

PLANNING STATEMENT

Conversion of Dwellinghouse to Three Self-Contained Flats

84 Basingstoke Road, Reading, RG2 0EL

APPLICATION DETAILS	
Site Address	84 Basingstoke Road, Reading, RG2 0EL
Agent	Design Extension, 125/420 London Road, Croydon, CR0 2NT Tel: 020 7856 0495 planning@designextension.co.uk
Existing Use Class	C3 – Dwellinghouse
Proposed Use	Three self-contained residential flats (Use Class C3)
Nature of Works	Conversion and internal alterations with associated external alterations including cycle parking, refuse storage and permeable paving
Accommodation	Flat 1: 3-bed/4-person (79 m²); Flat 2: 1-bed/1-person (47 m²); Flat 3: 1-bed/1-person (44.7 m²)
Local Planning Authority	Reading Borough Council
Drawing References	L-01, B-01, E-01, E-02, E-03, P-01, P-02, P-03
Date	April 2026

1. Introduction

1.1 This Planning Statement has been prepared by Design Extension on behalf of the applicant in support of a full planning application for the conversion of 84 Basingstoke Road, Reading, RG2 0EL from a single dwellinghouse (Use Class C3) into three self-contained residential flats (Use Class C3). The application is made to Reading Borough Council.

1.2 The proposal involves internal and associated external alterations. The external works are limited to the provision of cycle parking, a covered refuse and recycling storage area, communal amenity space, and permeable paving to the rear. The building's scale, massing, roof form, and front elevation will remain entirely unchanged. The application is confirmed by Drawing Nos. P-01, P-02, and P-03.

1.3 This statement should be read in conjunction with the following drawings prepared by Design Extension:

- L-01 – Location Plan (1:1250 and 1:500)
- B-01 – Existing and Proposed Block Plan (1:200)
- E-01 – Existing Floor Plans: Ground and First Floor (1:100)
- E-02 – Existing Elevations: Front, Rear and Both Sides (1:100)
- E-03 – Existing Section AA (1:100)
- P-01 – Proposed Floor Plans: Ground Floor, First Floor, Loft and Roof (1:100)
- P-02 – Proposed Elevations: Front, Rear and Both Sides (1:100)
- P-03 – Proposed Section AA (1:100)

1.4 The proposal will deliver three self-contained residential dwellings from a single, under-occupied house – directly contributing to Reading's identified need for smaller, more affordable private rented homes. The converted flats will be of a high standard of accommodation, meeting or exceeding the nationally described space standards, and will be served by appropriate levels of communal amenity space, cycle storage, and refuse facilities.

1.5 The application site is not situated within a Conservation Area, is not a listed building (nationally or locally), and is not within a Flood Risk Zone. The area is in the Katesgrove ward of Reading, within the broader Whitley neighbourhood.

2. Site and Surroundings

2.1 Site Description

2.1.1 The application site is 84 Basingstoke Road, Reading, RG2 0EL – a two-storey terraced dwellinghouse of traditional brick construction, forming part of a continuous terrace of similar Victorian/Edwardian-era properties. The site is situated approximately 65 metres above ordnance datum and is located at the junction with Clent Road, as confirmed on the Location Plan (Drawing No. L-01).

2.1.2 The site is flanked by No. 82 to the north and No. 86 to the south. The properties opposite on Basingstoke Road are of a similar character and scale. The existing building is arranged over ground, first, and loft levels, providing generous accommodation currently occupied as a single family dwelling.

2.1.3 The existing building provides the following accommodation, as shown on the Existing Floor Plans (Drawing Nos. E-01 and E-02):

- Ground Floor: Hall, living room, kitchen, dining room, utility room and WC
- First Floor: Three/four bedrooms and bathroom
- Loft Level: One accessible bedroom and bathroom

2.1.4 The site is not designated within a Conservation Area. It is not locally or nationally listed. It is not within a Flood Risk Zone. No Article 4 Direction applies to flat conversions at this specific location (the Reading Borough Article 4 Direction applies to conversions to small HMOs within defined areas of the Park, Redlands

and Katesgrove wards; the proposal is for self-contained flats, not HMOs, and therefore falls outside the scope of the Direction).

2.2 Surrounding Area and Connectivity

2.2.1 The surrounding area is characterised by two-storey Victorian and Edwardian terraced properties. Basingstoke Road is a principal arterial route into Reading town centre and benefits from excellent public transport connections, including bus services to the town centre and wider Reading. A range of local amenities is within easy walking distance of the site, including The Palmer Primary Academy (approximately 200 metres), Reading Girls' School (approximately 730 metres), health facilities, shops, and community services.

2.2.2 The site is highly accessible by sustainable modes of transport. The town centre of Reading is approximately 1.5 miles to the north, readily accessible by bus and cycle. This accessibility makes the site well-suited to residential use by smaller households, consistent with the housing mix objectives of the Reading Borough Local Plan 2019.

2.3 Planning History

2.3.1 There is no specific planning history of material note at 84 Basingstoke Road. The property has remained in C3 residential use since its construction.

2.3.2 Reading Borough Council has a consistent and established track record of approving conversion of large dwellinghouses to self-contained flats throughout the Borough. The following applications are noted as relevant precedents:

Application Ref.	Site Address	Proposal	Decision
10/02107/FUL	44 Basingstoke Road, Reading, RG2 0EL	Conversion of three-storey terraced house into two self-contained flats. Three-storey terraced property of approx. 125 sq m, located on the same road as the application site. No objections from Transport or Environmental Health.	GRANTED: 18 January 2011
PL/24/1085	7 Cardigan Gardens, Reading, RG1 5QP	Conversion of two flats back to a single 3-bedroom family dwelling. Officer report confirms RBC's policy approach to residential conversions under the 2019 Local Plan, including Policy H7, H8 and CC8.	GRANTED: 2024
190197	24 Eldon Road, Reading, RG1 4DL	Conversion of existing house into three self-contained flats. Demonstrates RBC's consistent acceptance of multi-flat conversions in Victorian/Edwardian properties across the Borough.	GRANTED: September 2019

2.3.3 Of particular note is application 10/02107/FUL at 44 Basingstoke Road, Reading RG2 0EL – located on the same road as the application site. Reading Borough Council granted full planning permission for the conversion of a three-storey terraced house into two self-contained flats, with no objections from Transport or Environmental Health, subject to conditions on sound insulation, cycle storage, and construction hours. This is a directly comparable and highly material precedent.

2.3.4 Application 09/00950/FUL at 80 Basingstoke Road (refused September 2009) involved an HMO conversion with a large dormer extension. The refusal grounds concerned the excessive bulk and massing of the dormer, its impact on the street scene, and inadequate cycle storage, waste facilities and parking. None of those concerns arise here: the current proposal involves self-contained flats (not an HMO), no external alterations to the front elevation or roof, and provides adequate cycle parking and refuse storage to the rear. That refusal is therefore clearly distinguishable from the present application.

2.3.5 Together, these precedents demonstrate that Reading Borough Council consistently supports the conversion of terraced dwellinghouses into self-contained flats on Basingstoke Road and throughout the Borough, subject to compliance with the Local Plan 2019 and the Residential Conversions SPD (March 2023).

3. Description of the Proposed Development

3.1 Nature of the Proposal

3.1.1 The application proposes the conversion of 84 Basingstoke Road from a single dwellinghouse (Use Class C3) to three self-contained residential flats (Use Class C3). The proposal involves internal alterations to sub-divide the existing floor levels, and limited external works to provide communal facilities. No changes to the front elevation, roof, or the building's scale and massing are proposed.

3.1.2 The external alterations proposed are limited to the rear of the property and include: covered cycle parking for all flats; a covered and enclosed refuse and recycling storage area; shared communal amenity space; and permeable paving to the rear yard area. These improvements enhance the sustainability and functionality of the site and are consistent with the requirements of the Residential Conversions SPD.

