

**On Behalf Of:** Mr Henry Morgan  
C/o Mr Martin Stuart  
38 Boxwood Cottage  
Ferndale Street  
Faringdon  
Oxon  
SN7 7AH

Date: 8th March 2021  
My ref: 21/00155/H42  
Please ask for: Charles Refson  
Direct Dial: 01865 252520  
Email: crefson@oxford.gov.uk

Dear Mr Morgan

**APPLICATION:** 21/00155/H42

**REGISTERED:** 28th January 2021

**PROPOSAL:** Application for prior approval for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3m, for which the maximum height would be 3.38m, and for which the height of the eaves would be 2.55m.

**ADDRESS:** 113 Godstow Road, Oxford, Oxfordshire, OX2 8PG

Following your application, Oxford City Council, as local planning authority, hereby confirm that **a householder planning application is required** for the proposed development at the address shown above. This is because the application site lies within a Conservation Area. On this basis, the proposal fails to meet the criteria set out in paragraph (g) of part 1 of Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 which states you can only make use of larger home extensions under prior approval for sites not on Article 2(3) land, which includes Conservation Areas.

However, whilst the provisions of Part 1, Class A paragraph (g) and the prior approval process stipulated by para A.4 cannot be applied for in this case as the site is in a Conservation Area, it is our informal view that the applicant should seek a certificate of lawful development as the rear extension may be permitted development in any case. Due to the location of the proposed porch within 2m of the boundary, it would require full planning permission via a householder planning application.

Therefore, it is the Council's informal view that the applicant should either seek a certificate of lawful development for the rear extension, and a full planning application for

the porch, or alternatively the applicant could submit a full planning application for both the porch and the rear extension.

You can make your application on the planning portal:

<https://www.planningportal.co.uk/>

Alternatively you can email your completed application to [planning@oxford.gov.uk](mailto:planning@oxford.gov.uk).

For a **lawful development certificate**, you will need to submit:

- Completed application form
- A location plan with the application site outlined in red (available from some bookshops and online). This must be submitted to scale of 1:1250 or 1:2500 with a north arrow.
- Existing and proposed floor plans and elevations, to scale of 1:100 or 1:50 with a 5 metre scale bar.
- A fee, normally £103 for extensions and outbuildings that are developed by householders.

If you are submitting your application by email you will need to download the relevant application form from:

[www.planningportal.co.uk/info/200126/applications/61/paper\\_forms](http://www.planningportal.co.uk/info/200126/applications/61/paper_forms)

Once you have clicked on the yellow 'Paper Form Chooser', you can scroll down and click on 'Local Authority already known' and select 'Oxford City Council'. On the drop down menu for 'Application Type' you need to select 'Certificate of Lawful Development for a proposed use or development'. You can then download the form.

For a **full householder planning application**, you will need to submit:

You will need to submit:

- Completed application form
- A location plan with the application site outlined in red (available from some bookshops and online). This must be submitted to scale of 1:1250 or 1:2500 with a north arrow.
- Existing and proposed floor plans and elevations, to scale of 1:100 or 1:50 with a 5 metre scale bar.
- Block plan showing the proposed development in relation to site boundaries, existing buildings on site and neighbouring properties. Drawn to a scale of 1:100 or 1:200, with north arrow and 5 metre scale bar.
- A fee, normally £206 for extensions and outbuildings that are developed by householders.
- Additional documents may also be required depending on the nature of your proposals and constraints of the site.

If you are submitting your application by email you will need to download the relevant application form from:

[www.planningportal.co.uk/info/200126/applications/61/paper\\_forms](http://www.planningportal.co.uk/info/200126/applications/61/paper_forms)

Once you have clicked on the yellow 'Paper Form Chooser', you can scroll down and click on 'Local Authority already known' and select 'Oxford City Council'. On the drop down menu for 'Application Type' you need to select 'Householder Planning Permission'. You can then download the form.

The Council also offers a Pre-Application Advice Service to provide feedback on proposals and their acceptability before submitting a formal planning application. To find out more about this service please visit:

[http://www.oxford.gov.uk/PageRender/decP/Pre-Application\\_Advice\\_occw.htm](http://www.oxford.gov.uk/PageRender/decP/Pre-Application_Advice_occw.htm)

Yours sincerely

A handwritten signature in black ink that reads "A Arnold". The signature is written in a cursive style with a large initial 'A'.

**Adrian Arnold**

Head of Planning Services

**Please quote reference number 21/00155/H42 in all communications**

## **GUIDANCE NOTES FOR APPLICANTS WHERE AN APPLICATION HAS BEEN REFUSED**

The Council offers a pre-application service for householder applications. You can see further information on pre-application advice and download the necessary form to apply for this at [www.oxford.gov.uk/PageRender/decP/Pre-Application\\_Advice\\_occw.htm](http://www.oxford.gov.uk/PageRender/decP/Pre-Application_Advice_occw.htm)

1. If the applicant is aggrieved by the decision of the Local Planning Authority to refuse prior approval, he or she may appeal to the Secretary of State for the Environment under Section 78 of the Town and Country Planning Act 1990, within 12 weeks of the date of this notice. (Appeals must be made on a form which is obtainable from The Planning Inspectorate, Customer Support Unit, Room 3/15 Eagle Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN (Tel. 0303 444 5000) [www.planning-inspectorate.gov.uk](http://www.planning-inspectorate.gov.uk)). The Secretary of State has power to allow a longer period for the giving of notice of appeal but will not normally be prepared to exercise this power unless there are special circumstances which excuse the delay in giving notice of appeal.