



# Do I need to submit an application? - Enquiry Form

## Outbuildings

Enquiry No: \_\_\_\_\_  
Council use only

**WEST OXFORDSHIRE** [planning@westoxon.gov.uk](mailto:planning@westoxon.gov.uk)  
**DISTRICT COUNCIL** 01993 861420

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

This form is for use by members of the public who wish to enquire whether work they wish to undertake require applications under the Building Regulations or the Town and Country Planning Acts. The information provided will be examined and the enquirer will be informed, in writing

Please note that in addition to the information you provide, a visit to the property is likely to be necessary before we can give you an answer. 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.

1. Enquirer Name and Address		
Name:	Address:	
	Postcode:	
Tel No:	email:	Are you the owner, intended owner or Agent?:

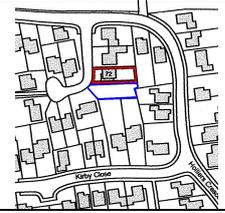
2. Site Address for proposal
Address:
Postcode:
Location description (if required)

3. What is the Existing Building (Please tick one)			
Detached?	<input type="checkbox"/>	Semi Detached	<input type="checkbox"/>
Terraced?	<input type="checkbox"/>	a Flat?	<input type="checkbox"/>
How many storeys does the existing building have?	<input type="text"/>		

4. Description of the proposed work

### 5. 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

### 6. 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

### 7. 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?	
<b>Maximum external measurements in metres</b>	
External width (in metres)	(width)
External length in (in metres)	(depth, length)
<b>External Height (in metres). Measurements should be taken:</b>	
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? (inc. any cladding - 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)

**IMPORTANT INFORMATION – DO I NEED BUILDING REGULATIONS APPROVAL?**

The following questions relate to the need or otherwise for Building Regulations Approval. The questions asked specifically relate to Building Regulations and may be similar to those already completed on this form. However, it will help us deal with your enquiry more speedily if you answer them

**Exempt Domestic Buildings**

The following buildings and extensions may be erected without obtaining Building Regulations Approval:

**Small detached building** – is exempt providing;

- A small detached single storey buildings such as garages, sheds and greenhouses which contain no sleeping accommodation and which are:
- not more than 30m<sup>2</sup> in floor area and built of substantially non-combustible materials if the building is less than 1m from the boundary, or
- not more than 15m<sup>2</sup> in floor area

**Carport** – is exempt providing;

- A carport open on at least 2 sides, the floor area of which does not exceed 30m

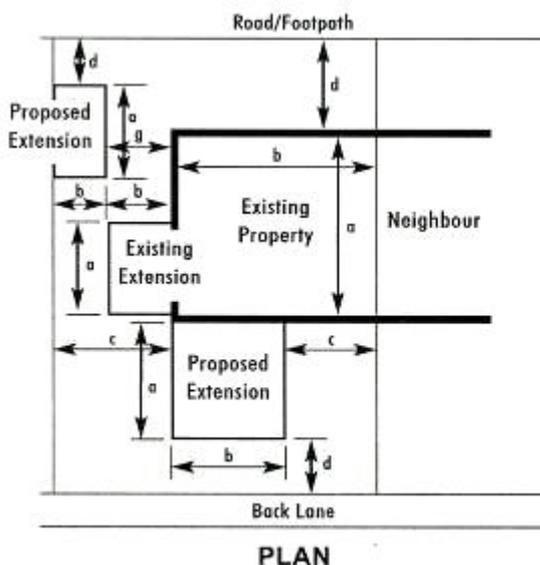
**8. Small Detached Building**

<b>Are you erecting a small detached building?</b> (i.e. detached private garages, domestic greenhouses, garden sheds, carports, etc less than 30m <sup>2</sup> )	Yes	No
Floor area (m <sup>2</sup> )	(m <sup>2</sup> )	
What will the distance be from the building to the nearest boundary of the property?	(Distance in metres)	
Is there any sleeping accommodation in the building?	Yes	No
Is it to be constructed of non-combustible materials?	Yes	No

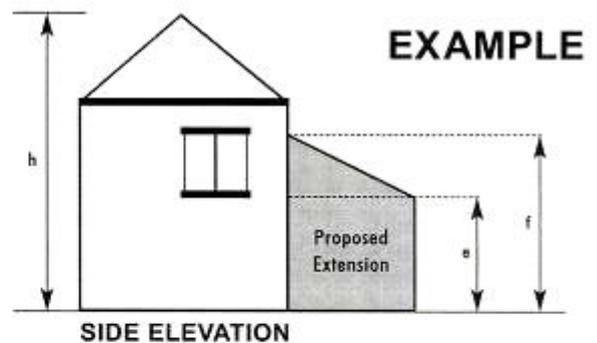
**Example Sketch Plan**

BELOW IS AN EXAMPLE OF THE TYPE OF INFORMATION WE NEED FROM YOU.

PLEASE DRAW YOUR SKETCH PLANS ON THE SEPARATE SHEET PROVIDED



**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)

### 9. Sketch Plan

Please provide a sketch of the location of your proposed extension, addition or works in relation to the property and garden areas. Indicate outbuildings and any extensions that have been added to the property since 1948. The distance to any 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 use a separate sheet where necessary.

Permitted Development Checklist - Please ensure you return/include :			
COMPLETED FORM ✓		ADDRESS WHERE WORKS ARE TO BE UNDERTAKEN ✓	
PROPOSAL DETAILS ✓		ANY ADDITIONAL INFORMATION (plans, photos or information) ✓	
Council Use Only			Date Stamp
Correct Information supplied?	Yes	No	
Date form received			
Date Response Due			
Date form returned to customer (if necessary)			
Missing information highlighted?	Yes	No	
Date form returned to Council			
Now correct?	Yes	No	