

# Householder Application for Planning Permission for works or extension to a dwelling. Town and Country Planning Act 1990

## 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 their obligations in regards to the processing of your application. Please refer to their 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](mailto:planning@westoxon.gov.uk)  
 01993 861420

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

## 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 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

Please describe the proposed works:

The proposal includes the demolition of a modern 5m2 existing extension to Courtyard Cottage, a proposed single storey extension to Courtyard cottage, the renovation and thermal improvements of the cottage, the re-roofing of the garage and carport and the conversion of the existing garage into a home office and bin and bike store.

Has the work already started?  Yes  No

If Yes, please state when the work was started (DD/MM/YYYY):  (date must be pre-application submission)

Has the work already been completed?  Yes  No

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

### 5. 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):

### 6. 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 possible:

Officer name:

Reference:

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

Details of the pre-application advice received:

### 7. Trees and Hedges

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 plans or drawings:

There is 1 acer tree on site. It is marked on the drawing 324\_03\_200\_ Existing Ground Floor Plan

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.

## 8. Parking

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

If Yes, please describe

The existing car parking allows for 2 cars to be parked. 1 on hard standing under the carport and 1 in the garage. The garage is to be converted into a home office and bin and bike store. The hard-standing is to be extended to allow for a total of 2 parking places to remain.

## 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.

## 10. Materials

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

	Existing (where applicable)	Proposed	Not applicable	Don't Know
Walls	The cottage and existing modern extension (to be demolished) are made from stone and painted timber cladding. The garage is made of Bradstone square dressed stone and is over clad with horizontal timber cladding in part of its east elevation.	The proposed extension is to be made of stone, a timber post and beam and timber cladding. The converted garage will remain in Bradstone square dressed stone apart from the majority of its east elevation will be clad in horizontal timber cladding (along with a window and door).	<input type="checkbox"/>	<input type="checkbox"/>
Roof	The existing cottage, garage and carport's roofs are finished in cementitious tiles.	The ridge tiles of the cottage are to be replaced with cementitious ventilated ridge tiles. The proposed extension is largely a flat roof (in order to keep the height down) it is finished with metal seamed cladding on the north side (facing the neighbouring property) and a single ply membrane with gravel ballast on the south side with metal flashings. The garage and carport are proposed to re-tiled with cardinal slates and solar panels.	<input type="checkbox"/>	<input type="checkbox"/>
Windows	Painted timber framed single and double glazed windows and doors on the cottage, garage and carport.	The windows and doors on the cottage are proposed to be replaced with metal framed double glazed. The proposed windows and doors of the extension and garage and carport are proposed to be metal framed double glazed units.	<input type="checkbox"/>	<input type="checkbox"/>
Doors	The existing front door of the cottage is a painted timber framed double glazed unit. The western facing doors to the garage are painted timber. The eastern facing door to the garage is a painted timber framed double glazed unit.	The proposed front door of the cottage is a metal framed double glazed unit. The proposed doors to the extension are metal framed and double glazed. The proposed doors to the bin and bike store will be painted timber. The proposed eastern facing door to the home office is metal framed and double glazed.	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)	The existing boundaries are a stone wall and timber fencing, they will remain as they are.	The existing boundaries are a stone wall and timber fencing, they will remain as they are.	<input type="checkbox"/>	<input type="checkbox"/>

## 10. Materials

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

Vehicle access and hard-standing	The existing vehicle hard-standing is made of loose bound gravel.	The existing vehicle hard-standing of loose bound gravel will remain and be extended.	<input type="checkbox"/>	<input type="checkbox"/>
Lighting	The existing lighting consists of 2 external lights on the west facing elevation of the cottage and 1 in the carport.	The proposed lighting is currently not known.	<input type="checkbox"/>	<input checked="" 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:

324\_03\_302 Proposed Roof Floor Plan 324\_05\_200\_ Existing Elevations Sheet 1 of 2.pdf 324\_05\_200\_ Existing Elevations Sheet 2 of 2 324\_05\_300\_ Proposed Elevations Sheet 1 of 2 324\_05\_300\_ Proposed Elevations Sheet 2 of 2 324\_Courtyard Cottage D&A

# 11. 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/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:

Or signed - Agent:

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):

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

**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):

## 12. 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: <input type="checkbox"/>  | 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: <input type="checkbox"/> | The correct fee: <input type="checkbox"/>  |
| 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: <input type="checkbox"/> |  | The original and 3 copies* of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings): <input type="checkbox"/> |
| The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application: <input type="checkbox"/>                                      |  |  |

\*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.

## 13. 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:  Or signed - Agent:  Date (DD/MM/YYYY):  (date cannot be pre-application)

## 14. Applicant Contact Details

Telephone numbers

Country code:  National number:  Extension number:   
Country code:  Mobile number (optional):   
Country code:  Fax number (optional):   
Email address (optional):

## 15. Agent Contact Details

Telephone numbers

Country code:  National number:  Extension number:   
Country code:  Mobile number (optional):   
Country code:  Fax number (optional):   
Email address (optional):

## 16. 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? (Please select only one)  Agent  Applicant  Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:  Telephone number:   
Email address: