

**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: TP Bennett LLP
One America St
London
SE1 ONE

Application No: 182200
Application type: Variation of Condition

Applicant: Kier Construction Thames Valley

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 2FE primary school (350 pupils) with associated landscaping, multi-use games area (MUGA), car and cycle parking, and servicing, without complying with conditions 2 (approved plans), 9 (landscaping scheme) and 10 (details of hard and soft landscaping of the MPF Community Car Park) of planning permission 171023/FUL.

At: Mapledurham Playing Fields Upper Woodcote Road Reading RG4 7LH

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: 25 February 2019



Head of Planning, Development
& Regulatory Services



Application At: Mapledurham Playing Fields Upper Woodcote Road Reading RG4 7LH

Application No: 182200

Application type: Variation of Condition

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:

FS0820-NOV-V1-ZZ-PL-A-0003 rev P01 Proposed site plan within MPF FS0820-NOV-V1-00-PL-A-0004 rev P01 Proposed GF plan

FS0820-NOV-V1-01-PL-A-0005 rev P01 Proposed 1F plan

FS0820-NOV-V1-RL-PL-A-0006 rev P01 Proposed roof plan

FS0820-NOV-V1-ZZ-PL-A-0007 rev P01 Elevations

FS0820-NOV-V1-ZZ-PL-A-0008 rev P01 Proposed key sections

FS0820-TFC-V2-00-DR-L-1001 rev 05 General Arrangement

FS0820-TFC-V2-00-DR-L-1002 rev 02 Wider landscape context plan FS0820-TFC-V2-00-DR-L-5001 rev 04 Indicative sections and elevation sheet 1

FS0820-TFC-V2-00-DR-L-5002 rev 04 Indicative sections and elevation sheet 2

All plans received by the Local Planning Authority on 17 December 2018.

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

3. *No below-ground groundworks/building works below the existing/natural ground level hereby permitted within the application site (which for the avoidance of doubt includes any works in relation to land regrading or retaining walls/structures, or the removal of tree root systems) shall take place until the applicant, their agents or successors in title have secured and implemented a programme of archaeological field evaluation in accordance with a written scheme of investigation, which has been submitted by the applicant and approved in writing by the Local Planning Authority. The results of the evaluation will inform the preparation of a subsequent mitigation strategy which will be submitted by the applicant and approved in writing by the Local Planning Authority prior to the commencement of the development. The mitigation strategy will provide for:

i) A programme of site investigation and recording, or alternative appropriate mitigation which may include preservation in situ, within the area of archaeological

Date: 25 February 2019



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interest. Development will not commence within the area of archaeological interest until the site investigation has been satisfactorily completed.

ii) A programme of post investigation assessment, analysis, publication, dissemination and archiving. This part of the condition shall not be discharged until these elements of the programme have been fulfilled in accordance with the programme set out in the WSI or unless otherwise agreed in writing by the Local Planning Authority. Reason: To ensure that any archaeological remains within the site are adequately investigated and recorded or preserved in situ in the interest of protecting the archaeological heritage of the Borough. Policies: CS33

4. All trees, shrubs or vegetation where birds may nest which are to be removed are to be cleared outside the bird-nesting season (March - August inclusive) or if clearance during the bird-nesting season cannot reasonably be avoided, a suitably qualified ecologist must check the areas to be removed immediately prior to clearance and advise whether nesting birds are present. If active nests are recorded, no vegetation clearance or other works that may disturb active nests shall proceed until all young have fledged the nest. Reason: to ensure that wildlife is not adversely affected by the proposed development.

Policies: CS36, DM17

5. *No development (which for the avoidance of doubt and the purposes of this condition excludes tree removal to ground level within the application site and temporary fencing of the application site) shall take place 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 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) Car park management plan for all users of the Mapledurham Playing Fields Car Park (MPF Community Car Park), during construction
- h) Measures to indicate how continuous access can be maintained along The Access Road, during construction.

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.

