

DELEGATED APPLICATION REPORT

Ward: Redlands Ward

App Ref: PL/26/0956 Full planning permission

Address: 97 ADDINGTON ROAD, READING, RG1 5PZ

Proposal: Erection of front dormer and replacement rear dormer roof extensions, replacement of windows on front and rear elevations and associated works

Applicant: Mr Lloyd Turner

Received date: 17/07/2026

Target Decision date: 29/09/2026

Case Officer: Jonathan Markwell

1. SITE DESCRIPTION

- 1.1 The application site is located on the north side of Addington Road, to the west of the junction with Erleigh Road and north of the junction with Foxhill Road. The property comprises a basement, two-storey and roofspace accommodation unit which functions as a Class C4 HMO (see relevant history below). The property includes a front forecourt with parking space and an area for waste storage. There is also a rear amenity space, with the property being mid-terrace in nature.
- 1.2 The site is located within an Article 4 area which removes normal rights to convert a house (Class C3 use) into a small house in multiple occupation (Class C4 use). This covers parts of Park, Redlands and Katesgrove Wards. The site is also within an area known to include contaminated land. Addington Road is part of the classified highway network. The application site building is not listed, with the site outside of a conservation area. The surrounding area is predominantly residential in nature, with a series of local shops/commercial units in the local area too.



Left: Extract of the applicant's site location plan. Right: Site photo from Addington Road (07/08/26)

2. PROPOSAL AND SUPPORTING INFORMATION

- 2.1 Full planning permission is sought for the erection of a front dormer roof extension in place of the existing rooflight. Permission is also sought for a replacement rear dormer roof extension too. The submitted plans also indicate that
 - the front and rear windows will be replaced with UPVC sash windows;
 - the existing lower ground floor level rear elevation window and door will be replaced with bi-fold doors;

- two additional windows are proposed on the rear elevation (one each at ground and first floor level – with the submitted elevation referencing that these windows will be obscure glazed and restricted opening – with them serving bathrooms);
- an existing window on the front elevation at first floor level will be infilled.
- a second door is proposed on the front elevation at lower ground floor level, but will only access a store area;
- it is also indicated that the existing foul water drain and boiler flue pipes on the front elevation are to be removed.

2.2 A series of internal works are also proposed (e.g. removal of chimney breasts to the rear), with these facilitating the unit becoming a six-bedroom property. The submission makes clear that the use as a small HMO (Class C4) is not proposed to be changing, with this as a reminder being small shared houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.

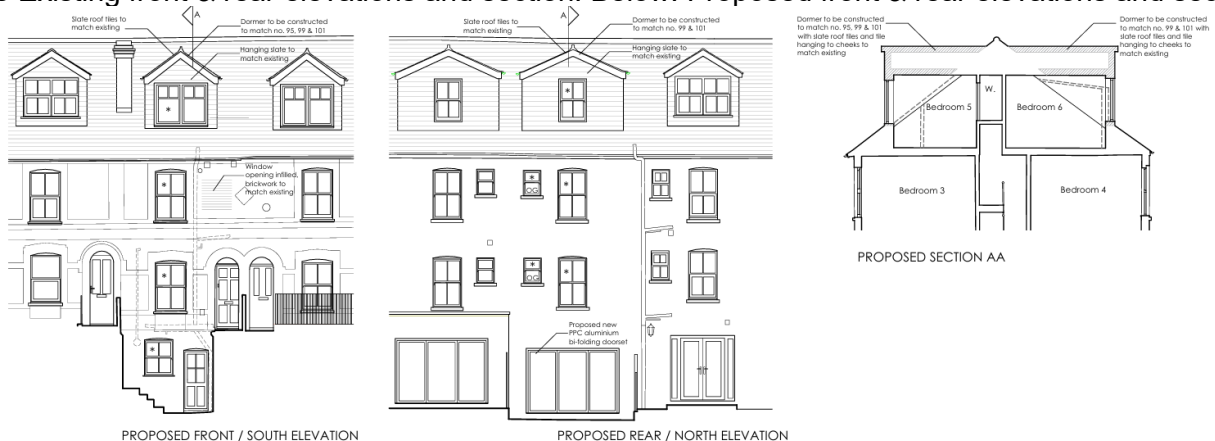


Above left: Existing floor plans.

Above right: Proposed floor plans



Above Existing front & rear elevations and section. Below: Proposed front & rear elevations and section.



