

DESIGN AND ACCESS STATEMENT

6 February 2026
5270/3.1

Rev 0
Page 1/4

BROCKLEHURST ARCHITECTS

TAKEAWAY UNIT: No.266-268 OXFORD ROAD, READING, RG30 1AD

Subject: Retrospective planning permission for external shop front alterations and full planning permission for a partial change of use from Retail (class E) to Hot Food Takeaway (class Sui Generis) to part of unit 266-268 Oxford Road.

Background

This statement accompanies a Full Planning Application for no.266-268 Oxford Road, including permission for retrospective alterations to the shop front of No.266-268 Oxford Road and a change of use from Retail (class E) to Hot Food Takeaway (class Sui Generis).

Existing Building and site

The site is located at No. 266 to 268 Oxford Road, which was recently converted to part Post office at ground floor (front of the building) and pharmaceutical use (rear of the building and at first floor). No.266-268 is accessed via Oxford Road and an alley way to the rear of the property which joins Beresford Road.

Notable recent planning history includes:

Ref: 221403

266-268 Oxford Road Reading RG30 1AD

Change of use from C4 HMO on first floor to Health Services (Use Class E(e)), alterations to the shop front, first floor rear extension, raising of existing rear flat roof and addition of solar panels
15th February 2023

Ref: 130630

270-274 Oxford Road Reading RG30 1AD

Single storey rear extension to shop, first floor extension to provide new lobby to flats and alteration of external staircase to flat entrance.
July 2013

Ref: 040770

266-268 Oxford Road Reading RG30 1AD

Modification to shop front to form new entrance and internal staircase to first floor flat at 268 Oxford Road
October 2004

Ref: 050648

266-268 Oxford Road Reading RG30 1AD

New shop front
May 2006

DESIGN AND ACCESS STATEMENT

6 February 2026
5270/3.1

Rev 0
Page 2/3

TAKEAWAY UNIT: No.266-268 OXFORD ROAD, READING, RG30 1AD

Location Plan (blue boundary representing applicant ownership of neighbouring unit):



Location Plan (NTS)

Proposals

This application seeks retrospective planning permission for alterations to the shop front and a partial change of use at 266–268 Oxford Road. The front of the premises is currently in use as a Post Office, under planning use class E. To facilitate the operation of a new business, part of the existing retail premises is proposed to be separated and used as a hot food takeaway, falling within the Sui Generis use class.

Description of Works

The alterations to be carried out include the following:

- Internal reconfiguration to accommodate food preparation and service areas
- Installation of extraction and ventilation systems
- Installation of necessary equipment and fittings to support the takeaway operation

The alterations already carried out include the following:

- Modifications to the shopfront to provide new fascia signage and glazing

The retrospective alterations to the shopfront are to distinguish the new use from that of the Post Office, which have partially been carried out. The new glazing and signage aim to maintain an active frontage and integrate it within the high street. The proposed hot food takeaway unit will have a sliding glazed window to create a servery, adding to the vibrant Oxford Road streetscape.

Planning Considerations

- The site is located within a mixed-use area, with a variety of commercial, retail, and food-related businesses in the vicinity.
- The takeaway use supports local employment and offers an active frontage, contributing to footfall and evening economy.

DESIGN AND ACCESS STATEMENT

6 February 2026
5270/3.1

Rev 0
Page 3/3

TAKEAWAY UNIT: No.266-268 OXFORD ROAD, READING, RG30 1AD

- Appropriate measures have been taken to mitigate any adverse impacts, including noise control and waste management.
- Extraction systems will be installed to comply with environmental health standards.

The proposed shop front alterations will improve the existing shop frontage through new glazing and signage. The new shop front will improve the active frontage and provide a positive contribution to the character of the existing building and local area (Reading Local Plan Policy OU5). No changes to the rear of the existing ground floor unit are proposed. The alterations will allow for the applicant to expand operations and become more invested within the local community.

The proposals have also considered the impact on policy EN16, when considering extraction from the new premises. The proposals look to provide a high-level extract. Located to the rear of the building, with appropriate acoustic attenuation measures and odour filtration.

As part of planning application ref. 221403 for the proposed change of use and associated building works at the same property, an Energy Statement was submitted and accepted by Reading Borough Council in lieu of full BREEAM certification, in accordance with Policy CC2. The design, layouts, and specifications remain unchanged from that original submission. Consequently, no further energy information or BREEAM documentation has been submitted as part of this application.

The Oxford Road corridor is identified in the Local Plan as a District Centre, where a mix of uses including hot food takeaways is considered acceptable, provided they support the vitality of the area and avoid unacceptable impacts on amenity.

Access

Access to the hot food takeaway unit will be located via no.266-268, off Oxford Road as per the existing situation. There is no proposed changes to the storage and collection of refuse and recycling from the current use.

Conclusion

The alterations and change of use subject to this application are fully consistent with the planning objectives of Reading Borough Council for the Oxford Road area. The development sustains local business diversity, contributes to the area's economic activity, and maintains an appropriate balance of uses within a designated centre. We respectfully request that Reading Borough Council grant planning permission for the alterations and partial change of use, as set out above.