

DELEGATED APPLICATION REPORT

Ward: Norcot Ward

App Ref: PL/26/0976 Lawful development: Proposed use

Address: 31 BRISBANE ROAD, READING, RG30 2PE

Proposal: Loft conversion to create one bedroom and ensuite bathroom, consisting of two rooflights to front elevation and a new flat roof dormer to rear elevation.

Applicant: Mr and Mrs Kemp Rigby

Received date: 22/07/2026

Target Decision date: 16/09/2026

Case Officer: Anthony Scholes

1. SITE DESCRIPTION

The application site is a semi-detached dwelling located on Brisbane Road, Tilehurst, near the junction with Helmsdale Close. The surrounding area is predominantly residential in character and largely comprises a mix of semi-detached, and terraced houses.

The property is not listed and does not fall within a Conservation Area. Permitted development rights have not been removed by an Article 4 Direction or by any previous planning permission.

2. PROPOSAL AND SUPPORTING INFORMATION

Loft conversion to create one bedroom and ensuite bathroom consisting of two rooflights to front elevation and a new flat roof dormer to rear elevation.

The proposed rear dormer would be set within the main roof of the host dwelling, measuring approximately 5.06m in width and 2.07m in height, and finished in matching tiles. A single rear facing window is proposed within the flat roofed dormer. All materials are stated as 'matching existing'. An existing loft window facing sideways is proposed to be blocked up with matching bricks. The plans omit an existing vent/flue to the rear of the roof slope. Due to the plans not showing the vent, it can only be presumed that this is proposed for removal.

The following plans and documents were provided:

Application Form

Drawing No: PP-15099001v1 - Location Plan (dated 21 July 2026)

Drawing No: 245.170 – A.1 – Ground Floor Plan (proposed)

Drawing No: 245.170 – A.1 – First Floor Plan (proposed)

Drawing No: 245.170 – A.1 – Loft Plan (proposed)

Drawing No: 245.170 – A.1 – Front Elevation (proposed)

Drawing No: 245.170 – A.1 – Roof Plan (proposed)

Drawing No: 245.170 – A.1 – Right Elevation (proposed)

Drawing No: 245.170 – A.1 – Rear Elevation (proposed)

Drawing No: 245.170 – A.1 – Left Elevation (proposed)

Drawing No: 245.170 – A.1 – Technical Section (proposed)

Drawing No: 245.170 – A.1 – Ground Floor Plan (existing)

Drawing No: 245.170 – A.1 – First Floor Plan (existing)

Drawing No: 245.170 – A.1 – Loft Plan (existing)

Drawing No: 245.170 – A.1 – Front Elevation (existing)

Drawing No: 245.170 – A.1 – Roof Plan (existing)

Drawing No: 245.170 – A.1 – Right Elevation (existing)

Drawing No: 245.170 – A.1 – Rear Elevation (existing)

Drawing No: 245.170 – A.1 – Left Elevation (existing)
As received by the Local Planning Authority on 22 July 2026

Drawing No: 245.170 – A.1 – Ground Floor Plan
Drawing No: 245.170 – A.1 – First Floor Plan
Drawing No: 245.170 – A.1 – Loft Plan
Drawing No: 245.170 – A.1 – Roof Plan
Drawing No: 245.170 – A.1 – Front Elevation
Drawing No: 245.170 – A.1 – Right Elevation
Drawing No: 245.170 – A.1 – Rear Elevation
Drawing No: 245.170 – A.1 – Left Elevation
As received by the Local Planning Authority on 10 August 2026