2.3 Plans and information submitted:

- Design & Access Statement by Weston + Co Architects, Ref 25013.9.1_DAS_26.06.26_, as received 17/07/2026
 - 25013-PL-1 Rev A Location & Block / Proposed Roof Plans
 - 25013-PL-2 Rev A Existing Floor Plans
 - 25013-PL-3 Rev A Existing Elevations
 - 25013-PL-4 Rev A Proposed Floor Plans
 - 25013-PL-5 Rev A Proposed Elevations
- As all received on 04/08/2026

2.4 An officer site visit took place on 26/08/2026, to verify the accuracy of the existing plans and to see the application site (and surrounding context) from the rear from within the site boundary.

3. PLANNING HISTORY

Application site

3.1 PL/20/0370 - Certificate of Lawfulness for the existing use of the property as a 5 person /5 bedroom C4 House in Multiple Occupation. Certificate of Lawfulness granted 29/07/2020.

Nearby properties

3.2 95 Addington Road - PL/05/0595 - Rear conservatory and front and rear dormer windows. Granted 02/11/2005.

3.3 99-101 Addington Road – PL/19/0753 - Single storey rear extensions and dormers to both 99 and 101 Addington Road with the creation of an additional bedroom to result in 2 no. 2x bed flats and 2 no. 3x bed flats. Granted 06/09/2019.

4. CONSULTATIONS

4.1 The Private Sector Housing team was consulted and commented as follows:

From our records the previous owner was issued with a HMO licence for the above property. The HMO licence ran from 1st July 2019 to 30th June 2023.

The Private Sector Housing team have no objections to the proposed works of:

- *Erection of front dormer and replacement rear dormer roof extensions, replacement of windows on front and rear elevations and associated works.*

Note:

- *The proposed plans show adequate bathing and food preparation facilities for a maximum of 6 people.*

- *The property will require a new HMO licence under the mandatory scheme.*

- *The means of escape provisions appear to be satisfactory. However, this can only be confirmed after an inspection that will be carried out as part of the HMO licensing process.*

- *No comment can be made on the automatic fire detection (AFD) within the property as AFD has not been identified on the proposed plans. The owner is advised to obtain a fire risk assessment for the building and address any deficiencies identified. I have included a link to the LACORS Fire Safety guidance for information.*

[guidance-on-fire-safety-provisions-for-certain-types-of-existing-housing.pdf](#)

- 4.2 A site notice was erected on 07/08/2026, seeking any comments to be received by 28/08/2026. No responses have been received.

5. LEGAL AND PLANNING POLICY CONTEXT

- 5.1 Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that proposals be determined in accordance with the development plan unless material considerations indicate otherwise. Material considerations include relevant policies in the National Planning Policy framework (NPPF) - among them the 'presumption in favour of sustainable development' (Policy S3). The following local and national planning policy and guidance is relevant to this application:

- 5.2 National Policy
National Planning Policy Framework (August 2026), with a particular focus on:
Chapter 3. Decision-making policies
Chapter 4. Achieving sustainable development
Chapter 14. Achieving well-designed places

National Planning Practice Guidance 2014 onwards

- 5.3 Reading Borough Local Plan (2019)
CC1 Presumption in Favour of Sustainable Development
CC3 Adaption to Climate Change
CC7 Design and the Public Realm
CC8 Safeguarding Amenity
EN12 Biodiversity and the Green Network
H8 Residential Conversions
H9 House Extensions and ancillary accommodation
TR3 Access, Traffic and Highway-related matters

- 5.4 SPG/SPD
Design Guide to House Extensions Supplementary Planning Document 2021
Residential Conversions Supplementary Planning Document 2023

- 5.5 Local Plan Update
The current version of the Local Plan (adopted in November 2019) turned five years old on Tuesday 5th November 2024. The Local Plan was reviewed in March 2023 and around half of the policies in the plan are considered still up to date. However, the rest need to be considered for updating to reflect changing circumstances and national policy. A consultation version of the draft updated version of the Local Plan was published on 6th November 2024. Subsequent to this consultation a submission draft was sent to the Secretary of State on 9th May 2025. At the time of writing, the examination-in-public of the partial update to the local plan is in the process of taking place. Stage 1 hearings were held virtually on 11th and 12th November 2025. Stage 2 hearings took place in February 2026.

