

**Pre-Application advice form**

**Council Offices** Woodgreen WITNEY Oxfordshire OX28 1NB

Tel: 01993 861000

 [www.westoxon.gov.uk](http://www.westoxon.gov.uk) planning@westoxon.gov.uk

This form is for use by those who wish to seek informal advice from West Oxfordshire District Council on a planning proposal.

Please complete and return this form with your plans and any other information you believe may be useful to:

Planning and Strategic Housing, Council OfficesWoodgreen WITNEY Oxfordshire OX28 1NB

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| **Enquirer Name and Address** |
| Name: | Address including postcode: |
| Tel No. | Email: | Are you the owner, intended owner or Agent? |

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| **Site Address for proposal (if different from above)** |
| Address including postcode: |
| Location description (if required) |

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| **Description of the proposed work** |
| *Please provide a brief description of your proposal (attach additional sheet if required)* |
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| If your enquiry relates to an earlier refusal of Planning Permission? – what was the Application No.? | **Application Number** |
| Do you have a new proposal for the site you wish to discuss? | **Yes** | **No** |
| **Site details**Please provide as much information as you can to assist us in answering your enquiry |
| What type or building is the existing dwelling-house? – Please tick one. |
| Detached house: | Semi-detached: | Terraced; | Flat: |
| Please answer the following questions as best you can: | (Please tick one) |
| **Yes** | **No** |
| Is the site within an Area of Flood Risk? Please consult the Environment Agency website: [http://www.environment-agency.gov.u](http://www.environment-agency.gov.uk/)k |  |  |
| Does the proposal impact on any protected species? It is your responsibility to ensure that development will not have a detrimental to any protected species. Advice is provided by NaturalEngland on their website at: [http://www.naturalengland.org.uk](http://www.naturalengland.org.uk/) |  |  |
| Does the proposal affect any trees or hedges? |  |  |
| Is the site within the Cotswold Area of Outstanding Natural Beauty? |  |  |
| Is the site within a Conservation Area? |  |  |
| **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. |
| Below is an example of the type of information we need from you **LOCATION PLAN SITE / BLOCK PLAN ELEVATION** **FLOORPLAN** |

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| **Pre-Application information required****This list shows the minimum information requirements for a request for Pre-Application advice**All plans should show measurements or be to a recognised drawing scale. |
| **Householder Enquiry** | **Basic Requirement** | **Additional****information require if Listed Building** | **Areas of Flood Risk** | **Area affecting Protected Species** |
| Extensions/outbuildings | Site Plan Elevations | Internal alterationsrequireFloor Plans & Materials | Environment Agency advice | Natural England advice |
| Garage conversion | Site Plan, Floor Plan, Elevations | Materials/Design info |  |  |
| Minor Alterations (windows, doors etc) or chimneys/flues | Site Plan, Elevations | Materials/Design info |  |  |
| Fence/Gate/Wall | Site Plan | Materials/Design info |  |  |
| Roof lights, Dormers or Solar Panels | Site Plan, Roof Plan Panel dimensions | Materials/Design info |  |  |
| Satellite Dish | Site PlanDisc dimensions |  |  |  |
| Change of Use of Land or Buildings | Site Plan |  |  |  |
| **Non-Householder Enquiry** |  |
| New Building – Dwellings | Site Plan, Elevations |  | EnvironmentAgency advice | Natural Englandadvice |
| Change of Use of Land or Buildings / Commercial Subdivision/Conversion | Site Plan, Floor Plan,Conversion works require Elevations | Materials/ Design info |  |  |
| Advertisements | Site Plan, Elevations,Advert designs in color |  |  |  |

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| **Materials**(only complete for works to an existing dwelling or works ancillary to it) |
|  | **Existing** | **Proposed** |
| **Walls** |  |  |
| **Roof** |  |  |
| **Floor** |  |  |
| **Doors** |  |  |
| **Windows** |  |  |

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| **Fees**All pre application advice is now subject to a fee a brief overview is below and the full schedule can be found on our website here:<https://www.westoxon.gov.uk/planning-and-building/planning-permission/get-advice-on-your-application/>

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| Simple householder advice (does not include advice relating to development proposals for listed buildings) | **£100** |
| Complex householder advice (including advice relating to development proposals for listed buildings) | **£200** |
| Minor development for example for one dwelling (including replacement dwellings and holiday let/tourist accommodation) | **£660** |
| Has a planning condition or S.106 Legal agreement clause been complied with. | **£75** + (£75 ph for complicated requests – taking more than 1 hour to be agreed in advance) |