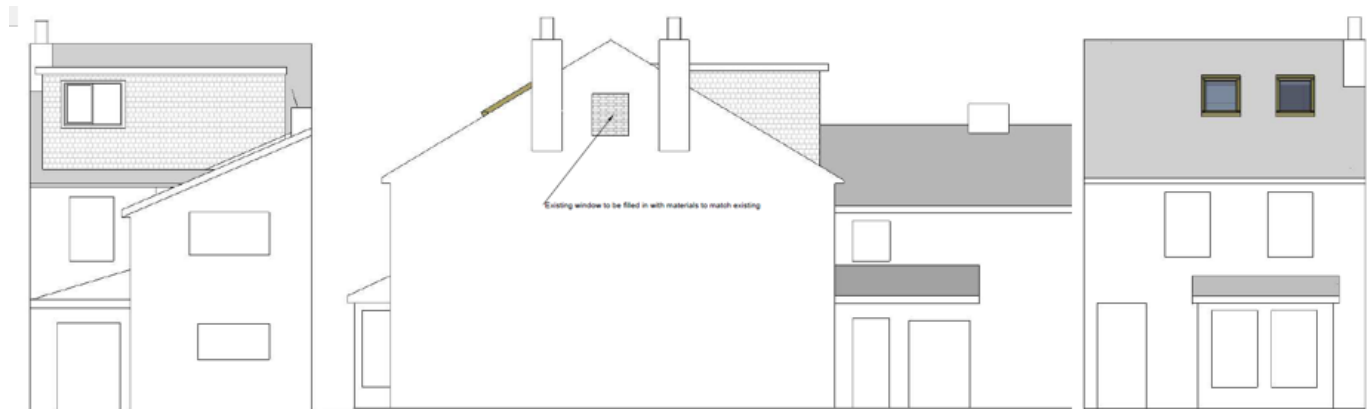


Figure 1 - Proposed Elevations

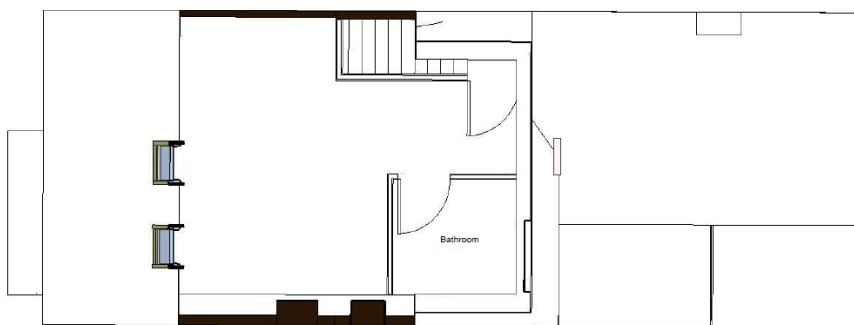


Figure 2 - Proposed Loft Floor Plan



Figure 3 - Existing Roof Site Photos (4 August 2026)

Officers established that there were issues with the accuracy of the plans, and depiction of the original building, including inaccurate location of the existing chimneys. A request was made for accurate amended plans to be provided and these were received on 22/06/2026.

3. CONSULTATIONS

No consultations were undertaken as it is not required for an application of this type.

4. RELEVANT PLANNING HISTORY

None applicable.

5. 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.

6. LEGAL AND PLANNING POLICY CONTEXT

National Planning Practice Guidance (August 2026)

The Town and Country Planning (General Permitted Development) (England) Order 2015 (GPDO)

Permitted development rights for householders – Technical Guidance September 2019

7. APPRAISAL

A Certificate of Lawfulness for a proposed development has been submitted as the applicant considers the proposal falls within the permitted development rights of the property.

The proposed loft conversion to create one bedroom and ensuite bathroom, consisting of two rooflights to the front elevation, and a flat roof dormer to the rear elevation must be assessed to ensure that it complies with the conditions of Class A, Class B, Class C, and Class G Part 1, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015, which relates to the 'additions etc to the roof of a dwellinghouse' and 'other alterations to the roof'.

The relevant conditions of the GPDO for a rear dormer and roof lights, which is not listed or in a conservation area, are as follows:

Class B – additions etc to the roof of a dwellinghouse

B.1 Development is not permitted by Class B if—

(a) permission to use the dwellinghouse as a dwellinghouse has been granted only by virtue of Class G, M, F, MA, N, P, F, PA or Q of Part 3 of this Schedule (changes of use);

None of these classes of GPDO changes of use apply to this dwellinghouse.

