

**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: al3d
Unit 1
The Hall
High Street
OX9 7BP

Application No: 171477
Application type: Full Planning Approval

Applicant: al3d Limited

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 8 new dwellings (Use Class C3) including landscaping. Demolition of existing buildings within site.

At: 125 Highgrove Street Reading RG1 5EJ

Subject to such conditions and for such reasons as may be attached

**OTHER STATUTORY CONSENTS MAY BE REQUIRED
PLEASE READ THE NOTES ISSUED WITH THIS DECISION NOTICE**

Date: 12 June 2018



Head of Planning, Development
& Regulatory Services

Application At: 125 Highgrove Street Reading RG1 5EJ

Application No: 171477

Application type: Full Planning Approval

CONDITIONS & REASONS

1. The development hereby permitted shall begin within three years from the date of this planning permission.

Reason: to prevent an accumulation of unimplemented planning permissions, and in accordance with Section 91 of the Town & Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall be carried out in accordance with the following approved plans and details:

285/100 Rev.3 - Location and Site Plan - dated 3 November 2017, received 14 November 2017,

285/111 Rev. 4 - Proposed Site Plan Ground Floor, dated 3 November 2017, received 14 November 2017,

285/112 Rev.3 - Proposed Site Plan First Floor, dated 3 November 2017, received 14 November 2017,

285/113 Rev.3 - Proposed Site Plan Roofs, dated 3 November 2017, received 14 November 2017,

285/114 Rev.4 - Proposed Longitudinal elevations, dated 3 November 2017, received 14 November 2017,

285/116 Rev.1 - Section AA and BB, dated 10 November 2017, received 14 November 2017.

285/117 Rev.1 - Section CC and DD, dated 10 November 2017, received 14 December 2017.

285/118 Rev.3 - Section EE & FF, dated 10 November 2017, received 14 November 2017.

285/119 Rev.3 - Elevations seen from adjacent dwellings, dated 3 November 2017, received 14 November 2017

285/120 Rev. 5 - Elevations and plans of unit 1 and 2, dated 14 December 2017, received 14 December 2017.

285/121 Rev. 4 - Elevations and plans of unit 3, dated 13 December 2017, received 13 December 2017

285/122 Rev.2 - Elevations and plans of unit 4, dated 13 December 2017, received 13 December 2017

285/123 Rev.2 - Elevations and plans of unit 5, dated 24 August 2017, received 14 November 2017

285/124 Rev.3 - Elevations and plans of unit 6, dated 3 November 2017, received 14 December 2017.



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285/125 Rev.3 - Elevations and plans of units 7 and 8, dated 18 December 2017, received 18 December 2017.

285/127 Rev.1 - Refuse vehicle turning circles, dated 24 October 2017, received 14 November 2017

285/128 Rev.0 - Schematic site cross section, dated 17 August 2017, received 14 November 2017.

285/129 Rev.0 - Existing Site Plan, dated 1 November 2017, received 14 November 2017 [topographical survey]

285/130 Rev.0 10.2m Dennis Sabre Fire Engine turning circles, dated 3 November 2017, received 14 November 2017

285/131 Rev.0 - Schematic louvre system, dated 23 November 2017, received 24 November 2017

285/132 Rev.0 - Schematic amenity space plan, dated 4 December 2017, received 4 December 2017

Arboricultural Method Statement ref:4421/17-03 dated 22 October 2017, received 31 October 2017, including Tree Protection Plan PJC/4422/17/C dated 20 October 2017.

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

3. [Pre-commencement]

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:

- 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
- location on site for storage of plant and materials used in constructing the development
- the erection and maintenance (including removal of any graffiti or fly posters) of security hoarding around the site
- any footpath closures or road closures needed during construction
- wheel washing facilities on site
- a scheme for recycling waste resulting from the construction works

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, highway safety, and environmentally sustainable handling of waste. In accordance with Policies CS2 and, DM4 and DM12.

4. [Pre-commencement]

No development shall take place (excepting demolition) until details and samples of the materials to be used in the construction of the external surfaces of the development, to be in accordance with the principles set out in the submitted Design



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and Access Statement, 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.

Reason: as full details have not been submitted and in the interests of the visual appearance of the area, including the setting of nearby listed buildings and the setting of the adjacent conservation area in accordance with Policies CS7 and CS33.

5. [Pre-commencement]

No development shall take place (excepting demolition to existing ground floor slab level) until the applicant or their agents or successors in title have secured the implementation of a programme of archaeological work (which may comprise more than one phase of work) in accordance with a written scheme of investigation, which shall have been submitted by the applicant and approved by the planning authority. The development shall only take place in accordance with the detailed scheme approved pursuant to this condition.

Reason: To ensure that any archaeological remains within the site are adequately investigated and recorded or preserved in situ in the interest of protecting the archaeological heritage of the borough. In accordance with Policy CS33.

