



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## Replacement Windows Roofs or Doors

planning@westoxon.gov.uk  
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

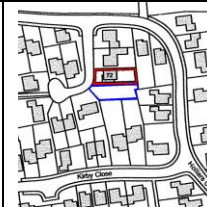
Detached?		Semi Detached?	
Terraced?		A flat?	
How many storeys does the existing building have?			

### 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

## New or replacement Windows, Roofs or Doors

What details we need

Position (front, side, rear)

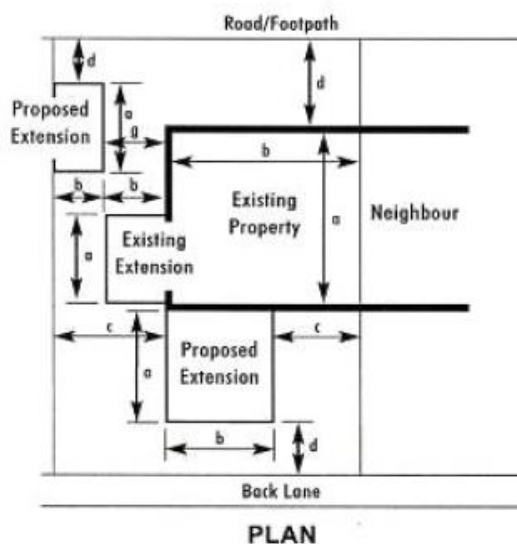
Existing materials used

Proposed materials used

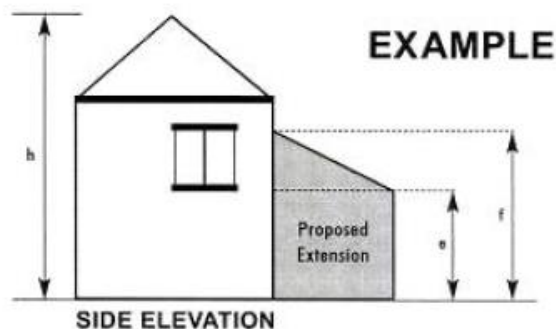
Photographs of existing

## 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)