(b) any part of the dwellinghouse would, as a result of the works, exceed the height of the highest part of the existing roof;

The proposed loft conversion and flat roof dormer would not exceed the height of the highest part of the existing roof.

(c) any part of the dwellinghouse would, as a result of the works, extend beyond the plane of any existing roof slope which forms the principal elevation of the dwellinghouse and fronts a highway;

For the flat roof dormer, no part of the proposal is located on a roof slope which is a principal elevation and fronts a highway. The proposal does not front a highway, nor is located on the principal elevation.

(d) the cubic content of the resulting roof space would exceed the cubic content of the original roof space by more than—

- (i) 40 cubic metres in the case of a terrace house, or*
- (ii) 50 cubic metres in any other case;*

The outrigger (which includes roof volume) is likely to have been in place by 1st July 1948 even if it was not when the house was built, so would be considered 'original' for the purposes of the GPDO

The proposal is a semi-detached dwellinghouse. The proposed cubic content is 18.8m³ and as such is below the cubic content limit.

(e) it would consist of or include—

- (i) the construction or provision of a verandah, balcony or raised platform, or*
- (ii) the installation, alteration or replacement of a chimney, flue or soil and vent pipe;*

The proposal does not include provision of a verandah, balcony or raised platform. The proposal does not indicate any installation, alteration or replacement of a chimney. The proposal is unclear as to whether the existing soil and vent pipe is to be installed, altered or replaced. However, the proposal has been considered under Class G below in the event the soil pipe is sought to be removed.

Conditions

B.2 Development is permitted by Class B subject to the following conditions—

(a) the materials used in any exterior work must be of a similar appearance to those used in the construction of the exterior of the existing dwellinghouse;

The proposal indicates matching materials.

(b) the enlargement must be constructed so that—

(i) other than in the case of a hip-to-gable enlargement or an enlargement which joins the original roof to the roof of a rear or side extension—

(aa) the eaves of the original roof are maintained or reinstated; and

(bb) the edge of the enlargement closest to the eaves of the original roof is, so far as practicable, not less than 0.2 metres from the eaves, measured along the roof slope from the outside edge of the eaves; and

(ii) other than in the case of an enlargement which joins the original roof to the roof of a rear or side extension, no part of the enlargement extends beyond the outside face of any external wall of the original dwellinghouse; and

The proposal is shown to be 0.2m or more from the existing eaves of the original roof. The eaves are not altered, and does not extend beyond the outside face of any external wall of the original dwellinghouse.

(c) any window inserted on a wall or roof slope forming a side elevation of the dwellinghouse must be—

(i) obscure-glazed, and

(ii) non-opening unless the parts of the window which can be opened are more than 1.7 metres above the floor of the room in which the window is installed.

No windows are proposed on any side elevation.

Class C – other alterations to the roof of a dwellinghouse

C. Any other alteration to the roof of a dwellinghouse.

C.1 Development is not permitted by Class C if—

(a) permission to use the dwellinghouse as a dwellinghouse has been granted only by virtue of Class G, M, MA, N, P, PA or Q of Part 3 of this Schedule (changes of use);

As above, not applicable.

(b) the alteration would protrude more than 0.15 metres beyond the plane of the slope of the original roof when measured from the perpendicular with the external surface of the original roof;

The proposed front roof lights are shown to be 0.1m beyond the plane of the roof slope, and would therefore comply with this requirement.

(c) it would result in the highest part of the alteration being higher than the highest part of the original roof;

The roof lights are no higher than the highest part of the original roof.

(d) it would consist of or include—

(i) the installation, alteration or replacement of a chimney, flue or soil and vent pipe, or

(ii) the installation, alteration or replacement of solar photovoltaics or solar thermal equipment; or]

The roof lights do not conflict with the location of the existing chimney. The proposed does not include any photovoltaic or solar thermal equipment.