6. [Pre-commencement]

No development shall take place (excepting demolition) until there has been submitted to and been approved in writing by the local planning authority full details of the positions, design, materials and type of boundary treatment to be erected, to be in accordance with the principles shown on the approved drawings and submitted details. The details shall include full arboricultural details in respect of the method of installation of the eastern boundary wall (abutting Kendrick Road properties).

The boundary treatment shall be completed, in accordance with the approved details, before any part of the development is occupied, or otherwise in accordance with a timescale for which the prior written approval of the local planning authority has been obtained.

The boundary treatment shall be retained, as approved at all times thereafter.

Reason: To ensure that boundary treatment is provided in a manner which preserves the health of adjacent trees; protects the privacy and security of adjoining and future occupiers, and preserves the character of the area in accordance with Policies CS7, CS33 and CS38.

7. [Pre-commencement]

No development shall take place (excepting demolition) until full details of both hard and soft landscaping have been submitted to and been approved in writing by the local planning authority. The submitted details shall include:

- (a) hard surfacing materials; and
- (b) proposed and existing functional services above and below ground (e.g drainage, power, communications cables, pipelines etc. indicating lines, manholes etc); and



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(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. Plant species to be native/wildlife friendly.

(d) Tree pit specifications.

Reason: in the interest of ensuring that the landscaping of the development enhances the appearance of the local environment and preserves the setting of nearby listed buildings and the adjacent conservation area, in accordance with Policies CS7 and CS33.

8. [Pre-commencement]

No development shall take place (excepting demolition to existing ground floor slab level) until an assessment of the nature and extent of contamination has been submitted to and been 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:

- human health,
- property (existing or proposed) including buildings, crops, livestock, pets, woodland and service lines and pipes,
- adjoining land,
- groundwaters and surface waters,
- ecological systems,
- 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

9. [Pre-commencement]

No development shall take place (excepting demolition to ground floor slab level) 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 been approved in writing by the Local Planning Authority. The scheme shall 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 shall 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.

10. [Pre-commencement]

The approved remediation scheme shall be implemented in accordance with the approved timetable of works. A validation report (that demonstrates the effectiveness of the remediation carried out) shall 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.

11. [Pre-commencement]

No development shall take place (excepting demolition) until a Drainage Strategy and associated detailed design, management and maintenance plan for both foul and surface water drainage for the site, using SuDS methods for surface water where possible, has been submitted to and approved in writing by the Local Planning Authority. The plan shall include:

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

Reason: To ensure appropriate drainage provision due to the constrained nature of the site and proposed changes in ground level, and to reduce the risk of flooding and pollution on site or elsewhere in accordance with Policies CS34, CS1 and DM1.

12. [Pre-commencement]

(a) No development shall take place (excepting demolition) until full details of cycle parking facilities have been submitted to and approved in writing by the local planning authority.

(b) No building hereby permitted shall be occupied until the bicycle parking facility has been completed as shown on the approved plan.

(c) 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 the Local Planning Authority's approved transport policies CS23 and CS24.

13. [Pre-commencement]

The development hereby approved shall not be commenced (excepting demolition) until details of biodiversity enhancements, to include bird and bat boxes/tiles/bricks



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on and around the new buildings, have been submitted to and approved in writing by the local planning authority.

Reason: In accordance with Policy CS36 and Paragraphs 109 and 108 of the NPPF.

14. No part of the development hereby approved shall be first occupied, until all existing buildings within the site have been demolished to ground level and removed from the land, and all soil removal and other groundworks have been completed, in accordance with the approved plans.

Reason: To ensure that the site is appropriately prepared for its future use in the interests of the amenity of future occupiers and the character of the area. In accordance with Policies CS7, CS33 and DM4.

15. No dwelling shall be occupied until all window privacy measures and window design specifications detailed on the approved drawings for that dwelling have been fully provided in accordance with the approved details.

- Privacy louvres, where detailed, shall be in accordance with approved drawing 285/131 Rev.0. and shall be non-openable (other than allowing for the louvres to be demounted in the event of a fire).
- All windows detailed as 'fixed' shall be entirely non-openable.
- All windows detailed as 'restricted opening' shall be entirely non-openable below 1.7 metres above the finished floor level of the room within which they are located.
- Obscure glazing, where detailed, shall apply to all glass within the window and to a level of obscurity equivalent to at least Pilkington Level 5.

All windows shall be retained in accordance with the approved details at all times thereafter.

Reason. To protect the privacy of neighbouring dwellings in accordance with Policy DM4.

16. Before any of the residential units are first occupied, details of all external lighting to be installed within the development shall 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 the first occupation of the development and the external lighting shall thereafter be maintained and operated in accordance with the approved details.

No external lighting shall be installed within the site unless first approved in writing by the local planning authority.

Reason: In order to protect the residential amenity of adjoining and future occupiers, to minimise light pollution and to enhance the appearance of the development. In accordance with Policies CS7, CS33, CS34 and Policy DM4.



