

From: [Sarah Walters](#)
To: [Planning Administration](#)
Cc: [Mum](#)
Subject: Re: Planning Application PL/25/1313 - Invalid
Date: 17 September 2025 13:20:46

Warning!
For the attention of
RBC, BFC Staff and Councillors

This mail is from an external sender - please do not click any links or open any attachments unless you trust this sender, and know the content is safe

Hi Grahame,

Thank you for your email.

I am Sarah Walters, the applicants daughter. Mum has asked me to reply to you. I have cc'd her and added my phone number at the bottom of the email, please feel free to call me if that is easier.

Please see below responses to your questions:

- I am unsure what you are applying for - is it a garage conversion to domestic use? If so the proposal needs changing - Suggest "Proposed garage conversion to domestic use". Please let me know if this is acceptable.

The proposal is for the removal of the main garage door and for a window to be installed and for an internal fire door to be installed, off of the main house hallway to allow access to and from the garage. Your proposal is acceptable.

- I am also unsure if planning permission is even needed - usually internal work can be done under Permitted Development legislation. Please let me know why you think permission is needed - if not I can close the application and refund the fee.

The builders who have given quotes for the work recommended seeking planning permission which is why we progressed with the application and will be lead by your guidance/legislation.

Best wishes

Sarah Walters
Tel 07736943799

On 17 Sep 2025, at 13:10, Ed Walters <ed.m.walters@googlemail.com> wrote:

Sent from my iPhone

Begin forwarded message:

From: Planning Admin <planning.administration@reading.gov.uk>
Date: 17 September 2025 at 09:56:52 BST
To: ed.m.walters@googlemail.com
Subject: Planning Application PL/25/1313 - Invalid
Reply-To: planningapplications@u-265pk9phy5t9639ad97pxru4dm14pecun1yjrvcjicqvwji6p.8d-8fwcneag.um8.apex.salesforce.com

Dear Sir/Madam,

Applicant: Mrs Ed Walters

Location: 4 WOOLACOMBE DRIVE, READING, RG6 5UA

Proposal: Garage conversion

Application Number: PL/25/1313

Application Type: Householder planning permission

Expected Decision Level: Delegated Decision

We are in receipt of your application received on: 17/09/2025

Thank you for your application for the above site. It has been registered on the above number. However it is currently invalid, for the following reasons:

- I am unsure what you are applying for - is it a garage conversion to domestic use? If so the proposal needs changing - Suggest "Proposed garage conversion to domestic use". Please let me know if this is acceptable.
- I am also unsure if planning permission is even needed - usually internal work can be done under Permitted Development legislation. Please let me know why you think permission is needed - if not I can close the application and refund the fee.

Once this is submitted, I will forward on your application to the allocated Officer, who will be in touch.

If we do not have a response from you within 28 days, the application will be closed and the documents deleted.

Yours faithfully,

Grahame Jones

Planning Administrator

Reading Borough Council

Civic Offices,

Bridge Street,

Reading

RG1 2LU

If replying, please reply direct to this email leaving the 'to' address and ID code below intact.

[ref:a0zP20000084XLIIAM;5df9d6bb712f504d530c3a0868378ce8:ref]