



Do I need to submit an application? - Enquiry Form

Porches

Enquiry No: _____
Council use only

WEST OXFORDSHIRE 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?:

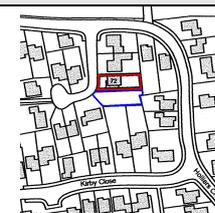
2. Site Address for proposal
Address:
Postcode:
Location description (if required)

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. Proposed Porch - We need to know:

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)	
Is the porch separated from the house by an external quality door?	Yes	No

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:

Greenhouse or Conservatory – are exempt providing;

- They are built at ground level
- The floor area is less than 30 square metres
- Where the existing walls doors and windows in the part of the dwelling which separates the conservatory are retained or, if removed replaced by walls, windows and doors which meet the energy efficiency requirements
- Where the heating system of the dwelling is not extended into the conservatory.

7. What type of work?

	Porch?	
	Floor area (m ²)	(m ²)
Does the porch cover a window or flue outlet?	Yes	No
Is the porch separated from the house by an external quality door?	Yes	No
Has the dwelling a ramped/stepped or level access/threshold?	Yes	No
If yes, will this remain?	Yes	No

