

Marcie Rejwerska

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

3rd September 2026

Dear Marcie,

Re: LBC PL/26/0397

Replacement of previously approved 4no. external ventilation penetrations with metal louvres into 2no. ventilation penetrations of revised size and quantity. Removal of the existing modern glazed partition with a glass door in the entry between grids G10–F10, forming part of the contemporary installation elements. Removal and relocation of display screens, listing boards and radiators in the entrance lobby. Replacement of existing crest on the front elevation (amended description)

At: READING CROWN COURT, THE FORBURY, READING, RG1 3EH

On behalf of our client, we enclose an application to submit details reserved by Condition 3, which states:

No development shall commence on site until material details of the partitions, including a methodology statement for their installation, the installation of the radiators, and making good of the original stone historic fabric, are submitted to and approved in writing by the Local Planning Authority. The submitted details must be referenced against the approved plans and must show the relationship with the surrounding / original fabric. The works shall then progress in strict accordance with the approved details.

Please see contained in the application, the following documents for your approval.

- **256379-9573-NMA-RCC-00-DR-A-2280-D0100** - Existing Entrance Foyer Partition Wall Details
- **256379-9573-NMA-RCC-00-DR-A-2281-D0100** - Proposed Entrance Foyer Partition Wall Details
- **256379-9573-NMA-RCC-00-DR-A-2282-D0100** - Existing and Proposed Radiator Relocation Works
- **256379-9573-NMA-RCC-XX-RP-A-1011-D0100** - Method Statement - Entrance Foyer Refurbishment Works

We await your confirmation that this application has been validated. If any further information is required, please advise us accordingly.

Yours sincerely

Sam Venzon
for Feilden+Mawson

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