

This form is specifically designed to be printed and completed offline. Please complete this form in block capitals using black ink to facilitate scanning.

You are advised to read the accompanying guidance notes and per-question help text.

If you would rather make this application online, you can do so on our website: https://www.planningportal.co.uk/apply

Application for Planning Permission

Town and Country Planning Act 1990 (as amended)

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and 'The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

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:



Publication on Local 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.

1. Applic	ant Name	and Address) (2. Agent	t Name a	and Address
Title:	Mr	First name: C		Title:	Mr	First name: Henry
Last name:	Baylis			Last name:	: Panton	
Company (optional):				Company (optional):	Panton	Design
Unit:		House number:	House suffix:	Unit:		House House suffix:
House name:	Mo Tighe			House name:	Wood F	arm Studio
Address 1:	Chapel Ho	use Grounds		Address 1:	Woodle	ys
Address 2:				Address 2:		
Address 3:				Address 3:		
Town:	Chipping N	Jorton		Town:	Woodst	ock
County:	Oxfordshir	e		County:	Oxfords	hire
Country:				Country:		
Postcode:	OX7 5SZ			Postcode:	OX20 1	HN

3. Descri	ption of the Proposal		
Please desc	ribe the proposed development, including any change c	fuse:	
Change c	f Use and conversion of former retail store building A	non trading area to create a 1 x bedsit flat and 1 x tw	o bed flat
residentia	l use class C3		
Erection of	of external stair, insertion of rooflights and modificatio	to existing rooflights.	
Has the bui	ding, work or change of use already started?	Yes X No	
lf Yes, pleas started (DD,	e state the date when building, work or use were /MM/YYYY):	(date must be pre-application	submission)
Has the bui	ding, work or change of use been completed?	Yes X No	
-	e state the date when the building, work or se was completed (DD/MM/YYYY):	(date must be pre-application	submission)
	umber of permission in principle being relied on etails consent applications only):		
(within the	osal for public service infrastructure development meaning of article 2 of S.I. 2015/595 as amended by 5.I. 746/2021)?	Yes X No	
4. Site Ad	ddress Details	5. Pre-application Advice	
	ide the full postal address of the application site.	Has assistance or prior advice been sought from the loc	al
Unit:	House House	authority about this application?	X No
House	number: suffix:	If Yes, please complete the following information abou	t the advice
name:	Flat 16C	you were given. (This will help the authority to deal wit	
Address 1:	16 Oxford Street	application more efficiently).	
Address 2:		Please tick if the full contact details are not known, and then complete as much as possible:	
Address 3:		Officer name:	
Town:	Woodstock		
County:	Oxfordshire	Reference:	
Postcode (optional):	OX20 1TS		
Description	of location or a grid reference. I of location or a grid reference.	Date (DD/MM/YYYY): (must be pre-application submission)	
Easting:	Northing:		
Description		Details of pre-application advice received?	

6. Pedestrian and Vehicle Access, Roads and Rights of Way	7. Waste Storage and Collection
Is a new or altered vehicle access proposed to or from the public highway? Yes X No	Do the plans incorporate areas to store and aid the collection of waste? X Yes No
Is a new or altered pedestrian	If Yes, please provide details:
access proposed to or from the public highway? Yes X No	See drawing: Proposed plans and elevations 16022-101
Are there any new public roads to be provided within the site?	
Are there any new public rights of way to be provided within or adjacent to the site? Yes X No	
Do the proposals require any diversions /extinguishments and/or creation of rights of way? Yes X No	Have arrangements been made for the separate storage and collection of recyclable waste? X Yes No
If you answered Yes to any of the above questions, please show details on your plans/drawings and state the reference of the plan	If Yes, please provide details:
(s)/drawings(s)	Forms part of dedicated area for item 7 above.
8. Authority Employee / Member It is an important principle of decision-making that the process is op	en and transparent. For the purposes of this question, "related to"
means related, by birth or otherwise, closely enough that a fair-mind conclude that there was bias on the part of the decision-maker in the	ed and informed observer, having considered the facts, would
Do any of the following statements apply to you and/or agent?	Yes X 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 rel	ated to them.

9. Materials If applicable, please stat	te what materials are to be used externally. Include	e type, colour and name for each material:						
	Existing (where applicable)	Proposed	Not applicable	Don't Know				
Walls	Natural stone	Natural stone						
Roof	Imitation plain clay tiles	imitation plain clay tiles						
Windows	painted timber	painted timber						
Doors	Painted timber	Painted timber and part glazed						
Boundary treatments (e.g. fences, walls)			X					
Vehicle access and hard-standing			X					
Lighting			X					
Others (please specify)			X					
Are you supplying add	Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?							
f Yes, please state references for the plan(s)/drawing(s)/design and access statement: Design and access statement; Existing plans and elevations, 16022-100; Proposed plans and elevations, 16022-101.								

10. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

	5		
Type of Vehicle	Total Existing	Total proposed (including spaces retained)	Difference in spaces
Cars	1	1	0
Light goods vehicles/ public carrier vehicles			
Motorcycles			
Disability spaces			
Cycle spaces			
Other (e.g. Bus)			
Other (e.g. Bus)			

11. Foul Sewage No change to existing system	12. Assessment of Flood Risk
Please state how foul sewage is to be disposed of:	Is the site within an area at risk of flooding? (Refer to the
Mains sewer Cess pit	Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)
Septic tank Other	Yes X No
Package treatment plant	If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.
Are you proposing to connect to the existing drainage system? Yes No	Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?
If Yes, please include the details of the existing system on the application drawings and state references for the	Will the proposal increasethe flood risk elsewhere?YesXNo
plan(s)/drawing(s):	How will surface water be disposed of? No change proposed
	Sustainable drainage system Existing watercourse
	Soakaway Pond/lake
	Main sewer
13. Biodiversity and Geological Conservation	14. Existing Use
	Please describe the current use of the site:
To assist in answering the following questions refer to the guidance notes for further information on when there is a reasonable	Former rear retail store building granted change of use to
likelihood that any important biodiversity or geological	create one flat C3 as part of the wider applications
conservation features may be present or nearby and whether they are likely to be affected by your proposals.	16/02207/FUL and 16/02208/LBC
Having referred to the guidance notes, is there a reasonable	Is the site currently vacant? X Yes No
likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to	If Yes, please describe the last use of the site:
or near the application site?	Former rear retail store building
a) Protected and priority species:	
Yes, on the development site	
Yes, on land adjacent to or near the proposed development	
X No	When did this use end (if known)? DD/MM/YYYY December 2022
b) Designated sites, important habitats or other biodiversity features:	(date where known may be approximate) Does the proposal involve any of the following?
Yes, on the development site	If yes, you will need to submit an appropriate contamination assessment with your application.
 Yes, on land adjacent to or near the proposed development No 	Land which is known to be contaminated? Yes X No
c) Features of geological conservation importance:	Land where contamination is suspected for all or part of the site?
Yes, on the development site	A proposed use that would
Yes, on land adjacent to or near the proposed development	be particularly vulnerable
X No	to the presence of contamination?
15. Trees and Hedges	16. Trade Effluent
Are there trees or hedges on the	Does the proposal involve the need to
proposed development site? Yes X No	dispose of trade effluents or waste?
And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the	If Yes, please describe the nature, volume and means of disposal of trade effluents or waste
development or might be important as part of the local landscape character? Yes X No	
If Yes to either or both of the above, you <u>may</u> need to provide a full Tree Survey, at the discretion of your local planning authority. If a	
Tree Survey is required, this and the accompanying plan should be	
submitted alongside your application. Your local planning authority should make clear on its website what the survey should	
contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.	