- 5.6 Although there is a five-year period for carrying out a review of a plan after it is adopted, nothing in the NPPF or elsewhere says that policies automatically become “out of date” when they are five years old. It is a matter of planning judgement rather than legal fact whether a plan or policies within it are out-of-date. This will depend on whether they have been overtaken by things that have happened since the plan was adopted, either on the ground or through changes in national policy, for example.
- 5.7 Officer advice in respect of the Local Plan policies pertinent to this application is that they remain in accordance with national policy and that the objectives of those policies remains very similar in the submission draft updated Local Plan. Therefore, they can continue to be afforded weight in the determination of this planning application and are not considered to be ‘out of date’.
6. APPRAISAL
- 6.1 Land use
- 6.2 As per the planning history section above, the property was granted a lawful development certificate in 2020 for use as a 5 person / 5 bedroom HMO. This proposal would increase the number of bedrooms to 6, but the applicant has made it clear that no change of use (for example to a large HMO, which is a Sui Generis use with more than six residents in the property). Accordingly, on the basis of no change in use being proposed and it being entirely possible for the unit to be occupied by between 3 and 6 unrelated individuals within 6 bedrooms – thereby remaining in the existing Class C4 use – no land use issues arise.
- 6.3 However, given the internal layout of the proposed property would consist of 6 separate bedrooms, which is the maximum reasonably permissible within a Class C4 use, together with the floor plans showing each bedroom is of a reasonable size and includes a double bed, it is possible that in practice each room may be occupied by more than one resident, which in the scenario that all rooms are occupied would take the maximum occupancy above the maximum 6 permitted under the lawful Class C4 HMO use the property has, for which the applicant has clarified is not proposed to be changing as part of this proposal. Accordingly, it is considered necessary and reasonable in this specific instance to include a specific condition specifying that the maximum occupancy of the property shall be for 6 people. This compliance based condition seeks to ensure that the property does not creep into a Sui Generis HMO use, for which planning permission has not been sought as part of this application, nor considered or granted by the local planning authority (bearing in mind the lawful use is Class C4, as per the Planning History above).
- 6.4 A standard informative is separately recommended advising the applicant that the Council expects all properties in HMO use to be properly managed in accordance with requirements under the Housing Acts and associated regulations.
- 6.5 Based on the consultation response from the Private Sector Housing team (see section 4 above), the property will require a new HMO licence under the mandatory scheme. The agent has been advised of this during the course of this planning application. That is a separate process to the planning regime and is not material in the consideration of this application, as per the previous paragraph of this appraisal. For completeness, it is recommended that an informative is included on this decision notice advising the applicant that the Private Sector Housing team specify that a new HMO licence under the mandatory scheme and providing a link for the applicant to obtain more information.
- 6.6 Design

- 6.7 Considering first the proposed dormer roof extensions first, it is evident that similar dormers to those proposed already exist on both the front and rear roof slopes of properties in this terrace. Accordingly, there are no in-principle concerns with the introduction of a front dormer or the enlargement of the rear dormer in this context. They would evidently align with the character and appearance in the surrounding area, with the annotations on the plans indicating that the dormers would be constructed to match those at No's 95, 99 and 101 (see relevant history above for details of separate permissions being granted for these existing dormers).



Photographs showing the existing context of front dormers along this part of Addington Rd.



Left: Existing rear dormers along this part of Addington Rd. Right: Google maps image confirming the existence of both front and rear dormers within this terrace of properties.

- 6.8 The inclusion of slate roof tiles, the pitched roofs and window openings which do not dominate the roof space all assist in ensuring that the additions would assimilate satisfactorily into the streetscape. The dormers are therefore considered to be in full compliance with Policies CC7, CC8 and H9, together with the Design Guide to House Extensions SPD.
- 6.9 In relation to the various other works proposed, on the front elevation the removal of the later addition window (replacement with brickwork to match existing) and drain pipes are welcomed in improving the appearance of the building, while the window replacements (changing from UPVC casement windows to UPVC sliding sash windows) raise no design concerns in this location. The fenestration alterations on the rear elevation are relatively minor in nature and raise no design-based concerns, aligning with alterations already taking place on neighbouring buildings (as shown below). Hence, in overall terms the proposals are considered acceptable, with a condition ensuring that the materials referenced on the plans and within the submission being provided in practice.



Left: Existing rear elevation. Right: Existing first floor rear room (both photos 26/08/2026).

