

DELEGATED APPLICATION REPORT

Ward: Thames Ward

App Ref: PL/26/0977 Lawful development: Proposed use

Address: 4 MILL ROAD, CAVERSHAM, READING, RG4 8DP

Proposal: Loft conversion to create one bedroom consisting of one rooflight to the front elevation and one rooflight to the rear elevation.

Applicant: Ms Winslow

Received date: 22/07/2026

Target Decision date: 16/09/2026

Case Officer: Huimin Chen

Introduction and Proposal

The application site comprises a two-storey end-terrace dwelling within a short terrace of three properties on Mill Road, Caversham. The surrounding area is predominantly residential in character and is characterised by similarly designed two-storey terraced and semi-detached dwellings. The site is within the Air Quality Management Area. The property is not a listed building and does not lie within a Conservation Area. Permitted development rights relating to roof alterations and enlargements remain intact.

The proposal is for a loft conversion to create an additional bedroom within the existing roof space. Two rooflights are proposed, one on the front roof slope and one on the rear roof slope, to provide natural light to the new accommodation.

Plans Considered

Site Plan

Location Plan, dated 21st July 2026.

Proposed Plans

- Proposed ground floor plan
- Proposed first floor plan
- Proposed loft plan
- Proposed roof plan
- Proposed front elevation
- Proposed right (south) elevation
- Proposed rear elevation
- Proposed left (north) elevation
- Technical section

Existing Plans

- Existing ground floor plan
- Existing first floor plan
- Existing roof plan
- Existing front elevation
- Existing right (south) elevation
- Existing rear elevation
- Existing left (north) elevation

Received 22nd July 2026.

Planning History

None.

Summary of Consultations

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

Relevant Planning Policy and Guidance

National Planning Practice Guidance

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

Permitted development rights for householders – Technical Guidance September 2019

Assessment

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 loft conversion to create one bedroom consisting of one rooflight to the front elevation and one rooflight to the rear elevation must be assessed to ensure that it complies with the conditions of Class B and Class C 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' and 'other alterations to the roof'.

The relevant conditions of the GPDO for the loft conversion to create one bedroom consisting of one rooflight to the front elevation and one rooflight to the rear elevation, which is not listed or in a conservation area, are as follows:

Loft Conversion

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 M, N, P, PA or Q of Part 3 of this Schedule (change of use), **complies**

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

(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, **n/a**

(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 **complies**

(ii) 50 cubic metres in any other case. **n/a**

For the purposes of Class B “resulting roof space” means the roof space as enlarged, taking into account any enlargement to the original roof space, whether permitted by this Class or not.

(e) it would consist of or include –

(i) the construction or provision of a verandah, balcony or raised platform, or **n/a**

(ii) the installation, alteration or replacement of a chimney, flue or soil and vent pipe **n/a**

(f) the dwellinghouse is on article 2(3) land. **complies**

Conditions

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

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

(b) the enlargement shall 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 **n/a**

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

(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; **n/a**

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

(i) obscure-glazed, and **n/a**

(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 **n/a**

Two Rooflights to the Front and the Rear of the Main Roof

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 M, N, P, PA or Q of Part 3 of this Schedule (change of use) **complies**

(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 **complies**

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

(d) it would consist of or include- **n/a**

(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

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 shall be – *n/a*

(a) obscure-glazed; and

(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

Recommendation

The proposal has been assessed against the Town and Country Planning Act 1990 (as amended) and Classes B and Class C, 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 the drawings received on 22nd July 2026:

Site Plan

Proposed Plans

- Proposed ground floor plan
- Proposed first floor plan
- Proposed loft plan
- Proposed roof plan
- Proposed front elevation
- Proposed right (south) elevation
- Proposed rear elevation
- Proposed left (north) elevation

Sufficient evidence has been provided to demonstrate that a Certificate of Lawfulness should be granted for the loft conversion to create one bedroom consisting of one rooflight to the front elevation and one rooflight to the rear elevation. Therefore, the Local Planning Authority can issue the applicant a Certificate of Lawfulness for the proposed development.

Informatives

Building Regulations

Complaints

Encroachment and Party Wall Act



Location Plan not to scale