle Hill Conservation Area, in accordance with Policies CS7, CS33 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).

24. *The development hereby approved shall not be commenced until a Japanese Knotweed survey has been carried out and a report on the survey findings, together with details of an eradication strategy, have been submitted to and approved in writing by the local planning authority. The eradication strategy shall include a timetable for its implementation. The eradication strategy shall be implemented in accordance with the approved details.

Reason: To ensure that Knotweed, an invasive species, does not result in damage to the approved structures and landscaping within the site and is not spread further as a result of the development, in accordance with Policies CS7, CS33, CS36 and CS38 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policy DM18 of the Sites and Detailed Policies Document 2012 (Altered 2015).

25. Notwithstanding the provisions of Part 1, Schedule 2, Article 3, of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any order revoking or re-enacting that Order with or without modification), no development within Class A (enlargement, improvement or other alteration) or Class E (building or enclosure, swimming or other pool required for a purpose incidental to the enjoyment of the dwellinghouse) shall be carried out within the curtilage of the dwelling without express planning permission from the Local Planning Authority.

Reason: Due to the constrained nature of the site and as unrestricted development could harm the amenities of neighbouring properties through overlooking or being overbearing and harm the appearance of the main house and the area in general and

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should therefore be controlled in accordance with Policy CS7 of the Reading Borough LDF Core Strategy 2008 (Altered 2015) and Policies DM4 and DM9 of the Reading Borough LDF Sites and Detailed Policies Document 2012 (Altered 2015).

26. 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) no windows, rooflights or doors, other than those shown on the approved plans shall at any time be placed on the elevation of the buildings hereby permitted without the grant of a separate 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 DM4 of the Reading Borough LDF Sites and Detailed Policies Document 2012 (Altered 2015).

27. No dwelling hereby permitted shall be occupied until details of the security gate entrance arrangements (at the part of the site fronting onto Baker Street, incorporating access for both pedestrians and vehicles) have been submitted to and approved in writing by the local planning authority. The approved details shall be installed before occupation of any dwelling and the entrance arrangements shall thereafter be maintained and operated in accordance with the approved details.

Reason: To safeguard the amenities of nearby and future occupiers from crime and safety, to provide suitable access to the site and to maintain the character of the area 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).

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 agreed extended timescale for the decision to be issued.
2. 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.
3. 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



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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.

4. 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.

5. 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

6. To minimise the disturbance by noise of future residential occupiers of the dwellings and 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.

7. 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

8. Works to the northern boundary wall also require separate Listed Building Consent.

9. 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

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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.

10. 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.

11. 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.

12. Japanese Knotweed has been identified on the site. It is an offence to plant or cause Japanese knotweed to spread in the wild under the Wildlife and Countryside Act 1981 and all waste containing Japanese knotweed comes under the control of Part II of the Environmental Protection Act 1990. Allowing Japanese knotweed to grow onto another person's property may be regarded as a private nuisance under Common Law.

13. You are advised that no tree works are approved by virtue of this consent. Any works to trees subject to a Tree Preservation Order or to Conservation Area status will require submission of a tree works application or Section 211 Notice respectively.

14. You are advised that only tree works included within the approved Tree Survey/Arboricultural Method Statement are approved by virtue of this consent. Any other works to trees subject to a Tree Preservation Order or to Conservation Area status will require submission of a tree works application or Section 211 Notice respectively.

15. You are advised that a record of adherence to the approved arboricultural method statement and other required records are essential to allow the discharge of the condition at the end of the development. Failure to provide periodic photographic evidence may prevent the discharge of the condition.

16. With regard to condition 17 (Arboricultural Method Statement, including a schedule of tree works, and Tree Protection Plan) it is advised that officers anticipate that the group of Sycamore trees close to the boundary with the Jesse Terrace properties will be retained and managed when this condition is applied to be discharged (as was the case when information was submitted during the course of previous permission 141116 at the site).

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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.

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.