Date: 25 February 2019

Head of Planning, Development
& Regulatory Services

Reason: in the interests of continuing access to community and leisure users during the build-out period, protecting the amenity of neighbouring residents, the character of the area and highway safety. In accordance with Policy DM12.

6. *No development above slab level in constructing the School building hereby permitted in the approved plans in Condition 2 above shall take place until details and samples of the materials to be used in the construction of the external surfaces of the school building, including all external fixtures, fittings, bricks, render, window frames and mortar, and details of window and doorway reveals have been submitted to and been approved in writing by the Local Planning Authority. The development shall be carried out using only the approved materials and details. Reason: as no details have been submitted and in the interests of the visual appearance of the building and the area in accordance with Policy CS7.

7. *No development above slab level in constructing the School building hereby permitted in the approved plans in Condition 2 above shall take place before a security strategy has been submitted to and approved in writing by the Local Planning Authority. The strategy shall include the following elements, as may be necessary:

- measures to control/monitor access to the site and buildings, including CCTV/intercom systems and electronic security controls
- active and passive surveillance systems

- lighting strategy for security

- security levels proposed for all doors, windows and other openings
- boundary treatments

- security arrangements in respect of dual/community use of the school building (The School MUGA, School Hall and The School Staff Car Park) as shown on the approved plans in Condition 2 above.

The development shall thereafter be carried out and retained in accordance with the approved security strategy.

Reason: to ensure that the development is suitable in terms of providing a safe environment, which minimises the potential for and fear of crime.

Policies: CS7

8. In this condition 'retained tree' means an existing tree which is to be retained in accordance with approved plans and particulars; and paragraphs a) and b) below shall have effect until one year from the date of occupation of the development hereby approved.

a) No retained tree shall be cut down, uprooted or destroyed, nor shall any retained tree be topped or lopped other than in accordance with the approved plans and particulars, without the written approval of the Local Planning Authority. Any topping or lopping approved shall be carried out in accordance with in accordance with the relevant recommendations of appropriate British Standards or other recognised Codes of Good Practice

Date: 25 February 2019



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b) 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.

Reason: to ensure that retained trees are adequately protected, in the interests of the visual amenities of the locality in accordance with Policy CS38 and Policy CS7

9. *No building work shall take place on the School building (including the provision of any land regrading and retaining structures/wall works as shown on the approved plans in Condition 2 above) until full details of both hard and soft landscaping for the area of the school environs (as indicated by the area within the red line as shown on approved Wider landscape context plan FS0820-TFC-V2-00-DR-L-1002 rev 02 in Condition 2 above) have been submitted to and been approved in writing by the Local Planning Authority. The hard and soft landscaping scheme for the development shall be based on the landscaping plans in Condition 2 above. The landscaping scheme shall include full details of the following:

(a) hard surfacing materials including permeable surfacing (porous tarmac);

(b) boundary treatments and the their foundation details and

(c) proposed and existing functional services above and below ground (e.g. drainage, power, communications cables, pipelines etc. indicating lines, manholes, etc.); and

(d) planting plans; written specifications (including cultivation and other operations associated with plant and grass establishment); schedules of plants, noting species (including mixed-species hedges and wildlife-friendly species for habitat creation), plant sizes and proposed numbers/planting densities where appropriate.

(e) Tree pit specifications.

(f) Any other ancillary works.

The School building shall not be first occupied until the above hard and soft landscaping works have been completed in accordance with the approved details and retained thereafter.

Reason: in the interest of ensuring that the landscaping of the development enhances the visual local environment and in accordance with policies CS7 and CS38.