6.10 Amenity

- 6.11 The only increases in the mass of the building are limited to the roof space, with there being no increase in the footprint of built form at the site. It is acknowledged that two additional windows are proposed above the garden level (at ground and first floor level) on the rear elevation, while the dormer window will increase in size and move closer to the rear building line (in comparison with existing). This could give rise to additional opportunities for overlooking into the neighbouring gardens, particularly No. 99. However, the windows at ground and first floor level are fairly small in size, with the plans stating that these will be obscure glazed with restricted opening. The internal layout suggests that they will serve bathrooms. Given this context, neighbouring amenity will be protected from overlooking/loss of privacy, with it unnecessary to include any specific condition securing those windows as obscure glazed, as this is already specified on the plans and the 'approved plans condition' will require the development to be carried out in accordance with the approved plan. The replacement dormer window is not so dissimilar to the existing arrangement to cause a harmful loss of privacy to neighbouring occupiers.
- 6.12 The works to the front of the building are not considered to result in any harmful amenity impacts to any neighbouring or nearby occupiers. In overall terms, the proposals are considered to comply with Policy CC8 in full.
- 6.13 For current / future occupiers of the HMO, it is considered that the proposals will improve the overall standard of accommodation possible at the building. The reconfiguration of the spaces internally will introduce an additional bedroom in the roof space and improve the floor to ceiling height of the existing roof space room. Meanwhile, the current arrangement of 1 bathroom and 1 shower room will be reconfigured into 2 shower rooms and a separate additional toilet too. The provision of bi-fold doors on the rear elevation will improve easy access into the rear amenity space. The Private Sector Housing team has confirmed that the plans show adequate bathing and food preparation facilities for a maximum of 6 people. The proposals also align with the general thrust of the checklist within the Residential Conversions SPD (albeit it is recognised that the proposal is already in Class C4 HMO use and would remain so as part of these proposals). In-fact, the proposed reconfiguration of the layout would improve the stacking, with bathrooms at ground and first floor aligning with one another. Accordingly, an overall suitable standard of accommodation would be provided.
- 6.14 Other matters
- 6.15 Whilst it is noted that the site is within an area known to include contaminated land, on the basis of no ground works being proposed, no adverse impacts are envisaged in these regards.

- 6.16 In terms of biodiversity net gain matters, it is agreed that the proposals would be subject to the de minimis exemption, as being a development below the threshold. It is also noted that the proposals involve roof works, so may affect bats. On the basis of this not being sought/required as part of a similar proposal on the neighbouring building in 2019 (see relevant history above), it was not considered reasonable to seek any details as part of this application, but an informative will be included on the decision notice to advise the applicant of possible separate requirements in this regard.
- 6.17 The intensification of the use (changing from a 5 to 6 bedroom property) is not considered to result in any additional transport or waste impacts, with the existing provisions (off-street parking and waste storage facilities) all considered to be satisfactory.
- 6.18 **EQUALITY ACT 2010:**
In determining this application, the Council is required to have regard to its obligations under the Equality Act 2010. However, there is no indication or evidence (including from consultation on the application) that the protected groups identified by the Act have or will have different needs, experiences, issues and priorities in relation to this particular planning application. Therefore, in terms of the key equalities protected characteristics it is considered there would be no significant adverse impacts as a result of the development.
7. **CONCLUSION**
- 7.1 In conclusion, the proposed development has been assessed and is considered to be in accordance with the above relevant policies. Planning permission can be granted, subject to conditions.
8. **RECOMMENDATION**
- 8.1 Grant Planning Permission subject to conditions.

Recommended Conditions:

1. The development hereby permitted shall begin no later than three years from the date of this planning permission.

Reason: In pursuance of Section 91 of the Town and Country Planning Act 1990 (as amended by Section 51 of the Planning and Compulsory Purchase Act 2004) in order to prevent an accumulation of unimplemented planning permissions.

2. The development hereby permitted shall ONLY be carried out in accordance with the following approved plans:
- 25013-PL-1 Rev A Location & Block / Proposed Roof Plans
 - 25013-PL-4 Rev A Proposed Floor Plans
 - 25013-PL-5 Rev A Proposed Elevations
- As all received on 04/08/2026

Reason: For the avoidance of doubt and to ensure that the development is carried out and adhered to in accordance with the application form and associated details hereby approved.

3. The materials to be used in the construction of the external surfaces of this development shall be as specified on the plans and/or application form.

Reason: In the interests of visual amenity and ensuring the new development responds positively to the local context and character in accordance with Policies CC7 and H9 of the Reading Borough Local Plan 2019.

