

**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](mailto: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 Natural  England 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 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 advice | 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 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** |  |  |