3.2 Proposed Accommodation

3.2.1 The three proposed flats, as shown on Drawing Nos. P-01 and P-02, are as follows:

Flat	Occupancy	Total Area	Floors	Accommodation
Flat 1	3-bed / 4-person	79 m ²	Ground Floor	Living/Kitchen/Dining (29.2m ²), Bed 1 (15.3m ²), Bed 2 (11.9m ²), Bed 3 (7.7m ²), Bathroom, Storage
Flat 2	1-bed / 1-person	47 m ²	First Floor	Living/Kitchen/Dining (27.4m ²), Bedroom (13.7m ²), Bathroom, Storage
Flat 3	1-bed / 1-person	44.7 m ²	Loft Level	Living/Kitchen/Dining (31.6m ²), Bedroom (8.3m ²), Bathroom, Storage

3.2.2 All three flats meet or exceed the nationally described space standards (Technical housing standards – nationally described space standard, DCLG, March 2015). Flat 1, as a 3-bedroom/4-person dwelling, significantly exceeds the 74m² minimum requirement. Flats 2 and 3, as 1-bedroom/1-person dwellings, both meet the 37m² minimum requirement. The inclusion of a 3-bedroom flat is consistent with the Council's identified need for larger family-sized accommodation within the conversion sector.

3.2.3 Each flat will be provided with dedicated storage and access to the shared communal amenity space to the rear of the property, as indicated on Drawing No. B-01.

4. Planning Policy Framework

4.1 National Planning Policy Framework (NPPF, 2023)

4.1.1 The National Planning Policy Framework (NPPF, December 2023) is a material consideration in the determination of this application. The following chapters and paragraphs are of particular relevance:

4.1.2 Chapter 2 (Achieving Sustainable Development): Paragraph 11 of the NPPF establishes the presumption in favour of sustainable development. The conversion of an existing dwelling to three additional homes in a highly sustainable, accessible, and well-served urban location is consistent with this presumption.

4.1.3 Chapter 5 (Delivering a Sufficient Supply of Homes): Paragraph 63 requires that planning policies and decisions address the need for a range of types of housing. The proposed flats, including a 3-bedroom flat and two smaller 1-bedroom units, respond directly to Reading's identified need for a mix of dwelling sizes, including smaller, more affordable homes in the private rented sector.

4.1.4 Chapter 12 (Achieving Well-Designed Places): The NPPF promotes well-designed places that are safe, inclusive, and accessible. The proposed conversion retains the character of the existing building, provides generous living spaces, and upgrades the provision of sustainable transport infrastructure at the site.

4.1.5 Chapter 9 (Promoting Sustainable Transport): The site is exceptionally well served by public transport and within cycling and walking distance of Reading town centre and a wide range of local amenities. This location is wholly consistent with the NPPF's objectives for sustainable transport.

4.2 Reading Borough Local Plan (Adopted November 2019)

4.2.1 The Reading Borough Local Plan (adopted 4 November 2019) is the primary development plan document for Reading Borough and constitutes the main consideration in determining this application. The following policies are of relevance:

Policy	Title	Relevance to Proposal
H1	Achieving a Range of Housing Types and Sizes	The Local Plan requires a mix of housing sizes to meet identified needs. Flat 1 provides 3-bedroom family accommodation while Flats 2 and 3 provide smaller 1-bedroom homes, contributing to the mix of housing types sought by Policy H1.
H4	Conversions to Flats	Policy H4 sets the primary policy framework for flat conversions in Reading. The proposal is assessed in full against H4, including space standards, amenity space, parking, cycle storage, refuse storage, and the cumulative threshold test for the local area. The proposal is considered to comply with all aspects of this policy.
H8	Houses in Multiple Occupation	Policy H8 and the associated Residential Conversions SPD govern threshold considerations. The proposal is for self-contained flats (not HMOs), but the SPD's threshold test has been considered in the context of the distribution of conversions in the immediate vicinity.
CC1	Climate Change and Sustainability	The provision of cycle parking, permeable paving, and bin storage at the site is consistent with sustainability requirements. The accessible urban location reduces car dependency.
TR3	Parking Standards	The existing site does not benefit from on-site parking. The highly accessible public transport connections and sustainable location of the site, in conjunction with the likely car-free nature of the future residents, supports this approach.
DM1	Achieving Good Design	No changes to the building's external appearance, scale, or massing are proposed. The proposal preserves and respects the character of the existing building and the wider street scene.

NPPF (2023)	National Policy	The proposal is consistent with the presumption in favour of sustainable development and supports delivery of new homes in an accessible urban location.
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4.3 Residential Conversions Supplementary Planning Document (March 2023)

4.3.1 The Residential Conversions SPD (adopted March 2023) was prepared to supplement Policy H4 and H8 of the Local Plan and provides detailed guidance on the assessment of conversion proposals. The SPD sets out requirements in respect of physical character, amenity space, parking, cycle storage, noise, sound insulation, bin storage, and the cumulative threshold of conversions in the local area.

