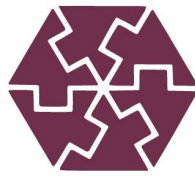


Planning, Reading Borough Council
 Civic Offices, Bridge Street, Reading RG1 2LU
 Website: www.reading.gov.uk
 Tel: 0118 9373787



Reading
 BOROUGH COUNCIL

Application for a Lawful Development Certificate for a Proposed Use or Development

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number	
Suffix	
Property Name	School Caretakers Bungalow
Address Line 1	Queensway
Address Line 2	Caversham
Address Line 3	Reading
Town/city	Reading
Postcode	RG4 6RP

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
472930	176804

Description

Applicant Details

Name/Company

Title

Mrs

First name

Anne

Surname

Mulford

Company Name

Caversham Park Primary School

Address

Address line 1

Caversham Park Primary School

Address line 2

Queensway

Address line 3

Caversham

Town/City

Reading

County

Country

Berkshire

Postcode

RG4 6RP

Are you an agent acting on behalf of the applicant?

- ☐ Yes
☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposal

Does the proposal consist of, or include, the carrying out of building or other operations?

- ☐ Yes
☒ No

Does the proposal consist of, or include, a change of use of the land or building(s)?

- ☒ Yes
☐ No

If Yes, please give a full description of the scale and nature of the proposed use, including the processes to be carried out, any machinery to be installed and the hours the proposed use will be carried out

The school proposes to change the former caretaker's residence from an ancillary C3 residential use to F1 provision of education and learning use. This property cannot be occupied by a non-school employee due to its location within the school site and our statutory duty to ensure the safeguarding of children in school (ref. Keeping Children Safe in Education 2024). Additionally, as the bungalow is sited within the school boundary, it forms part of the school F1 'use class' rather being a standalone C3 residential unit. As such the loss of this property as 'existing housing use' would not be relevant as it is not 'general residential' housing restricted for use ancillary to the primary school.

The plan is to use this building for provision of education (class F1) to include small group work, a meeting area for Teachers and outside professionals and an area for Teacher lesson planning. This additional space is required due to a shortage of space and logistical pressures within the remaining school building. The bungalow would provide a more private area in which small group learning and meetings could take place. It is also proposed to extend the existing school garden into the rear garden of the property allowing more children to participate in outdoor learning by providing a larger space to grow vegetables and therefore increasing biodiversity at the site.

The bungalow land is within a wider F1 use to provide learning and educational facilities. The change in use proposed is not considered to be development as a change of use under planning law, as the caretaker's accommodation use is also within the overall F1 use.

This change of use will not result in an increase in disturbance to neighbouring houses nor increased traffic to the site. There will be no change in access to the site, nor any changes to parking. There is no proposal to change the building footprint nor any requirement for building works to take place. The proposed change will utilise the spaces already within the building. It is proposed that the small garden fences shall be removed to better integrate the bungalow into the school site which would have limited visual impact within the public realm and in this instance would not be considered development.

If Yes, please fully describe the existing or the last known use, with the date when this use ceased

The building and area indicated in red on the site map is currently designated for use as a Residential Caretaker Property. It is located within the external primary school site boundary fence and hedge, towards the edge of the school grounds.

This property has previously only been permitted for use as accommodation for a Residential Caretaker appointed and employed by Caversham Park Primary School. Historically, the accommodation has been provided for the better performance of the Caretaker duties who on appointment has entered into a Service Tenancy Agreement. This entitlement to occupy the accommodation only continued whilst the Residential Caretaker remained employed at the school.

Our last Residential Caretaker's contract of employment ended on 10th March 2024 at which point he vacated the property, as per the terms of his Service Tenancy Agreement. Since March 2024, the property has remained vacant and due to budget constraints, it is not financially viable for the school to employ a Residential Caretaker.

Has the proposal been started?

- ☐ Yes
☒ No

Grounds for Application

Information about the existing use(s)

Please explain why you consider the existing or last use of the land is lawful, or why you consider that any existing buildings, which it is proposed to alter or extend are lawful

Having sought Pre-Application Advice from Nathalie Weekes, Case Officer at RBC Planning & Building Control, the RBC Legal Team have confirmed the following:

RBC legal team planning advice in relation to the proposed change of use

'In terms of the use, the site overall clearly has a non-residential use falling within class F1; the provision of a flat for a caretaker does not take the site out of that use class, as it is clearly ancillary to the primary educational use. Art 3(3) of the Use Classes Order provides that a use which is included in and ordinarily incidental to any use in a class specified in the schedule is not excluded from the use to which it is incidental merely because it is specified in the schedule as a separate use. So, here, even though a flat would be C3, that does not take the whole site out of F1.