(e) the dwellinghouse is built under Part 20 of this Schedule (construction of new dwellinghouses).

The dwellinghouse was not built under Part 20.

Conditions

C.2 Development is permitted by Class C subject to the condition that any window located on a roof slope forming a side elevation of the dwellinghouse must be—

(a)obscure-glazed; and

No windows are proposed on a side elevation.

(b)non-opening unless the parts of the window which can be opened are more than 1.7 metres above the floor of the room in which the window is installed.

No windows are proposed on a side elevation.

Class G – chimneys, flues etc on a dwellinghouse

Permitted development

G. The installation, alteration or replacement of a chimney, flue or soil and vent pipe on a dwellinghouse.

The proposal plans, whilst potentially in error, omit the existing vent/flue for a soil pipe, imply that the flue would be removed.

Development not permitted

G.1 Development is not permitted by Class G if—

(a)permission to use the dwellinghouse as a dwellinghouse has been granted only by virtue of Class M, MA, N, P, PA or Q of Part 3 of this Schedule (changes of use);

As above, not applicable.

(b)the height of the chimney, flue or soil and vent pipe would exceed the highest part of the roof by 1 metre or more;...

Not applicable, the proposal is the removal of a flue or soil and vent pipe.

(c)in the case of a dwellinghouse on article 2(3) land, the chimney, flue or soil and vent pipe would be installed on a wall or roof slope which—

(i)fronts a highway, and

(ii)forms either the principal elevation or a side elevation of the dwellinghouse

The proposal is not located on article 2(3) land.

(d)the dwellinghouse is built under Part 20 of this Schedule (construction of new dwellinghouses).]

As above, not applicable.

Class A – enlargement, improvement or other alteration of a dwellinghouse

In relation to the blocking up of the side facing window, this is considered under Class A.

Permitted Development

A. The enlargement, improvement or other alteration of a dwellinghouse.

Development not permitted

A.1 Development is not permitted by Class A if—

(a)permission to use the dwellinghouse as a dwellinghouse has been granted only by virtue of Class G, M, MA, N, P, PA or Q of Part 3 of this Schedule (changes of use);



As above, not applicable.

(b) as a result of the works, the total area of ground covered by buildings within the curtilage of the dwellinghouse (other than the original dwellinghouse) would exceed 50% of the total area of the curtilage (excluding the ground area of the original dwellinghouse);

Not applicable.

(c) the height of the part of the dwellinghouse enlarged, improved or altered would exceed the height of the highest part of the roof of the existing dwellinghouse;

Not applicable.

(d) the height of the eaves of the part of the dwellinghouse enlarged, improved or altered would exceed the height of the eaves of the existing dwellinghouse;

Not applicable.

*(e) the enlarged part of the dwellinghouse would extend beyond a wall which—
(i) forms the principal elevation of the original dwellinghouse; or
(ii) fronts a highway and forms a side elevation of the original dwellinghouse;*

Not applicable.

*(f) subject to paragraph (g), the enlarged part of the dwellinghouse would have a single storey and—
(i) extend beyond the rear wall of the original dwellinghouse by more than 4 metres in the case of a detached dwellinghouse, or 3 metres in the case of any other dwellinghouse, or
(ii) exceed 4 metres in height;*

Not applicable.

*(g) for a dwellinghouse not on article 2(3) land nor on a site of special scientific interest, the enlarged part of the dwellinghouse would have a single storey and—
(i) extend beyond the rear wall of the original dwellinghouse by more than 8 metres in the case of a detached dwellinghouse, or 6 metres in the case of any other dwellinghouse, or
(ii) exceed 4 metres in height;*

Not applicable.

*(h) the enlarged part of the dwellinghouse would have more than a single storey and—
(i) extend beyond the rear wall of the original dwellinghouse by more than 3 metres, or
(ii) be within 7 metres of any boundary of the curtilage of the dwellinghouse being enlarged which is opposite the rear wall of that dwellinghouse;]*

Not applicable.

