

Our ref: GR/TR/8532

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07 May 2026

Planning Services
Reading Borough Council
Civic Offices
Bridge Street
Reading
RG1 2LU

Dear Sir/Madam

Application for the proposed change of use of first to third floors from office (Class E) to provide serviced apartments (Class C1). Addition of fourth floor to provide serviced apartments (Class C1) at St Mary's House, 66-68 St Mary's Butts, Reading.

On behalf of my client, V Goldstein, please find attached a detailed planning application for the proposed change of use of the first to third floors from office (Class E) to provide 32 serviced apartments (Class C1) and the addition of a fourth floor to provide a further 9 serviced apartments (Class C1) at St Mary's House, 66-68 St Mary's Butts, Reading. The total number of serviced apartments proposed is therefore 41.

The application on behalf of V Goldstein is accompanied by the following documents which should be read alongside this letter and the form:

Documents.

- Planning Statement, Woolf Bond Planning
- Planning application form (including ownership certificate)
- CIL form 1, Woolf Bond Planning
- Design & Access Statement, Rutter Architects (refs: RA-1065-PL-Feb 25 Rev B & RA-1065-PL-Mar 26 Addendum Rev A)
- Schedule of accommodation (Ref RA-1065-PL Rev C)
- Air Quality Assessment, SLR (ref 416.065616.00001 Rev 3)
- Noise Impact Assessment, KR Associates (ref KR07645 rev 1.6)
- Heritage, Townscape and Visual Impact Assessment, Turley (ref 01454)
- Transport Assessment (Peter Evans Partnership)
- Technical Note: Ecology, Aae Environmental Consultants
- BREEAM Refurbishment & Fit-Out, The PES)

Drawings

- Site location plan, ref RA-1065-PL-001 Rev A
- Existing Block Plan, ref RA-1065-PL-010 Rev A
- Existing Basement Floor Plan, ref RA-1065-PL-020
- Existing Ground Floor Plan, ref RA-1065-PL-021
- Existing First Floor Plan, ref RA-1065-PL-022
- Existing Second Floor Plan, ref RA-1065-PL-023 Rev A
- Existing Third Floor Plan, ref RA-1065-PL-026
- Existing Fourth Floor Plan, ref RA-1065-PL-024
- Existing Roof Plan, ref RA-1065-PL-025
- Existing Elevation 01 (west facing), ref RA-1065-PL-030
- Existing Elevation 02 (north-west facing), ref RA-1065-PL-031
- Existing Elevation 03 (north facing), ref RA-1065-PL-032
- Existing Elevation 04 (east facing), ref RA-1065-PL-033
- Existing Elevation 05 (south facing), ref RA-1065-PL-034
- Existing Elevations 06-07 (part rear elevations - south and north facing), ref RA-1065-PL-035
- Existing Street Elevation 01 (St Mary's Butts), ref RA-1065-PL-036 Rev A
- Existing Street Elevation 02 (Broad Street), ref RA-1065-PL-037 Rev A
- Existing Section 01, ref RA-1065-PL-040 Rev B
- Existing Section 02, ref RA-1065-PL-041 Rev B
- Proposed Block Plan, ref RA-1065-PL-110 Rev C
- Proposed Basement Floor Plan, ref RA-1065-PL-120
- Proposed Ground Floor Plan, ref RA-1065-PL-121 Rev A
- Proposed First Floor Plan, ref RA-1065-PL-122 Rev D
- Proposed Second Floor Plan, ref RA-1065-PL-123 Rev C
- Proposed Third Floor Plan, ref RA-1065-PL-126
- Proposed Fourth Floor Plan, ref RA-1065-PL-124 Rev D
- Proposed Roof Plan, ref RA-1065-PL-125 Rev A
- Proposed Elevation 01 (west facing), ref RA-1065-PL-130 Rev A
- Proposed Elevation 02 (north-west facing), ref RA-1065-PL-131 Rev A
- Proposed Elevation 03 (north facing), ref RA-1065-PL-132 Rev A
- Proposed Elevation 04 (east facing), ref RA-1065-PL-133 Rev A
- Proposed Elevation 05 (south facing), ref RA-1065-PL-134 Rev A
- Proposed Elevations 06-07 (part rear elevations - south and north facing), ref RA-1065-PL-135
- Proposed Street Elevation 01 (St Mary's Butts), ref RA-1065-PL-136 Rev A
- Proposed Street Elevation 02 (Broad Street), ref RA-1065-PL-137 Rev A
- Proposed Section 01, ref RA-1065-PL-140 Rev E
- Proposed Section 02, ref RA-1065-PL-141 Rev C
- Proposed Cycle and Bin Store, ref RA-1065-PL-150 Rev A
- CIL Area Calculations, ref RA-1065-PL-MAR-25
- CGI of Corner view and Side View

The application fee of £2,440 plus £91 administration fee has been paid by our clients.

I look forward to your acknowledgement of receipt of the application, and confirmation of its validation at your earliest convenience. Should you have any queries, please contact me on g.ritchie@woolfbond.co.uk.

Yours faithfully,

Mr Graham Ritchie

For Woolf Bond Planning Ltd obo Mr V Goldstein

Enc

Cc: Mr V Goldstein