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17. No dwelling hereby approved shall be occupied until the bin storage facilities shown on the approved plans has been provided and the bin storage facilities shall be retained thereafter for use by occupiers of the dwelling at all times.

Reason: in the interests of the visual amenity of the area and to ensure that bins can be easily accessed when required in accordance with Policies CS2 and CS7.

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

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

19. 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 and in accordance with Policy CS7

20. The development hereby approved 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.

21. In the event that contamination is found at any time when carrying out the approved development not previously identified, development shall be halted on that part of the site the contamination reported in writing to the Local Planning Authority. An assessment of the nature and extent of contamination shall be undertaken and where remediation is necessary a remediation scheme, together with a timetable for its implementation, shall be submitted in writing to the Local Planning Authority for its written approval.

The measures in the approved remediation scheme shall be implemented in accordance with the approved timetable. Halted works shall not be re-commenced until the measures identified in the approved remediation scheme have been completed and a validation report has been submitted to and been 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.



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22. No development shall take place until a scheme has been submitted to and been approved in writing by the Local Planning Authority, which specifies the provisions to be made for the control of noise and dust coming from the site during demolition and construction. The development shall not commence until the approved scheme has been fully implemented and the scheme shall be followed until the development is completed.

Reason: To protect the occupants of nearby residential properties from noise and dust during the development of the site in accordance with Policy CS34 and Policy DM4

23. 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 CS34 and CS2.

24. 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 DM4

25. 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 and Policy DM12.

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

Reason: In order that the prospective occupiers are made aware of the fact that while they can submit an application they will not be automatically entitled to an on-street car parking permit. In the interests of the proper management of parking, and to



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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 and Policy DM12.

27. On-site parking and access:

i) All outdoor parts of the site shall remain free of parked vehicles at all times following first occupation of the development;
and

ii) all routes and spaces required for emergency access, within the tracked lines shown on drawing 285/130 Rev.0 10.2m 'Dennis Sabre Fire Engine turning circles', dated 3 November 2017, shall remain unobstructed in all respects at all times following first occupation of the development.

Reason. i) To prevent vehicle parking within the site as insufficient space exists for vehicle parking, in the interests of the safe and convenient occupation of the site.

ii) To ensure access for emergency vehicles is maintained, in the interests of the safety of future occupiers. Policies DM4, DM12 and CS7.

28. 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), Class B (enlargement of a dwellinghouse consisting of an addition or alteration to its roof), Class C (any other alteration to the roof of a dwellinghouse), Class D (erection or construction of a porch outside any external door), 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 any 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 overbearing effects, or could harm trees of amenity value, or could harm the setting of nearby listed buildings or the adjacent Conservation Area. In accordance with Policies CS7, CS33, CS38 and DM4.

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

Reason: To safeguard the amenities of the adjoining premises from overlooking and loss of privacy in accordance with Policy DM4.

30. With reference to the submitted site survey 285/129 Rev.0 - Existing Site Plan, dated 1 November 2017, which gives details of the existing ground levels, no building, structure or surface within any part of the development hereby permitted shall exceed the proposed building heights and floor and ground levels detailed within the approved drawings.



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Reason: In the interests of the amenity of adjoining residential premises and to ensure that the development preserves the setting of the adjacent conservation area and the setting of nearby listed buildings, in accordance with Policies CS7 and CS33.

INFORMATIVES

1. The local planning authority has worked positively and proactively with the applicant at both pre-application and application stages to resolve relevant matters to allow permission to be granted.
2. In accordance with Article 35 (DMPO 2015) some conditions have been highlighted as "[Pre-commencement]" 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. i) The attention of the applicant is drawn to Section 59 of the Highways Act 1980, which enables the Highway Authority to recover expenses due to damage caused by extraordinary traffic.
ii) Any works affecting the Highway shall be in accordance with Reading Borough's Council's document "Guidance Notes for Activities on the Public Highway within the Borough of Reading". The applicant should note that compliance with this document is mandatory and licences to work on the Highway will only be issued if the requirements contained within it are met. A copy can be obtained from the Council's website.
4. During the course of construction, the developer should take care to ensure that no part of this development (boundary treatments, 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
5. 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.
6. Your attention is drawn to the terms and conditions of this permission. Any development which is carried out but which differs materially from the approved plans and details, or does not comply with any condition(s) or planning obligation(s) attached



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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.

7. 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

8. 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

9. 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.

10. Reading Borough Council made an Article 4 Direction in May 2012, which came into force on 16th May 2013, which removes permitted development rights to convert from a dwellinghouse (C3 use) to a house in multiple occupation (C4 - small HMO for 3-6 unrelated persons sharing at least one basic amenity) in parts of Redlands, Katesgrove and Park Wards. The application site is in this Article 4 Direction Area.



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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.