



# General Permitted development Check

WEST OXFORDSHIRE  
DISTRICT COUNCIL

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Council Offices, Woodgreen, New  
Yatt Road, Witney, OX28 1NB

This form is for use by members of the public who wish to enquire whether work they wish to undertake requires planning permission under the Town and Country Planning Acts. The information provided will be examined and the enquirer will be informed in writing. If any information you have provided is found to be inaccurate or incomplete, the council reserves the right to reconsider the need for permission, consent or approval.

Please note that a fee will be required as a part of this application and will be requested once we receive this form and any supporting documents. Further information on our fees can be found on our website here:

<https://www.westoxon.gov.uk/planning-and-building/planning-permission/>

Free information on the need for planning permission can be found online on the planning portal

<https://www.planningportal.co.uk/permission/common-projects>

## Enquirer Name and Address

Name:	Address:	
	Postcode:	
Tel No:	Email:	Are you the owner, intended owner or Agent?

## Site Address for proposal

Address:
Postcode:
Location description (if required)

## What is the Existing Building

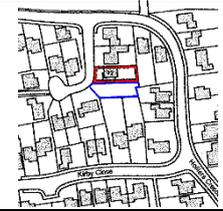
Detached?		Semi Detached	
Terraced?		a Flat?	
How many storeys does the existing building have?			

## Description of the proposed work

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## Existing Building

To help us identify your property or the area of land about which you are enquiring, please provide a separate Site Plan showing the location of the property or land in relation to the road and surrounding properties.



If there have been any planning permissions or consents granted for the property that have not yet been implemented or built, please give the application number/s

Is any building on the site Listed?	Yes	No	When was the existing dwelling or existing buildings built?	Approx Year

## Existing Extensions

Have there been any extensions since the dwelling was built?  
(Include any detached buildings, roof extensions, dormer windows, bay windows etc)

Yes

No

If yes, please give a brief description with all external measurements:

Length		
Width		
Height		
Eaves Height		

## New extensions / Additions / Outbuildings to your house and garden (Includes Conservatories, Balconies, Verandas, Decking, Sheds, Garages, Greenhouses, Carports etc)

What do you wish to build, construct or add?	
Position (front, side, rear)	
Is the ground level or sloping?	
Maximum external measurements in metres	
External width (in metres)	(width)
External length in (in metres)	(depth, length)
External Height (in metres). Measurements should be taken:	
From ground (soil) level to eaves	(Height to eaves)
From ground (soil) level to ridge	(Height to ridge)
From ground (soil) level to top of a flat roof	(Height to top of flat roof)

Type of materials to be used? (including any cladding such as stone, artificial stone, pebble dash, render, timber etc)	
What will the proposal be used for?	
<b>If you are laying Decking:</b> Please provide height from ground (soil) level to raised surface	(Height)
<b>If you are erecting an outbuilding,</b> how far is it from any wall of the dwellinghouse?	(Distance)

Proposed Porch		
<b>We need to know:</b>		
The ground area of the porch measured externally (in metres)	(width)	(Depth/Length)
Its height from ground (soil) level to ridge/top (in metres)	(Height)	

Erecting a gate, wall or fence?		
<b>We need to know:</b>		
The proposed position of any new fence/gate or wall	(Please draw on plan)	
The proposed height (in metres)	(Height)	
If it replaces an existing fence/gate or wall, please give the height of the original fence/gate or wall	(Height of existing)	

Loft conversions / Dormer windows		
<b>We need to know:</b>		
The size of any proposed Dormer	(approx. dimensions)	
Drawings to scale. These will help us calculate the volume of your proposal and will be helpful with other questions which need to be answered such as:	Please show with measurements on plan at the end of this form	
Will any part of the proposal be higher than the existing roofline?	Yes	No
Will the proposed addition face the highway?	Yes	No
Will any proposed windows be on a side elevation?	Yes	No
The exact measured location of any proposed rooflights and how far they protrude from the roofline.	Please show with measurements on plan at the end of this form	
If windows are to be placed on a side elevation, what height will the sill be from internal floor?	(Height)	

### Domestic Heating container (Oil tanks etc)

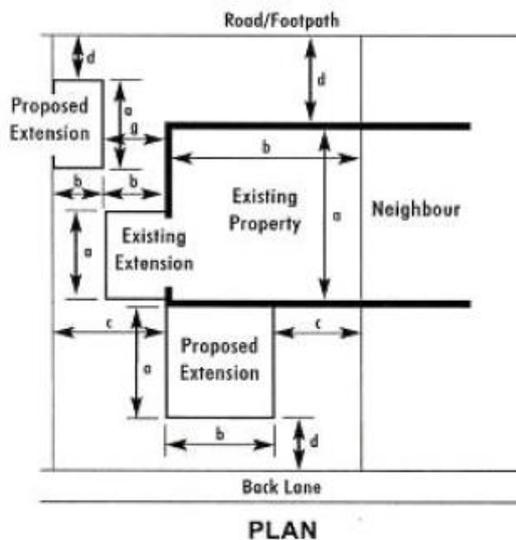
What we need to know:	
What will be stored in the container?	
What is the capacity of the container in litres?	
Where will the container be sited	Please show with measurements on plan at the end of this form

### Chimney, Flue or Soil Vent Pipe

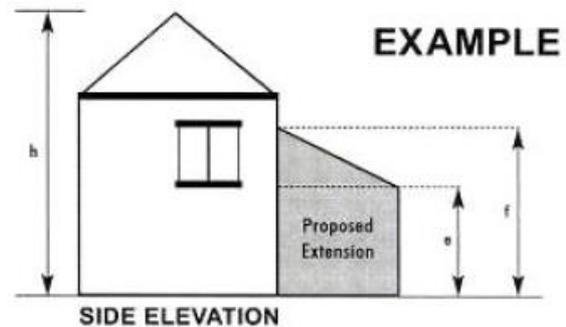
<b>We need to know:</b>	
How high will the highest part be?	(Height)
Will it exceed the highest part of the roof?	Yes
	No
If yes, by how much?	(Height)
Will it be seen from any Highway?	Yes
	No

### Proposed plans

This section sets out the information we require from you in order to provide advice on your proposal. The information required will be dependent on your proposal.



AND



#### VITAL MEASUREMENTS

- a) Length
- b) Width
- c) Distance from boundaries
- d) Distance from highway (including a rear lane or footpath)
- e) Height of walls to eaves
- f) Overall height of proposed extension
- g) If the structure is detached from main building give distance
- h) Height of the original property (approximate)

### Sketch Plan

Please provide a sketch of the location of your proposed extension, addition or works in relation to the property and garden areas and an elevation drawing. Indicate outbuildings and any extensions that have been added to the property since 1948 and the distance to outbuildings from your dwelling, the position of the highway and any footpaths as well as the boundaries of the property. The plan does not need to be 'to scale' provided all distances and measurements are shown.

**Please return completed form and any extra plans, photographs or information to:**

[Planning@westoxon.gov.uk](mailto:Planning@westoxon.gov.uk)