17. Residential U Does your proposal in If Yes, please complete	nclude th	ne gaii	in, loss	s or ch	hange	e of use of I	resider low:	itial units? X Yes		٥N					
	Propos	sed I	Hou	sing					Existi	ing ŀ	lous	ing			
Market Housing	Not known			ber of		ooms Unknown	Total	Market Housing	Not known			-	Bedro	ooms Unknown	Total
Houses							а	Houses							а
Flats/maisonettes			1	+			1 6	Flats/maisonettes							Ь
Sheltered housing							С	Sheltered housing				1			С
Bedsit/studios		1					1d	Bedsit/studios						[]	d
Cluster flats							е	Cluster flats							е
Other							f	Other							f
		Tot	tals (a	<i>i</i> + <i>b</i> +	- c + d	(+e+f) =	2			Tot	als (a:	+ b +	- c + d	(+e+f) =	F
Social, Affordable	Not		Numl	ber of	Bedr	ooms	Total	Social, Affordable	Not		Numł	per of	Bedro	ooms	Total
or Intermediate Rent	Not known		2	3		Unknown		or Intermediate Rent	Not known	1	2	3	1 1	Unknown	
Houses							а	Houses							а
Flats/maisonettes							Ь	Flats/maisonettes							Ь
Sheltered housing							С	Sheltered housing						[]	С
Bedsit/studios							d	Bedsit/studios							d
Cluster flats		<u> </u>					е	Cluster flats							е
Other		<u>ا</u> '					f	Other							f
		Tot	t als (a	1 + b +	·c+d	(+e+f) =	В			Tot	als (a:	+ b +	- c + d	+ e + f) =	G
Affordable Home Ownership	Not known	-	Numb	ber of 3	1 1	ooms Unknown	Total า	Affordable Home Ownership	Not known	1	Numb 2	oer of 3	Bedro	ooms Unknown	Total
Houses		'	<u> </u>	!	[]		а	Houses							а
Flats/maisonettes		'					Ь	Flats/maisonettes							Ь
Sheltered housing		Ľ'					С	Sheltered housing							С
Bedsit/studios		'					d	Bedsit/studios							d
Cluster flats							е	Cluster flats							е
Other		<u> </u>	<u> </u>	<u> </u>	۱ <u>ــــــــــــــــــــــــــــــــــــ</u>		f	Other						<u> </u>	f
		Tot	als (a	ı+b+	·c+d	(+e+f) =	С	Totals $(a + b + c + d + e + f) =$				Н			
Starter Homes	Not known		Numb	ber of 3		ooms Unknown	Total	Starter Homes	Not known	1	Numb	per of	Bedro	ooms Unknown	Total
Houses		· · ·					а	Houses					$\left \right $		а
Flats/maisonettes							Ь	Flats/maisonettes							Ь
Bedsit/studios							С	Bedsit/studios							С
Other							d	Other						[]	d
		_	То	stals (a + b -	+ c + d) =	D			_	То	tals (a + b -	+ c + d) =	- /
Self Build and Custom Build	Not known		Numb	ber of 3		ooms Unknown	Total	Self Build and Custom Build	Not known		Numb 2	per of 3	Bedro	ooms Unknown	Total
Houses							а	Houses							а
Flats/maisonettes							Ь	Flats/maisonettes							Ь
Bedsit/studios		<u> </u>					С	Bedsit/studios						[]	С
Other		Ī'					d	Other							d
		_	То	itals (a + b -	+ c + d) =	Ε				То	tals (a + b +	+c+d) =	J
Total proposed resi	dential	units	; (A	+ <i>B</i> +	C + D	$(\mathbf{D} + \mathbf{E}) = 2$	2	Total existing re	esidentia	al uni	ts (F + G	+ H +	- <i>I</i> + <i>J</i>) =	0
	r LOSS c	of RES				S (Propos	ed Hor	ısing Grand Total - Exi	istina Ha	usin	a Gra	nd Tc	otal):	2	

ECAB 2021

		-		Non-resident in or change of u	-		oace? 🛛 🗙 Yes	Νο
			-	estion above plea		•		·
	se class/type	of use	Not applicable		Gross internal to be lost by use or den	floorspace change of nolition	Total gross internal floorspace proposed (including change of use)(square metres)	Net additional gross internal floorspace following development (square metres)
A1	retail stor Sh	re building ops		104	104		104	0
		able area:	Χ					
A2	Finano professior	cial and nal services						
A3	Restaurant	ts and cafes						
A4	Drinking est	tablishments						
A5	Hot food	takeaways						
B1 (a)		er than A2)						
B1 (b)		rch and opment						
B1 (c)	Light ir	ndustrial						
B2	General	industrial						
B8	_	distribution						
C1		nd halls of dence						
C2		institutions						
D1		sidential utions						
D2	Assembly	and leisure						
OTHER								
Please Specify								
	Тс	otal		104	104		104	0
In ad	dition, for ho	tels, resident	ial ins	stitutions and ho	stels, please ad	ditionally inc	licate the loss or gain of	rooms
Class	Type of use	Not applicable	Existi	ng rooms to be l of use or dem	ost by change olition		is proposed (including langes of use)	Net additional rooms
C1	Hotels Residential							
	Institutions							
OTHER Please								
Specify								
	ployment							
Please co	omplete the	following info	ormat	ion regarding er	nployees:		To	tal full-time
				Full-time	Part	time		quivalent
	isting employ							
Pro	posed emplo	byees						
	-	ening Not	•••					
lf known	-			ning (e.g. 15:30) f			proposed: Sunday and	
Use Me			onday	/ to Friday	Saturda	y	Bank Holidays	Not known
21. Site				. [
Please st	ate the site a	rea in hectar	es (ha) 0.04				

