



Application for Planning Permission

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

Description of site location must be completed if postcode is not known:

Easting (x) Northing (y)

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Site Area

What is the measurement of the site area? (numeric characters only).

640.00

Unit

Sq. metres

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

Please describe details of the proposed development or works including any change of use

Proposed 63sqm GEA single storey extension to the Balfour Building, and associated landscaping works including the removal of a section of brick wall. Removal of 2no. trees and planting of 2no. trees.

Has the work or change of use already started?

Yes

No

Existing Use

Please describe the current use of the site

The site is currently used as a garden for No.58 Banbury Road.

Is the site currently vacant?

- Yes
- No

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated

- Yes
- No

Land where contamination is suspected for all or part of the site

- Yes
- No

A proposed use that would be particularly vulnerable to the presence of contamination

- Yes
- No

Materials

Does the proposed development require any materials to be used externally?

- Yes
- No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:

Walls

Existing materials and finishes:

Red brick on the Balfour Building

Proposed materials and finishes:

Red brick to match the Balfour Building

Type:

Doors

Existing materials and finishes:

PPC Aluminium dark grey external doors on the Balfour Building

Proposed materials and finishes:

PPC Aluminium dark grey external doors

Type:

Roof

Existing materials and finishes:

Tiled roof to the Balfour Building

Proposed materials and finishes:

Flat roof - single ply membrane

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- Yes
- No

If Yes, please state references for the plans, drawings and/or design and access statement

KC-00-00-DR-A-0900 LOCATION PLAN
KC-00-00-DR-A-1000 EXISTING BLOCK PLAN
KC-00-00-DR-A-1100 EXISTING GROUND FLOOR PLAN
KC-00-00-DR-A-1200 PROPOSED GROUND FLOOR PLAN
KC-00-00-DR-A-1210 PROPOSED ROOF PLAN
KC-00-00-DR-A-1110 EXISTING ROOF PLAN
KC-00-00-DR-A-2000 EXISTING WEST ELEVATION
KC-00-00-DR-A-2200 EXISTING SOUTH ELEVATION
KC-00-00-DR-A-2100 EXISTING NORTH ELEVATION
KC-00-00-DR-A-1050 PROPOSED SITE PLAN
KC-00-00-DR-A-3100 PROPOSED EAST WEST SECTION
KC-00-00-DR-A-3000 EXISTING EAST WEST SECTION
KC-00-00-DR-A-2600 PROPOSED NORTH ELEVATION
KC-00-00-DR-A-2700 PROPOSED SOUTH ELEVATION
KC-00-00-DR-A-2500 PROPOSED WEST ELEVATION
KC-00-00-DR-A-2300 PROPOSED SITE ELEVATION

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular 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

Are there any new public roads to be provided within the site?

- Yes
 No

Are there any new public rights of way to be provided within or adjacent to the site?

- Yes
 No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

- Yes
 No

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- Yes
 No

Vehicle Type:

Cycle spaces

Existing number of spaces:

14

Total proposed (including spaces retained):

14

Difference in spaces:

0

Trees and Hedges

Are there trees or hedges on the proposed development site?

Yes

No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

Yes

No

If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The 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'.

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

Yes

No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

Yes

No

Will the proposal increase the flood risk elsewhere?

Yes

No

How will surface water be disposed of?

Sustainable drainage system

Existing water course

Soakaway

Main sewer

Pond/lake

Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

b) Designated sites, important habitats or other biodiversity features

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

c) Features of geological conservation importance

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the 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 has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains sewer
 Septic tank
 Package treatment plant
 Cess pit
 Other
 Unknown

Are you proposing to connect to the existing drainage system?

- Yes
 No
 Unknown

If Yes, please include the details of the existing system on the application drawings and state the plan(s)/drawing(s) references

The proposed extension is to house a WC / changing room for kitchen staff. Associated foul water will connect to the existing drainage as shown on the 33032 - Utility drawing.

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

Yes

No

If Yes, please provide details:

The existing bin store for Kellogg College kitchen is located within the site area, this will remain unchanged.

Have arrangements been made for the separate storage and collection of recyclable waste?

Yes

No

If Yes, please provide details:

As existing

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

Yes

No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

Yes

No

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

Yes

No

Please add details of the Use Classes and floorspace.

Following changes to Use Classes on 1 September 2020: The list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these or any 'Sui Generis' use, select 'Other' and specify the use where prompted. Multiple 'Other' options can be added to cover each individual use. [View further information on Use Classes.](#)

Use Class:

C2 - Residential institutions

Existing gross internal floorspace (square metres):

1130

Gross internal floorspace to be lost by change of use or demolition (square metres):

0

Total gross new internal floorspace proposed (including changes of use) (square metres):

1185

Net additional gross internal floorspace following development (square metres):

55

Totals	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross new internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
	<input type="text" value="1130"/>	<input type="text" value="0"/>	<input type="text" value="1185"/>	<input type="text" value="55"/>

Loss or gain of rooms

For hotels, residential institutions and hostels please additionally indicate the loss or gain of rooms:

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

Yes

No

Hours of Opening

Are Hours of Opening relevant to this proposal?

Yes

No

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

Yes

No

Is the proposal for a waste management development?

Yes

No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

- Yes
 No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- Yes
 No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- The agent
 The applicant
 Other person

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):

Officer name:

Title

First Name

Surname

Reference

Date (must be pre-application submission)

Details of the pre-application advice received

Meeting 20 September

OCC advised that the preference was for the extension to be subservient to the Balfour Building, keeping the roofline below the decorative brick banding.

A flat roof was preferred to again minimise the impact of the extension.

It was agreed that the Balfour Building is not part of the listing No.60, so LBC would not be required for the extension. Proportionate arboricultural, ecological,

drainage strategy, Historic Impact Assessment and Visual Impact Assessments will be required as supporting evidence. It was agreed that a Biodiversity assessment and lighting calculation will not be required as this does not meet the threshold of major development, also as delivery routes are not changing a

Transport Statement was not deemed necessary.

OCC confirmed that they understood the need, and this could be supportable as long as justification was provided.

OCC questioned the relationship of the proposals with the overall masterplan of the college.

OCC requested additional information on the significance of the brick wall to be removed.

Meeting 18 October

OUES presented developed plans, and the relationship of the proposed extension to the Balfour building. Overall, Officers had no in principle issues with the

design, but there remains the need to provide a clear justification and detailed design in the application.

OUES gave further details on the masterplan. All agreed that in the context of this, the extension was located in the best position.

Some further investigations have been made into the boundary wall. Previous OS maps and plans show that the original wall was in a different location to where the present wall is, and the section which is proposed to be removed is therefore not original, nor made of historic bricks, so should not be a heritage consideration.

OUES outlined the proposals for the brickwork, showing various options which take influence from nearby buildings. The extension is proposed to be windowless, and brick details including false bricked over windows would add some interest. OCC considered this to be beneficial, and would like, in the application, to see how this relates to number 58.

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected 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 above statements apply?

- Yes
- No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- Yes
- No

Is any of the land to which the application relates part of an Agricultural Holding?

Yes

No

Certificate Of Ownership - Certificate A

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**

* "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.

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.

Person Role

The Applicant

The Agent

Title

Mrs

First Name

Surname

Fisher

Declaration Date

13/11/2023

Declaration made

Declaration

I/We hereby apply for Full planning permission as described in the questions answered, details provided, 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.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

I / We agree to the outlined declaration

Signed

Prashilla Fisher

Date

13/11/2023