10. *No building work shall take place on the School building (including the provision of any land regrading and retaining structures/wall works as shown on the approved plans in Condition 2 above) (i.e. the part of the application site not containing coloured annotations but also within the red line as shown on approved Wider landscape context plan FS0820-TFC-V2-00-DR-L-1002 rev 02 in Condition 2 above) until full details of both hard and soft landscaping for the MPF Community Car park have been submitted to and approved in writing by the Local Planning Authority. The details shall include:

a) hard surfacing materials including footways and kerbs, permeable surfacing (permeable tarmac, bound gravel or permeable block paving, including percolation rates/details and any other drainage details) b) boundary treatments and the their foundation details, including knee-rails or similar barriers; and

Date: 25 February 2019

Head of Planning, Development
& Regulatory Services

- c) proposed and existing functional services above and below ground (e.g drainage, power, communications cables, pipelines etc. indicating lines, manholes, etc.); and
- d) planting plans; written specifications (including cultivation and other operations associated with plant and grass establishment); schedules of plants, noting species (wildlife-friendly species for habitat creation), plant sizes and proposed numbers/planting densities where appropriate.
- e) tree pit specifications.
- f) any other ancillary works, e.g. litter bins and street furniture
- g) any land regrading works, as necessary
- h) access road details, including plans and sections (The Access Road)
- i) provision of parking spaces via marking/lining
- j) details of external lighting with connection to the Council's Mayflower lighting controls
- k) details of public (covered/secure) cycle and motorcycle parking facilities

The School building shall not be first occupied until the above hard and soft landscaping works have been completed in accordance with the approved details and retained thereafter.

Reason: in the interest of ensuring that the landscaping and servicing of the development enhances the visual local environment and in accordance with policies CS7, CS38, CS24 and DM12.

11. The hard and soft landscaping of the development (as based on the indicative landscape strategy in Condition 2 and as supplemented and explained by the full details of hard and soft landscaping as required by Conditions 9 and 10 above hereby permitted shall be carried out in accordance with the approved landscaping plans and documents. The soft landscaping shall take place in the planting season following or at the time of the practical completion of the development hereby permitted, whichever is the sooner.

Reason: in the interests of the character and appearance of the new development and in accordance with Policy CS7

12. 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 (five) 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 and in accordance with Policy CS7.

13. No development (which for the purposes of this condition includes tree removal within the application site) or lorry or other deliveries associated therewith 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.

Date: 25 February 2019



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& Regulatory Services





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Reason: To protect occupiers of nearby properties from unreasonable disturbance from works connected with implementing this planning permission in accordance with Policy DM4.

14. No materials or green waste produced as a result of the clearance of the application site, demolition works or construction works associated with the development hereby approved shall be burnt on the application site.

Reason: In the interests of air quality, the amenity of neighbours, and to promote more sustainable approaches to waste management policies CS2 and CS34.

15. *No development above slab level shall commence until a report detailing the lighting scheme for the site, including the school site and lighting for the MPF Community Car Park and the access road and how this will not adversely impact upon wildlife, has been submitted to and approved in writing by the Local Planning Authority. The report shall include the following figures and appendices:

- A layout plan with beam orientation
- A schedule of equipment
- Measures to avoid glare
- An isolux contour map showing light spillage to 1 lux both vertically and horizontally and areas identified as being of importance for commuting and foraging bats.

The approved lighting plan shall thereafter be implemented as agreed prior to first occupation of the School hereby approved and retained in accordance with the approved report.

Reason: To ensure that wildlife is not adversely affected by the proposed development in accordance with Policy CS36.

16. *No development shall take place above slab level for the School building as shown in the approved plans in Condition 2 above until details of the means of ventilation for the extraction and dispersal of cooking smells/fumes, including details of its method of construction, odour control measures, noise levels, its appearance and running specifications have been submitted to and been approved in writing by the Local Planning Authority. The approved scheme shall be installed before the School use hereby permitted commences and thereafter shall be permanently retained and maintained in accordance with the approved specifications.

Reason: These details need careful consideration and formal approval and to safeguard the amenity of adjoining properties and to protect the general environment in accordance with Policy DM4.