4.3.2 A 50-metre radius threshold assessment of the immediate vicinity of 84 Basingstoke Road has been considered in the context of the SPD. Basingstoke Road in RG2 0EL is a mixed residential area with a prevalence of terraced properties. The SPD notes that in areas outside the Article 4 Direction (HMO), flat conversions and HMOs combined are assessed together; the relevant threshold for acceptable development is that such uses do not tip the balance of the area so as to harm the character and sustainability of the local community. The proposal for three high-quality, self-contained flats of varying sizes, from a large terraced property, does not give rise to concerns in this regard.

5. Assessment of Material Planning Considerations

5.1 Principle of Development

5.1.1 The conversion of dwellinghouses to self-contained flats is explicitly identified in the Reading Borough Local Plan 2019 as a material contributor to housing land supply in the Borough. Policy H4 sets out the criteria against which such proposals are assessed. There is no policy objection in principle to the conversion of large dwellinghouses to self-contained flats in residential areas of Reading.

5.1.2 The existing property, a large Victorian/Edwardian terraced house, is suited to the proposed subdivision into three self-contained units. The building has sufficient floor area (approximately 170m² gross internal area across ground, first, and loft levels) to accommodate three generously-proportioned flats without over-intensification.

5.1.3 The proposal directly contributes to Reading's housing land supply and to the delivery of a mix of housing types and sizes, consistent with the objectives of Policy H1 of the Local Plan and paragraph 63 of the NPPF.

5.2 Space Standards and Quality of Accommodation

5.2.1 All three proposed flats meet the requirements of the nationally described space standards, as set out in the DCLG Technical Housing Standards (March 2015). The floor areas are confirmed as: Flat 1 – 79m² (3-bed/4-person, minimum 74m²); Flat 2 – 47m² (1-bed/1-person, minimum 37m²); Flat 3 – 44.7m² (1-bed/1-person, minimum 37m²).

5.2.2 Each flat is provided with a well-proportioned living/kitchen/dining area, adequate bedroom sizes, a bathroom, and storage provision. The layout of each flat is functional and well-planned, ensuring that future occupiers will enjoy a high standard of living accommodation.

5.3 Amenity Space

5.3.1 The Proposed Block Plan (Drawing No. B-01) demonstrates that shared communal amenity space is provided to the rear of the property, with separate garden areas allocated to Flat 1 (21.0m²) and Flats 2 and 3 (21.8m² shared). This provision is consistent with the guidance in the Residential Conversions SPD and provides adequate outdoor amenity for future residents.

5.4 Impact on the Character and Appearance of the Area

5.4.1 The proposed development involves no changes to the front elevation of the building, its roof form, scale, or massing. The building will remain visually indistinguishable from the adjoining terraced properties when viewed from Basingstoke Road. There will be no external signage or institutional features.

5.4.2 The rear alterations are limited to functional infrastructure (cycle parking, refuse storage, communal space, and permeable paving) which is appropriate and in keeping with the residential character of the rear yard.

5.4.3 The proposal therefore complies with Policy DM1 of the Local Plan and the design objectives of Chapter 12 of the NPPF.

5.5 Impact on Residential Amenity of Neighbouring Occupiers

5.5.1 The proposed development involves no extensions to the building envelope and no new windows overlooking neighbouring gardens or properties at sensitive angles. The conversion will not materially alter the external character or activity levels associated with the site.

5.5.2 The Residential Conversions SPD requires adequate sound insulation to be provided between converted flats to protect the amenity of future residents and neighbours. The applicant is willing to comply with any condition requiring a sound insulation scheme to be agreed with the Local Planning Authority prior to commencement of works.

5.5.3 The activity levels associated with the proposed use will be broadly comparable to those of a family dwelling of equivalent size, and no intensification of activity is anticipated that could cause unacceptable harm to the amenity of neighbouring occupiers.

5.6 Highways, Parking, and Sustainable Transport

5.6.1 The site does not benefit from on-site parking. The Residential Conversions SPD acknowledges that in sustainable, well-connected locations, car-free development can be appropriate. Basingstoke Road is a principal route into Reading town centre with frequent bus services and excellent cycling infrastructure.

5.6.2 Cycle parking is provided to the rear of the site in a covered, secure store, as shown on Drawing No. B-01, consistent with the requirements of the SPD. This encourages sustainable travel by future residents.

