



Do I need to submit an application? - Enquiry Form

Loft Conversions

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?:

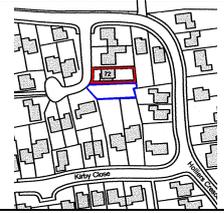
2. Site Address for proposal
Address:
Postcode:
Location description (if required)

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

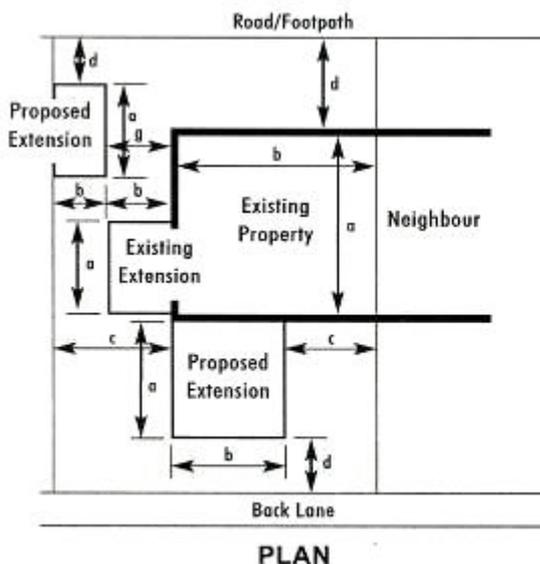
6. Loft conversions / Dormer windows - We need to know :

The size of any proposed Dormer	(approx dimensions)	
Drawings to scale. These will help us calculate the volume of your proposal and will be helpful with other questions which need to be answered such as:	Please show with measurements on plan at the end of this form	
Will any part of the proposal be higher than the existing roofline?	Yes	No
Will the proposed addition face the highway?	Yes	No
Will any proposed windows be on a side elevation?	Yes	No
The exact measured location of any proposed rooflights and how far they protrude from the roofline.	Please show with measurements on plan at the end of this form	
If windows are to be placed on a side elevation, what height will the sill be from internal floor?	(Height)	

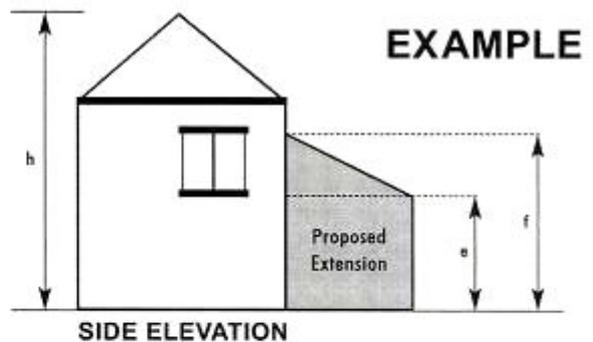
Example Sketch Plan

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)

7. 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	