



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## Solar Panels / Micro Generation Equipment

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01993 861000

Council Offices, Woodgreen, New  
Yatt Road, Witney, OX28 1NB

This form is for use by members of the public who wish to enquire whether work they wish to undertake requires planning permission under the Town and Country Planning Acts. The information provided will be examined and the enquirer will be informed in writing. 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.

Please note that a fee will be required as a part of this application and will be requested once we receive this form and any supporting documents. Further information on our fees can be found on our website here:

<https://www.westoxon.gov.uk/planning-and-building/planning-permission/>

Free information on the need for planning permission can be found online on the planning portal

<https://www.planningportal.co.uk/permission/common-projects>

### Enquirer Name and Address

Name:	Address:	
	Postcode:	
Tel No:	Email:	Are you the owner, intended owner or Agent?

### Site Address for proposal

Address:
Postcode:
Location description (if required)

### What is the Existing Building

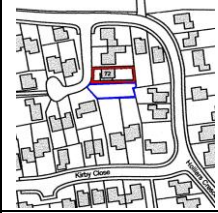
Detached?		Semi Detached	
Terraced?		a Flat?	
How many storeys does the existing building have?			

### Description of the proposed work

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## 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

## Existing Extensions

Yes

No

Have there been any extensions since the dwelling was built?  
(Include any detached buildings, roof extensions, dormer windows, bay windows etc)

If yes, please give a brief description with all external measurements:

Length

Width

Height

Eaves Height

## Installation of Domestic Microgeneration Equipment (part 1)

If SOLAR equipment is to be installed on the roof, we need to know:

The proposed position/location of the equipment

Please show with measurements on plan at the end of this form

Would the equipment be visible from a Highway?

Yes

No

The thickness/depth of the solar equipment?

Would the panel be located higher than the existing roof?

Yes

No

## Installation of Domestic Microgeneration Equipment (part 2)

If SOLAR equipment is to be 'standalone', we need to know:

How many 'standalone' solar units do you propose?

(number of units)

Please provide the maximum height at which any of the units will be placed?

(Max. Height)

How far from any property boundary will they be placed?

(metres)

What is the surface area of each unit?

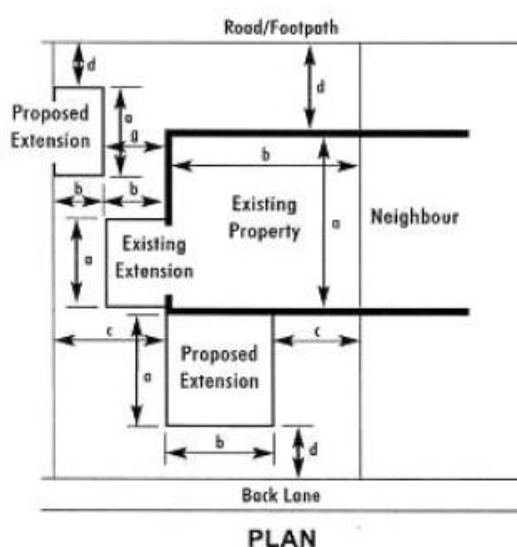
(Area)

### Installation of Domestic Microgeneration Equipment (part 3)

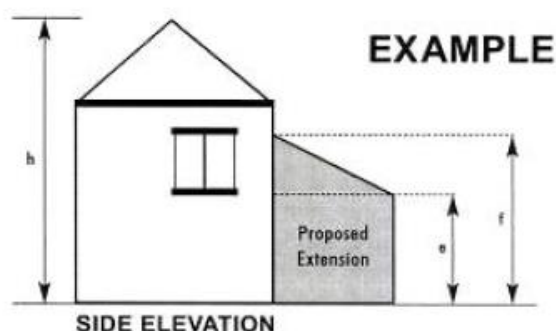
<b>If Air Source Heat Pump equipment is to be installed, we need to know:</b>	
How many 'standalone' units do you propose?	(number of units)
Please provide the volume of the air source heat pump's outdoor compressor unit (including any housing)?	(cubic metres)
How far from any property boundary will they be placed?	(metres)
Would the proposed be installed on a wall or a roof which fronts a highway?	
Is the proposal for a ground source heat pump?	
Is the proposal for a water source heat pump?	
Is the proposal for a biomass heating system?	
Is the proposal for a combined heat and power system?	

### 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.



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)

### Sketch Plan

Please provide a sketch of the location of your proposed extension, addition or works in relation to the property and garden areas and an elevation drawing. Indicate outbuildings and any extensions that have been added to the property since 1948 and the distance to 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 return completed form and any extra plans, photographs or information to:**

[Planning@westoxon.gov.uk](mailto:Planning@westoxon.gov.uk)