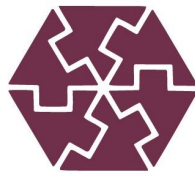


Planning, Reading Borough Council
 Civic Offices, Bridge Street, Reading RG1 2LU
 Website: www.reading.gov.uk
 Tel: 0118 9373787



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

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x)	Northing (y)
470459	174241

Description

Applicant Details

Name/Company

Title

mr

First name

noman

Surname

mehmood

Company Name

A Star Executive Cars

Address

Address line 1

unit 3a Trafford Road

Address line 2

Address line 3

Town/City

Reading

County

Reading

Country

United Kingdom

Postcode

RG1 8JP

Are you an agent acting on behalf of the applicant?

- ☐ Yes
☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

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 proposal is for the change of use of one existing internal office within Unit 3A, Trafford Road, Reading, from ancillary garage office (Class B2 motor vehicle repair) to use as a Private Hire Vehicle Operator's office (sui generis).

Nature of use: The office will function solely as an administrative base for a licensed Private Hire Operator. All bookings will be received in advance by telephone or app. There will be no public counter or customer walk-ins.

Processes: Administrative work only (handling bookings, record-keeping, compliance). No vehicle repairs or mechanical activity will take place within the office space.

Relation to garage: The garage/repair operations remain outside in the main workshop. The proposed operator's office is fully separate and will not overlap with repair activity.

Machinery: Standard office equipment only (PCs, telephones, printers). No industrial or mechanical machinery will be installed in the office.

Traffic/visitors: Drivers will not wait or rank at the premises. The office is not used as a taxi rank. No public customers will visit.

Hours of operation: The operator's office will be open for administrative purposes 24 hours a day, 7 days a week to allow for booking and dispatch services in line with private hire licensing requirements.

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

The premises at Unit 3A, Trafford Road is currently in use as a motor vehicle repair garage (Class B2) with three internal office rooms ancillary to the garage use.

These offices have been used for administrative and management functions connected with the vehicle repair operations.

This ancillary office use is ongoing and has not ceased.

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

The existing use of Unit 3A Trafford Road is a long-established motor vehicle repair garage with ancillary office accommodation.

This use has been continuous and uninterrupted for several years and is therefore lawful. The building comprises two offices on the ground floor and two offices on the first floor, which are used for administrative and support functions related to the garage operation.

The lawful use of the premises falls within Use Class B2 – General Industrial (Vehicle Repair Garage).

The surrounding area on Trafford Road accommodates similar light industrial and mixed commercial uses, including offices associated with other businesses. A comparable case, planning reference PL/93/0385 (5 Trafford Road, Reading), was approved for a taxi office use, showing that such mixed business activity has been previously recognised and accepted by Reading Borough Council in this location.

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

- Copy of current lease showing permitted use of the premises for garage, MOT and office purposes.
- Site plan and floor layout identifying the office area to be used for the proposed taxi operator’s office (two offices on the ground floor and two on the first floor).
- Photographs showing the existing garage and office areas in lawful use.
- Planning precedent: Reading Borough Council planning permission PL/93/0385 – 5 Trafford Road, Reading, RG1 8JP – “Change of use to office for a taxi company (retrospective)”

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

B2 - General industrial

Information about the proposed use(s)

Select the use class that relates to the proposed use.

Other

Other (please specify)

Sui Generis – Private Hire Vehicle Operator's Office (administrative use only, no public access)

Is the proposed operation or use

- ☒ Permanent
- ☐ Temporary

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

The proposal involves the use of one of the four existing ancillary offices (two on the ground floor and two on the first floor) within Unit 3A Trafford Road as a Private Hire Vehicle Operator’s office.

The office will be used for administrative purposes only, including handling telephone and online bookings, maintaining records, and coordinating drivers. There will be no public waiting area or driver ranking associated with the operator’s office.

The existing vehicle repair garage use (Use Class B2) will continue in the remainder of the premises. No building works, external alterations, or operational development are proposed.

The use is fully compatible with the established industrial and commercial character of the area. Importantly, Reading Borough Council previously approved planning reference PL/93/0385 (5 Trafford Road, Reading, RG1 8JP) — “Change of use to office for a taxi company (retrospective)” — on 10 March 1994, establishing a clear precedent for this type of use within the same street.

Given that the proposal is of the same nature, limited in scale, and involves no operational development, it should be regarded as lawful under Section 192 of the Town and Country Planning Act 1990.

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

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 Lessee or Occupier, please give details of the owner and state whether they have been informed in writing of this application

***** REDACTED *****

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

Noman Mehmood

Date

18/02/2026