



Pre-Application advice form

Enquiry No.

Council use only

WEST OXFORDSHIRE DISTRICT COUNCIL
planning@westoxon.gov.uk
01993 861420

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

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 Fee, Plans and any other information you believe may be useful to:

Planning and Strategic Housing, Elmfield, New Yatt Road, Witney, Oxfordshire OX28 1PB

Enquirer Name and Address

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

Site Address for proposal (if different from above)

Address including postcode:	
Location description (if required)	

Description of the proposed work

Please provide a brief description of your proposal (attach additional sheet if required)

--	--

If your enquiry relates to an earlier refusal of Planning Permission? – what was the Application No.?	Application Number	
	Yes	No
Do you have a new proposal for the site you wish to discuss?		

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.uk			
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 Natural England on their website at: 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?			

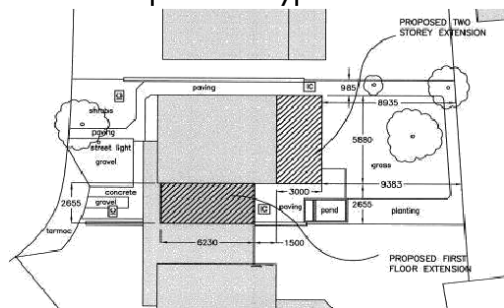
Proposed plans

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



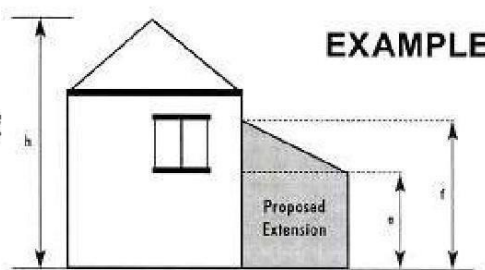
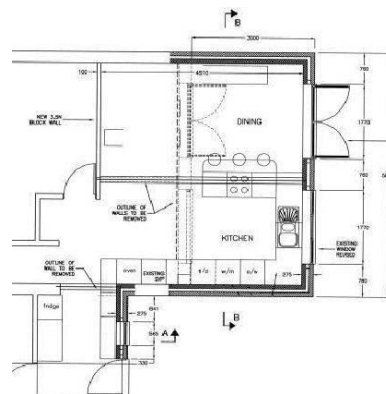
LOCATION PLAN



SITE / BLOCK PLAN



ELEVATION



SIDE ELEVATION

EXAMPLE

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)

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 alterations require Floor 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 Plan Disc dimensions			
Change of Use of Land or Buildings	Site Plan			
Non-Householder Enquiry				
New Building – Dwellings	Site Plan, Elevations		Environment Agency dvice	Natural England advice
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 colour			

Materials (only complete for works to an existing dwelling or works ancillary to it)		
	Existing	Proposed
Walls		
Roof		
Floor		
Doors		
Windows		
Fees		
What is the nature of your Pre-Application Enquiry?	Please tick service requirement	
	Written advice	Meeting and written advice
Householder enquiry Works to an existing dwelling or works ancillary to it	Free of Charge	N/A
New Build 1-2 dwellings or Area <0.5ha (outline application) or Floor Space <500m ² Change of Use of Land or Buildings	£162+VAT (£194.40 inc VAT)	£324+VAT (£388.80 inc VAT) Inc meeting up to 1 hour (Each additional meeting £162ph+VAT)
New Build 3 – 14 Dwellings or Area 0.5ha - 0.99ha Floor Space<500-999m ²	£324+VAT (£388.80 inc VAT)	£649+VAT (£778.80 inc VAT) Inc meeting up to 1 hour (Each additional meeting £162ph+VAT)
New Build 15 – 100 Dwellings or Area 1.0ha -3.0ha (outline application) or Floor Space – 1000m ² - 2999m ²	£649+VAT (£778.80 inc VAT)	£1297+VAT (£1556.40 inc VAT) Inc meeting up to 2 hours (Each additional meeting £169ph +VAT)
New Build More than100 Dwellings or 3.0ha (outline application) or 3000m ² floor space	£1297+VAT (£1556.40 inc VAT)	£2596+VAT (£3115.20 inc VAT) Inc meeting/s up to 3 hours (Each additional meeting £162ph +VAT)

Other Enquiry Types	Written advice	Meeting and Written advice
Additional WODC Officer Design Supplement	£54 +VAT (£64.80 inc VAT)	For all non-Listed Building enquiries where a design input is requested.
Advertisement Consent	£162+VAT (£194.40 inc VAT)	£216+ VAT (£259.20 inc VAT)
Solicitors/Agent letters requiring confirmation that conditions have been discharged or satisfied	£162+ VAT (£194.40 inc VAT)	N/A
Strategic Development Sites	Meetings held in the context of an emerging Development Plan as an intrinsic part of the decision as to whether to allocate the site or not will be free. At the point detailed site/design matters are discussed a fee of £2653 + VAT is payable to cover a further 3 hours of meetings. Each additional meeting £162+ VAT per hour.	
Season Ticket	Regular developers, agents or landowners may wish to negotiate a 'season ticket'. Upon payment of a fee 'up-front' to cover the estimated cost of enquiries likely to be made during a 12 month period. Those who sign up will not need to complete forms & payments for each enquiry. NB if the estimate is materially exceeded, subsequent meetings will be charged at the standard rates above.	

- Note:** 1. Any required fee must be paid in full prior to the Council registering your Enquiry or arranging a meeting date.
2. Travel time to be counted in overall meeting time when site meetings requested and accepted.
3. Other agencies (e.g. County Council officers, Environment Agency) required to attend may require a separate fee.

Method of Payment (Please tick)

Cash	Cheque	Credit/Debit card
		(If you post your enquiry to us we will contact you by telephone for payment)

Pre-Application Checklist - Please complete and return your :

COMPLETED FORM ✓
FEE ✓
PLANS ✓
ANY ADDITIONAL INFORMATION ✓