(i) the enlarged part of the dwellinghouse would be within 2 metres of the boundary of the curtilage of the dwellinghouse, and the height of the eaves of the enlarged part would exceed 3 metres;

Not applicable.



(j) the enlarged part of the dwellinghouse would extend beyond a wall forming a side elevation of the original dwellinghouse, and would—

- (i) exceed 4 metres in height,*
- (ii) have more than a single storey, or*
- (iii) have a width greater than half the width of the original dwellinghouse;*

Not applicable.

(ja) any total enlargement (being the enlarged part together with any existing enlargement of the original dwellinghouse to which it will be joined) exceeds or would exceed the limits set out in sub-paragraphs (e) to (j);

Not applicable.

(k) it would consist of or include—

- (i) the construction or provision of a verandah, balcony or raised platform,*
- (ii) the installation, alteration or replacement of a microwave antenna,*
- (iii) the installation, alteration or replacement of a chimney, flue or soil and vent pipe, or*
- (iv) an alteration to any part of the roof of the dwellinghouse or*

Not applicable.

(l) the dwellinghouse is built under Part 20 of this Schedule (construction of new dwellinghouses).

Not applicable.

Conditions

A.3 Development is permitted by Class A subject to the following conditions—

(a) the materials used in any exterior work (other than materials used in the construction of a conservatory) must be of a similar appearance to those used in the construction of the exterior of the existing dwellinghouse;

The proposed blocking up of the windows is shown to include matching bricks.

(b) any upper-floor window located in a wall or roof slope forming a side elevation of the dwellinghouse must be—

- (i) obscure-glazed, and*
- (ii) non-opening unless the parts of the window which can be opened are more than 1.7 metres above the floor of the room in which the window is installed; and*

Not applicable.

(c) where the enlarged part of the dwellinghouse has more than a single storey, or forms an upper storey on an existing enlargement of the original dwellinghouse, the roof pitch of the enlarged part must, so far as practicable, be the same as the roof pitch of the original dwellinghouse.

Not applicable.

8. CONCLUSION

The applicant seeks a certificate to confirm that the proposed loft conversion, with a flat roof box dormer (Class B), and two front facing roof lights (Class C) would be permitted development. In addition, the proposal indicates the blocking up of a side facing window (class A), and the removal of a soil vent (Class G) (albeit by omission from poor quality plans) and the proposal is taken to include these elements.

As outlined above, the proposed plans and original floor plans originally indicated the incorrect position of chimneys, by only showing one chimney on the main portion of the dwelling. Generally, the plans are of a basic quality, and detail shown on the plan do not expressly match that of the actual building. Though this is suboptimal, it remains clear what the proposal is for, and, therefore, the plans as relate to the roof alterations only are considered, as above, to fall within permitted development rights.

Sufficient evidence has been provided to demonstrate that a Certificate of Lawfulness should be granted for the proposed works. Therefore, the Local Planning Authority can issue the applicant a Certificate of Lawfulness for the proposed development.

9. RECOMMENDATION

Grant Certificate.

CONDITIONS & REASONS

1. The proposal has been assessed against the Town and Country Planning Act 1990 (as amended) and Class A, B, C and Class G, Part 1, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015. It can be confirmed that the proposal would be lawful for planning purposes on the basis of drawings received, as set out in Schedule 1 above.

Sufficient evidence has been provided to demonstrate that a Certificate of Lawfulness should be granted for the proposed loft conversion to create one bedroom and ensuite bathroom, consisting of two rooflights to the front elevation, blocking up of a side facing window, removal of a soil vent to roof level, and a flat roof dormer to the rear elevation. Therefore, the Local Planning Authority can issue the applicant a Certificate of Lawfulness for the proposed development.

INFORMATIVES

1. A Building Regulations application may 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.
2. 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.

3. 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>
4. 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