17. *No development above slab level for the School building as shown in the approved plans in Condition 2 above shall take place until details of the School bicycle/scooter parking facilities have been submitted to and approved in writing by the Local Planning Authority. The School building hereby permitted shall not be first occupied until the

Date: 25 February 2019


Head of Planning, Development
& Regulatory Services

parking facilities have been provided in accordance with the approved details. These facilities shall be kept available for bicycle/scooter parking at all times thereafter.
Reason: to encourage travel by sustainable alternatives to driving a motorcar in accordance with the Local Planning Authority's approved transport policies CS23 and CS24.

18. *Prior to occupation of the School hereby approved, details of the management of delivery and servicing vehicles accessing the site and the anticipated number of vehicle trips associated with delivery and servicing vehicles for the development shall be submitted to and approved in writing by the Local Planning Authority. Thereafter deliveries and servicing will be carried out in accordance with the approved details.
Reason: In the interest of the safety and convenience of all highway users in accordance policies CS24 and Policy DM12.

19. No later than three months following the occupation of the School hereby permitted 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, shall have been submitted to and receipt acknowledged in writing by the Local Planning Authority, demonstrating that the development has attained as a minimum BREEAM 'Excellent' Standard.
Reason: To ensure that the development is carried out in accordance with sustainable building standards, to accord with Policy CS1.

20. The School building hereby permitted shall not be occupied until the sustainable drainage scheme for the application site has been completed in accordance with the submitted and approved details (as set out in the document, 'The Heights Free School, Caversham: surface water management plan' by Campbell Reith Consulting, doc. ref. N1 12243- 200317-SWMP-D2, dated 20 March 2017). The sustainable drainage scheme shall be managed and maintained thereafter in accordance with the agreed management and maintenance plan.
Reason: To reduce the risk of flooding onsite or elsewhere in accordance with NPPF Paragraph 103 and policies CS1 and DM1.

21. No later than three months following the occupation of the School hereby permitted, a School travel plan shall be submitted to and approved in writing by the Local Planning Authority. The travel plan shall include a full analysis of the existing and proposed modal split for staff and pupils at the site, reasons for the modal choice and detailed proposals for future transport provision with the aim of securing reductions in car trips generated to and from the site. The development shall thereafter be operated in accordance with the approved travel plan.
Reason: To encourage travel by sustainable alternatives to driving a motor car in accordance with the Local Planning Authority's adopted transport policies CS23 and CS24.

Date: 25 February 2019



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22. No later than one year following the approval of the School travel plan in Condition 21 above (and annually thereafter), an annual review of the School travel plan shall be produced, which shall include a detailed survey of the number of movements generated by the site. This shall be compared with the initial survey carried out under the terms of Condition 21 above (the control level) and in the event of any reduction not being secured, the occupier(s) of the site 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: To encourage travel by sustainable alternatives to driving a motor car in accordance with the Local Planning Authority's adopted transport policies CS23 and CS24.

23. No mechanical plant shall be installed until a noise assessment of the proposed mechanical plant has been submitted to and approved in writing by the Local Planning Authority. The assessment shall be carried out in accordance with the relevant recommendations of appropriate British Standards or other recognised Codes of Good Practice. The predicted rating level, LA_r, 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, LA_{90,T} when all plant/equipment (or any part of it) is in operation. The plant shall only be installed in accordance with the assessment and shall thereafter be maintained so that it operates to the same standard. Reason: To safeguard the amenities of the adjoining premises and the area generally, in accordance with policies CS34 and DM4.

24. The lift(s) as indicated on the approved plans in Condition 2 above shall be retained in working order, in accordance with the manufacturer's instructions for the lifetime of the development. Reason: in order to maintain a suitable level of access for all persons, in accordance with Policy CS5.