22. Industrial or Commercial Proce	sses	and Ma	achiner	у		
Please describe the activities and processes of be carried out on the site and the end produ plant, ventilation or air conditioning. Please is type of machinery which may be installed or	cluding	Not app	licable			
Is the proposal a waste management develo	pmer	nt?	Yes	X No		
If the answer is Yes, please complete the foll	owing	g table:				
	Not applicable	includir allowa	ng engine ance for c	ity of the void in eering surcharge over or restoratic waste or litres if	and making on material (o	no throughput in tonnes
Inert landfill						
Non-hazardous landfill						
Hazardous landfill						
Energy from waste incineration						
Other incineration						
Landfill gas generation plant						
Pyrolysis/gasification						
Metal recycling site						
Transfer stations						
Material recovery/recycling facilities (MRFs)						
Household civic amenity sites						
Open windrow composting						
In-vessel composting						
Anaerobic digestion						
Any combined mechanical, biological and/ or thermal treatment (MBT)						
Sewage treatment works						
Other treatment						
Recycling facilities construction, demolition and excavation waste						
Storage of waste						
Other waste management						
Other developments				<u> </u>		
Please provide the maximum annual operati	onal	throughp	out of the	following waste	streams:	
Municipal Construction, demolition and e		tion				
Construction, demonstruction and e						
Hazardous	Iai					
If this is a landfill application you will need to planning authority should make clear what	o prov inforn	vide furth	ner inform requires o	nation before you on its website.	r applicatior	n can be determined. Your waste
23. Hazardous Substances						
Does the proposal involve the use or storage the following materials in the quantities stat			Yes	□ No	X Not app	blicable
If Yes, please provide the amount of each su					P	
Acrylonitrile (tonnes)			oxide (tor			Phosgene (tonnes)
Ammonia (tonnes) Hydrogen cyanide (ton			ines)		Sulphur dioxide (tonnes)	
Bromine (tonnes)	L	iquid ox	ygen (tor	ines)]	Flour (tonnes)
Chlorine (tonnes)	quid p	etroleun	n gas (tor	ines)] Ret	fined white sugar (tonnes)
Other:				Other:		
Amount (tonnes):				Amount (ton	nes):	

ECAB 2021

24. Ownership Certificates and Agricultural Land Declaration

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

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

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

I certify/Xkexapplixaarxxxexxifies that on the day 21 days before the date of this application nobody except xxxxexxifies that on the day 21 days before the date of this application nobody except xxxxexxifies that on the day 21 days before the date of this application nobody except xxxxexxifies that on the day 21 days before the date of this application nobody except xxxxexxifies 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:

CERTIFIC

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):

24. Ownership Certificates and	-						
Town and Country Planning (De I certify/ The applicant certifies that: • Neither Certificate A or B can be • All reasonable steps have been t the land or building, or of a part * "owner" is a person with a freehold interes ** "agricultural tenant" has the meaning g	velopment Manages issued for this app taken to find out th of it, but I have/ th st or leasehold inter	lication ne names and addresses o ne applicant has been una rest with at least 7 years lef	Jland) Order 2015 Certificate If the other owners* and/or ag ble to do so. <i>t to run</i> .				
The steps taken were:							
Name of Owner / Agricultural Tenant		Address		Date Notice Served			
Notice of the application has been publication has been publication and is	shed in the followi	ng newspaper	On the following date (which	must not be earlier			
(circulating in the area where the land is	situated):		than 21 days before the date	of the application):			
Signed – Applicant:		Orsigned Agents					
		Or signed - Agent:		Date (DD/MM/YYYY):			
Town and Country Planning (Dev		OF OWNERSHIP - CERTI gement Procedure) (Eng		under Article 14			
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:							
	had in the followin		On the fellowing date (which				
Notice of the application has been publis (circulating in the area where the land is		ng newspaper	On the following date (which than 21 days before the date				
Signed - Applicant:	c	Dr signed - Agent:		Date (DD/MM/YYYY):			

25. Planning Application Requirements - Checklist			
Please read the following checklist to make sure you have sent al information required will result in your application being deemed the Local Planning Authority (LPA) has been submitted.			зу
The original and 3 copies* of a completed and dated application form:	X	The correct fee: to be settled online	
The original and 3 copies* of the plan which identifies the land		The original and 3 copies* of a design and access statement, if required (see help text and guidance notes for details):	Χ
to which the application relates drawn to an identified scale and showing the direction of North:	Χ	The original and 3 copies* of a fire statement, if required (see help text and guidance notes for details):	
The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application:	X	The original and 3 copies* of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings):	X
*National legislation specifies that the applicant must provide the total of four copies), unless the application is submitted electronic back may also account supporting desuments in electronic formation.	ically	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.

Plans can be bought from one of the Planning Portal's accredited suppliers: https://www.planningportal.co.uk/buyaplanningmap

26. 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 - Applica	nt:				YY): date cannot pre-applicatio	
27. Applican	t Contact Details					_
Telephone num	bers					
Country code:	National number: see agent details	Extension number:			Extension number	
Country code:	Mobile number (optional):	٦				
Country code:	Fax number (optional):					
Email address (c	ptional):					
29. Site Visit						
Can the site be seen from a public road, public footpath, bridleway or other publi				Yes	X No	
If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (<i>Please select only one</i>)			X Agent	Applicant	Other (if different from t agent/applicant's details	
If Other has beer	n selected, please provide:				3	
Contact name:			Telephone numbe	er:		_
Email address:						