As changes of use within the same use class are not development (s55(2)(f)), changing the flat to an SEN classroom would not require planning permission.'

Works are likely to be considered permitted development with internal works covered under s55(2)(a) of the Town and Country Planning Act, internal works) or be permitted development (Sch 2 Part 7 Class M, alteration of school buildings).

As such it is advised that a Certificate of Lawfulness for a proposed use is submitted for a change in use for the ancillary residential type use caretaker bungalow to be used for F1 (Learning and non - residential institution use) to provide offices, educational workrooms, storage and meeting rooms. The building has been used as an ancillary use to the school used only by a school caretaker, employed to perform duties such as maintaining the school facilities, opening and locking up the buildings on site, providing security, surveillance, fire safety and health and safety checks, cleaning the site, monitoring resources, providing school support and working with the school business manager and staff.

The Case Officer notes: There is no unequivocal planning history on record pre-1977. If any original planning documents are found, then any previous conditions or restrictions would override the legal situation in respect of the school caretaker's building.

Please list the supporting documentary evidence (such as a planning permission) which accompanies this application

1. Pre-Application Advice Reference 25/0453 by Nathalie Weekes, RBC Planning & Building Control
2. Tenancy Agreement between RBC and last Residential Caretaker (Andrew Hamblin) employed by school dated 2020
3. Andrew Hamblin's confirmation of resignation and proof that premises were vacated in March 2024
4. Previous Residential Caretaker's (Adrian Warman) appointment letter dated 2005
5. Photos of Bungalow and surrounding site.
6. Location plans

Select the use class that relates to the existing or last use.

C3 - Dwellinghouses

Information about the proposed use(s)

Select the use class that relates to the proposed use.

F1 - Learning and non-residential institutions

Is the proposed operation or use

- ☒ Permanent
☐ Temporary

Why do you consider that a Lawful Development Certificate should be granted for this proposal?

As per the Pre-Application Advice, we consider that a Lawful Development Certificate should be granted for the change of use for the caretaker bungalow from ancillary residential use to F1 provision of learning because the school no longer requires a Residential Caretaker. Without this change of use, the building will remain vacant and the children, staff and parents at the school can't benefit from the proposed changes outlined above.

In addition, without this change of use, the property will remain unoccupied and Caversham Park Primary School will be liable for annual Council Tax charges, amounting to £4421.52 for the period 1/4/2025 to 31/3/2026. This considerable additional cost will have a detrimental impact on the funding available for education.

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- ☒ Yes
☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ☐ The agent
☒ The applicant
☐ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- ☒ Yes
☐ No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

25/0453

Date (must be pre-application submission)

22/05/2025

Details of the pre-application advice received

The occupation of the bungalow is currently restricted to a school caretaker due to safeguarding requirements. Internal refurbishment would be required. Case officer note: There is no unequivocal planning history on record pre-1977. If any original planning documents are found, then any previous conditions or restrictions would override the legal situation in respect of the school caretaker's building.

Assessment

This written response follows a site visit meeting on 30/04/2025 to assess the site and to discuss the proposal.

As such it is advised that a Certificate of Lawfulness for a proposed use is submitted for a change in use for the ancillary residential type use caretaker bungalow to be used for F1 (Learning and non - residential institution use) to provide offices, educational workrooms, storage and meeting rooms. The building has been used as an ancillary use to the school used only by a school caretaker, employed to perform duties such as maintaining the school facilities, opening and locking up the buildings on site, providing security, surveillance, fire safety and health and safety checks, cleaning the site, monitoring resources, providing school support and working with the school business manager and staff. The building is built in a similar style to the other existing buildings on site, it is easily accessible and integrates with the existing school site. The internal layout is in need of some refurbishment but provides an ideal space with separate rooms that can be used for private meeting spaces, SEN and school uses. A need for additional space within the school site was raised at the site visit, evidence can also be provided regarding the existing logistical constraints on site and why the additional space will enhance provision at Caversham Park Primary School.

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
- ☒ No

Interest in the Land

Please state the applicant's interest in the land

- ☐ Owner
- ☐ Lessee
- ☐ Occupier
- ☒ Other

If Other, please give the names and addresses of anyone who has an interest in the land and state the nature of their interest (if known)

***** REDACTED *****

Have they been informed of the application?

- ☒ Yes
- ☐ No

Declaration

I/We hereby apply for Lawful development: Proposed use as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Anne Mulford

Date

04/07/2025