25. *Prior to occupation of the School hereby approved a staff car park management plan shall have been submitted to and approved in writing by the Local Planning Authority. The plan shall include timings, marshalling controls, gating/fences and any other organisational controls, as may be required. The development shall be laid out as per the approved plan no later than first occupation of the school hereby permitted and thereafter the staff car park and school play area shall be operated only in accordance with the approved plan. Reason: as the amended plans indicate that an area of the staff car park shall be used as part of the playground area at school break and lunchtimes and in the interest of pedestrian and pupil safety. Policies: DM12

26. *No development of the Multi-Use Games Area (MUGA) (as shown on the approved plans in Condition 2 above) shall commence before full details and specifications of the

Date: 25 February 2019

Head of Planning, Development
& Regulatory Services

MUGA have been submitted to and approved in writing by the Local Planning Authority. The details and specifications shall include fencing, surfacing, marking and lighting. The MUGA shall thereafter be implemented in full accordance with the approved plans and specifications prior to first occupation of the school and retained as such thereafter.
Policies: CS7, DM4

INFORMATIVES

1. 1. A s106 agreement (unilateral undertaking) Deed of Variation relates to this planning permission). The conditions in this planning permission include wording which directly relate to the wording contained in obligations in the agreement(s). The definitions are capitalised, for example, 'the School Hall'.
2. 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.
3. 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. A charge applies to discharge of conditions applications.
4. 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.
5. Your attention is drawn to the terms and conditions of this variation planning permission. Any development which is carried out but which differs materially from the approved plans and details, or does not comply with any condition(s) or planning obligation(s) attached to the permission may result in the Council taking action to remedy the breach of planning control. If you are in any doubt please contact the Council.
6. Your attention is drawn to the requirement for submission of a separate Building Regulations application for the proposed development. Please contact RBC Building Control on (0118) 937 2449 for advice.
7. Complaints are commonly received about noise and dust caused by construction and demolition works, particularly working outside reasonable hours and smoke from

Date: 25 February 2019



Head of Planning, Development
& Regulatory Services



Reading
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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.

8. 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 any adjoining property, as the requisite Notice(s) has/have 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

9. 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 NOT 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

10. This Notice grants planning approval only and other permissions/consents may be required. This planning permission confers no right of access over land to which the developer has no control.

11. The associated s106 unilateral undertaking unilateral undertaking and Deed of Variation indicate that further landscaping works are required to land outside the application site and separate planning approval would need to be sought for these works.

12. Please note that Sport England's advice shall be sought in relation to the discharging of various conditions above, including new Condition 26 (in relation to the MUGA).

13. Please note that Condition 8 above in relation to retained trees refers to trees off-site and therefore the hoarding of the site during construction will effectively function as the tree protection fencing.

14. The applicant is advised that badgers may be present at the development site. Badgers can open up new setts overnight, there is a risk that a badger sett could be dug within its vicinity. The applicant is advised to appoint an ecologist to carry out a walkover survey of the site prior to commencement of groundworks to advise if there are any badger setts and in the event that there are any present to provide their advice. Legislation relating to the protection of badgers is mainly contained within the

Date: 25 February 2019

Head of Planning, Development
& Regulatory Services

Protection of Badgers Act 1992 with some protection also provided by the Wildlife and Countryside Act 1981 (as amended)

Date: 25 February 2019



Head of Planning, Development
& Regulatory Services

NOTES

APPEALS TO THE SECRETARY OF STATE

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

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

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

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

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

The Secretary of State can allow a longer period for giving notice of an appeal, but he will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal. The Secretary of State need not consider an appeal if it seems to him that the Local Planning Authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order. In practice, the Secretary of State does not refuse to consider appeals solely because the Local Planning Authority based their decision on a direction given by him.

Appeals must be made using a form which you can get from the Planning Inspectorate at Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN, tel. 0303 444 5000, or online at <https://acp.planninginspectorate.gov.uk/>

Purchase Notices

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

Street Naming & Numbering

You must contact Reading Borough Council to:

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

Otherwise the following may occur:

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

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

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

How to apply:

Email us using streetnamingnumbering@reading.gov.uk

Or telephone us on 0118 9373737

What we need to complete your request:

For new addresses or flat conversions:

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

For change of address:

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

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

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

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