

**Householder Application for Planning Permission for works or extension to a dwelling and for relevant demolition of an unlisted building in a conservation area  
Town and Country Planning Act 1990**

**Privacy Notice**

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 Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

**Local Planning Authority details:**



WEST OXFORDSHIRE DISTRICT COUNCIL  
 planning@westoxon.gov.uk  
 01993 861420

Council Offices • Elmfield • New Yatt Road  
 Witney • Oxfordshire • OX28 1PB

**Publication of applications on planning authority websites**

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

**1. Applicant Name and Address**

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

**2. Agent Name and Address**

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

### 3. Description of Proposed Works

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Please describe the proposed works:

ALTERATIONS AND EXTENSIONS TO CREATE NEW ENTRANCE PORCH AND NEW SINGLE-STORY REAR EXTENSION

Has the work already started?

Yes  No

If Yes, please state when the work was started (DD/MM/YYYY):

N/A

(date must be pre-application submission)

Has the work been completed?

Yes  No

If Yes, please state when the work was completed (DD/MM/YYYY):

N/A

(date must be pre-application submission)

### 4. Site Address Details

Please provide the full postal address of the application site.

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

Description of location or a grid reference. (must be completed if postcode is not known):

Easting:  Northing:

Description:

### 5. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?  Yes  No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Reference:

Date (DD/MM/YYYY):   
(must be pre-application submission)

Details of the pre-application advice received:

SARAH HEGERTY LETTER DATED 15/6/21 - "BOTH ELEMENTS ARE CONSIDERED TO BE FAIRLY MODEST ADDITIONS TO THE MAIN DWELLING WHICH ARE CONSIDERED TO BE IN KEEPING WITH THE EXISTING DWELLING AND THE SURROUNDING AREA, INCLUDING THE CONSERVATION AREA"

### 6. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?  Yes  No

Is a new or altered pedestrian access proposed to or from the public highway?  Yes  No

Do the proposals require any diversions, extinguishments and/or creation of public rights of way?  Yes  No

If Yes to any questions, please show details on your plans or drawings and state the reference number(s) of the plan(s)/drawing(s)

N/A

### 7. Trees and Hedges

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Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your proposed development?  Yes  No

If Yes, please mark their position on a scaled plan and state the reference number of any plan(s)/drawing(s):

N/A

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?  Yes  No

If Yes, please show on your plans which trees by giving them numbers e.g. T1, T2 etc, state the reference number of the plan(s)/drawing(s) and indicate the scale.

N/A

### 8. Parking

Will the proposed works affect existing car parking arrangements?  Yes  No

If Yes, please describe:

N/A

### 9. Authority Employee / Member

It is an important principle of decision-making that the process is open and transparent. For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the local planning authority.

Do any of the following statements apply to you and/or agent?  Yes  No With respect to the authority, I am:  
(a) a member of staff  
(b) an elected member  
(c) related to a member of staff  
(d) related to an elected member

If Yes, please provide details of their name, role and how you are related to them.

N/A

## 10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

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	Existing (where applicable)	Proposed	Not applicable	Don't Know
Walls	RECONSTITUTED STONE MASONRY, BUFF	TO MATCH EXISTING	<input type="checkbox"/>	<input type="checkbox"/>
Roof	MID-BROWN PLAIN TILES, ASSUMED CONCRETE	TO MATCH EXISTING	<input type="checkbox"/>	<input type="checkbox"/>
Windows	TIMBER WINDOWS, LEADED LIGHT APPEARANCE, LIGHT GREEN	TO MATCH EXISTING	<input type="checkbox"/>	<input type="checkbox"/>
Doors	FRONT: BOARDED WITH VP: BLACK REAR: SIMILAR TO WINDOWS	TO MATCH EXISTING	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)	BRICK WALLS + VERT. BOARDED FENCE TO NEIGHBOUR	NO CHANGES PROPOSED	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard-standing	INTERLOCK CONCRETE PAVERS	NO CHANGES PROPOSED	<input type="checkbox"/>	<input type="checkbox"/>
Lighting	AMENITY LIGHTING TO ENTRANCE	ADAPTED TO SUIT PROPOSED FORM	<input type="checkbox"/>	<input type="checkbox"/>
Others (please specify)	—	—	<input type="checkbox"/>	<input type="checkbox"/>

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?

Yes

No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

AS LISTED AT ACCOMPANYING DOCUMENT ISSUE SHEET

## 11. Explanation For Proposed Demolition Work

Why is it necessary to demolish all or part of the building(s) and or structure(s)?

TO FORM NEW WIDER STRUCTURAL OPENINGS - FOR REASONS OF ACCESS AND AMENITY

## 12. Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form

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### CERTIFICATE OF OWNERSHIP - CERTIFICATE A

#### Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

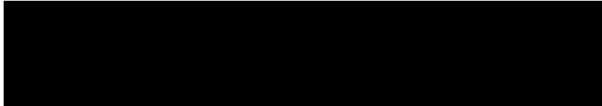
I certify/ The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\*

**NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.**

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

Signed - Applicant:



Date (DD/MM/YYYY):

### CERTIFICATE OF OWNERSHIP - CERTIFICATE B

#### Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/ The applicant certifies that I have/ the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner\* and/or agricultural tenant\*\* of any part of the land or building to which this application relates.

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

**12. Ownership Certificates and Agricultural Land Declaration (continued)**

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**CERTIFICATE OF OWNERSHIP - CERTIFICATE C**

**Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14**

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners\* and/or agricultural tenants\*\* of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

**CERTIFICATE OF OWNERSHIP - CERTIFICATE D**

**Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14**

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner\* and/or agricultural tenant\*\* of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

### 13. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority (LPA) has been submitted.

The original ~~and 3 copies\*~~ of a completed and dated application form:

The original ~~and 3 copies\*~~ of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:

The original ~~and 3 copies\*~~ of other plans and drawings or information necessary to describe the subject of the application:

The original ~~and 3 copies\*~~ of a design and access statement if proposed works fall within a conservation area or World Heritage Site, or relate to a Listed Building:

The correct fee:

The original ~~and 3 copies\*~~ of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings):

\*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

**SINGLE DOCUMENTS SUBMITTED BY EMAIL IN PDF FORMAT. APPLICANT WILL PAY FEES**

**PLEASE NOT**

### 14. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

[Redacted Signature]

Date (DD/MM/YYYY):

21/6/21

(date cannot be pre-application)

### 15. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:  
 [Redacted] [Redacted] [Redacted]

Country code: Mobile number (optional):  
 [Redacted] [Redacted]

Country code: Fax number (optional):  
 [Redacted] [Redacted]

Email address (optional):  
 [Redacted]

### 16. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:  
 01865 883222 [Redacted]

Country code: Mobile number (optional):  
 [Redacted] [Redacted]

Country code: Fax number (optional):  
 [Redacted] [Redacted]

Email address (optional):  
 Steve@SNA-architects.co.uk

### 17. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?  Yes  No

**(NOT REAR)**

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

Agent  Applicant  Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:  
 [Redacted]

Telephone number:  
 [Redacted]

Email address: [Redacted]