4. There shall be a maximum of 6 people occupying the property at all times.

Reason: To accord with the terms to which the application has been submitted to and considered by the Local Planning Authority, namely that no change of use from the lawful Class C4 House in multiple occupation is proposed, and to protect the amenity of future occupiers and the area generally from alternative uses which could be harmful to amenity and the character of the surrounding area, in accordance with Policies CC8, H8 and TR3 of the Reading Borough Local Plan 2019.

Informatives:

1. The Local Planning Authority has worked positively and proactively with the applicant to resolve relevant matters to allow permission to be granted within the prescribed target timescale for the decision to be issued.
2. i) The attention of the applicant is drawn to Section 59 of the Highways Act 1980, which enables the Highway Authority to recover expenses due to damage caused by extraordinary traffic.
ii) Any works affecting the Highway shall be in accordance with Reading Borough's Council's document "Guidance Notes for Activities on the Public Highway within the Borough of Reading". The applicant should note that compliance with this document is mandatory and licences to work on the Highway will only be issued if the requirements contained within it are met. A copy can be obtained from the Council's website.
3. Your attention is drawn to the terms and conditions of this permission. Any development which is carried out but which differs materially from the approved plans and details, or does not comply with any condition(s) or planning obligation(s) attached to the permission may result in the Council taking action to remedy the breach of planning control. If you are in any doubt please contact the Council.
4. A Building Regulations application will be required for the proposed development. Please go to our website for more advice. <https://www.reading.gov.uk/planning-and-building-control/building-control/apply-for-building-control/> You can also find advice and submit an application using the Planning Portal.
5. Complaints are commonly received about noise and dust caused by construction and demolition works, particularly working outside reasonable hours and smoke from bonfires associated with the burning of waste on site. The developer is reminded that construction and demolition associated with the approved development will be subject to environmental health law.
6. During the course of construction, the developer should take care to ensure that no part of this development (foundations, eaves, guttering, etc.) would encroach on, under or across the boundary line with the adjoining property, as the requisite Notice has not been served on the owner of that property. This permission does not confer any right of access onto land that is not under the developer's control. The developer should also be mindful of the obligations and requirements of the Party Wall Act (1996) details of which can be found at: www.communities.gov.uk/publications/planningandbuilding/partywall

7. Work on a loft or roof may affect bats. The applicant will need to consider protected species when planning work of this type. A survey may be needed, and if bats are using the building, a licence may be required. To view specific information regarding bats use the following link:
<https://www.gov.uk/wildlife-licences>
8. The Private Sector Housing team advise that the property will require a new House in Multiple Occupation (HMO) licence under the mandatory scheme. Please go to our website for more advice. <https://www.reading.gov.uk/housing/private-renting/landlords/>
9. The Council expects all properties in HMO use to be properly managed in accordance with requirements under the Housing Acts and associated regulations. The Council publishes comprehensive information in its Houses in Multiple Occupation Management Pack, <http://www.reading.gov.uk/media/1412/HMOs-Management-Pack/pdf/HMOs-Management-Pack.pdf>. Landlords/ owners are advised to follow the advice in the pack to ensure compliance with the requirements of the Housing Acts. Landlords/ owners are advised that a property specific management plan should be drawn up. This plan should be given to all occupants/tenants, preferably as part of their tenancy agreement or contract. The operation of the property should be undertaken in accordance with the approved management plan.

A good management plan will include matters related to:

- Responsibilities and standards for the management of internal communal areas including kitchens, dining areas, living rooms and shared bathrooms;
- Responsibilities and standards for the management of common parts, fixtures, fittings and appliances. These must be maintained in good and clean decorative repair, maintained in a safe and working condition and kept reasonably clear from obstruction, e.g. banisters and handrails, stair coverings, windows, lighting, gardens and yards, walls and fences, etc.;
- Responsibilities and standards for the management of external areas in terms of landscaping, maintenance and tidiness, in particular areas visible from the public highway or street. This will include matters relating to the erection of Satellite dishes and television aerials;
- Responsibilities and standards for the use and tidiness of bins, binstores, and rubbish in the use of the property along with appropriate facilities to enable the recycling of waste that meets the Council's current practices;
- Responsibilities and standards for the parking of cycles.
- An undertaking to ensure all occupants/tenants will be provided with a copy of the management plan as part of their tenancy agreement or contract and the importance of complying with its measures emphasised;

Applicants should note that information on the collection of rubbish can be found on the Council's website at: <http://www.reading.gov.uk/rubbish> and information on the collection of bins can be found on the Council's website at: <http://www.reading.gov.uk/binchanges>