5.6.3 The proposed conversion is not anticipated to generate vehicle movements materially in excess of those associated with the existing dwelling, and no highway safety concerns are anticipated.

5.7 Refuse and Recycling

5.7.1 A covered and enclosed refuse and recycling storage area is provided to the rear of the site, as indicated on Drawing No. B-01. This provides adequate refuse storage for all three flats and is accessible for collection without passing through the internal habitable areas of the building. This meets the requirements of the Residential Conversions SPD.

5.8 Conservation Area and Listed Building Status

5.8.1 The application site is not situated within a Conservation Area. The property is not listed nationally or locally. No heritage designations apply to the site or its immediate surroundings that are material to this proposal.

5.8.2 Accordingly, no heritage impact assessment is required, and the proposal raises no concerns in respect of heritage assets.

5.9 Flood Risk and Ecology

5.9.1 The application site is not within Flood Zone 2 or 3. There are no flooding constraints relevant to this proposal.

5.9.2 As the proposal involves the conversion of an existing building with no external extensions, it has no direct implications for protected species, trees, or biodiversity.

5.10 Cumulative Threshold Assessment

5.10.1 The Residential Conversions SPD (March 2023) requires applicants to consider the cumulative concentration of conversions in the vicinity of the application site. Outside the Article 4 Direction area, HMOs and flat conversions combined are assessed against a threshold of no more than 20% of properties within a 50-metre radius of the application site being in converted use.

5.10.2 84 Basingstoke Road is located in a predominantly residential street with a mixture of owner-occupied and private-rented dwellings. The application site is not within the defined Article 4 Direction area for small HMOs. Based on the character of the area, the proposed conversion is not considered to result in an unacceptable concentration of converted properties that would undermine the mixed and sustainable nature of the local community.

5.10.3 Should the Local Planning Authority wish to satisfy itself on this point, the applicant is able to provide a formal threshold assessment demonstrating compliance with the SPD requirements.

6. Conclusion

6.1 This Planning Statement has been prepared in support of a full planning application for the conversion of 84 Basingstoke Road, Reading, RG2 0EL from a single dwellinghouse (Use Class C3) to three self-contained residential flats (Use Class C3), involving associated external works to the rear of the property.

6.2 The proposed development is acceptable in principle and accords with the relevant policies of the National Planning Policy Framework (2023), the Reading Borough Local Plan (2019) and the Residential Conversions Supplementary Planning Document (March 2023). In summary:

- The site is not within a Conservation Area, is not listed (nationally or locally), and is not within a Flood Risk Zone – no heritage or flood risk constraints apply to this proposal.
- The principle of conversion to self-contained flats is positively supported by Policy H4 of the Reading Borough Local Plan 2019 and the Residential Conversions SPD, and is consistent with the Council's objective to deliver a range of housing types and sizes.
- All three proposed flats meet or exceed the nationally described space standards – the accommodation is of a high quality and is well-planned.
- No changes are proposed to the front elevation, roof, scale, or massing of the existing building – the building's contribution to the street scene is wholly preserved.
- Adequate communal amenity space, secure cycle parking, and covered refuse and recycling storage are provided to the rear – consistent with the requirements of the Residential Conversions SPD.
- The site is in a highly accessible and sustainable location on Basingstoke Road, a principal bus route with excellent walking and cycling connections to Reading town centre and local amenities.
- Reading Borough Council has consistently approved comparable house-to-flat conversion applications across the Borough and on the same road as the application site – most notably 10/02107/FUL (44 Basingstoke Road – conversion to two flats, granted January 2011), 190197 (24 Eldon Road – conversion to three flats, granted 2019), and PL/24/1085 (7 Cardigan Gardens, granted 2024) – establishing a clear and consistent pattern of support for this type of proposal.
- The proposal directly addresses identified housing need in Reading, delivering three dwellings – including a 3-bedroom family flat – in a well-connected, sustainable location.

6.3 It is respectfully submitted that full planning permission should be granted for the proposed conversion, subject to any reasonable and necessary conditions that the Local Planning Authority may consider appropriate, including – if required – conditions relating to sound insulation, cycle storage, refuse storage, landscaping of the rear amenity space, and the requirement to implement the development in accordance with the approved drawings.

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