

Climate, Biodiversity & Planning Committee Meeting of Witney Town Council



Tuesday, 3rd January, 2023 at 6.00 pm

To members of the Climate, Biodiversity & Planning Committee - R Smith, A Prosser, T Ashby, J Aitman, L Duncan, V Gwatkin and P Hiles (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Virtual Meeting Room via Zoom** for the transaction of the business stated in the agenda below.

Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Committee Clerk derek.mackenzie@witney-tc.gov.uk in advance.

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

As a matter of courtesy, if you intend to record any part of the proceedings, please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

Agenda

1. Apologies for Absence

To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Committee Clerk derek.mackenzie@witney-tc.gov.uk **prior to the meeting**, stating the reason for absence.

Standing Order 309a)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have informed the Proper Officer **before** the meeting that they are unable to attend.

2. Declarations of Interest

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. Public Participation

The meeting will adjourn for this item.

Members of the public may speak for a maximum of five minutes each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

4. Planning Applications (Pages 3 - 4)

To receive and consider a schedule of Planning Applications from West Oxfordshire District Council.

5. **Planning Appeal Decisions** (Pages 5 - 16)

To receive notice of Planning Appeal Decisions:

- Appeal A Ref: APP/D3125/W/21/3288456
35-37 Woodgreen, Witney OX28 1DG

- Appeal B Ref: APP/D3125/Y/21/3288457
35-37 Woodgreen, Witney OX28 1DG

- Appeal Ref: APP/D3125/C/22/3295084
17 Ashcombe Close, Witney, Oxfordshire, OX28 6NL

- Appeal Ref: APP/D3125/W/22/3291279
2 Springfield Park, Witney OX28 6EF

6. **Licensing Application Consultation W/22/01475/PAVLIC - COSTA, Welch Way** (Pages 17 - 28)

To note the Pavement Licence Application W/22/01475/PAVLIC for Costa, Welch Way.

Given the short statutory timescale for Witney Town Council to respond, by prior agreement of West Oxfordshire District Council, documents are circulated electronically for the consideration of members of this Committee and the responses collated.

Witney Town Council submitted a 'No objection' response to West Oxfordshire District Council.



Town Clerk

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4.1 **WTC/001/23** Plot Ref :- 22/03194/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 06/12/22
Parish :- CENTRAL Date Returned :-
Location :- 43 BURFORD ROAD Agent
BURFORD ROAD
Proposals :- Demolition of existing garage. Erection of two storey side and single storey rear extensions. Conversion of loft space with insertion of new windows.

Observations :-

4.2 **WTC/002/23** Plot Ref :- 22/03313/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 14/12/22
Parish :- EAST Date Returned :-
Location :- 21 STANTON Agent
HARCOURT ROAD
STANTON HARCOURT
ROAD
Proposals :- Proposed first floor extension over existing side extension and front side single storey extension with a lean-to.

Observations :-

4.3 **WTC/003/23** Plot Ref :- 22/03343/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 21/12/22
Parish :- NORTH Date Returned :-
Location :- 2 SCHOFIELD AVENUE Agent
SCHOFIELD AVENUE
Proposals :- Proposed single storey flat roof rear extension

Observations :-

4.4 **WTC/004/23** Plot Ref :- 22/03410/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 21/12/22
Parish :- WEST Date Returned :-
Location :- 30 TOWNSEND ROAD Agent
TOWNSEND ROAD
Proposals :- Single storey rear extension.

Observations :-

4.5 **WTC/005/23** Plot Ref :- 22/03390/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 21/12/22
Parish :- WEST Date Returned :-
Location :- 2 STANWAY CLOSE Agent
STANWAY CLOSE
Proposals :- Single story rear extension.
Observations :-

4.6 **WTC/006/23** Plot Ref :- 22/03406/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 21/12/22
Parish :- CENTRAL Date Returned :-
Location :- 25 WOODFORD MILL Agent
WOODFORD MILL
MILL STREET
Proposals :- Erection of a Shed.
Observations :-



Appeal Decisions

Site visit made on 18 October 2022

by Paul Thompson DipTRP MAUD MRTPI

an Inspector appointed by the Secretary of State

Decision date: 21 October 2022

Appeal A Ref: APP/D3125/W/21/3288456

35-37 Woodgreen, Witney OX28 1DG

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
 - The appeal is made by Mr & Mrs Brooker against the decision of West Oxfordshire District Council.
 - The application Ref 21/02718/HHD, dated 6 August 2021, was refused by notice dated 13 October 2021.
 - The development proposed is single storey rear extension.
-

Appeal B Ref: APP/D3125/Y/21/3288457

35-37 Woodgreen, Witney OX28 1DG

- The appeal is made under section 20 of the Planning (Listed Buildings and Conservation Areas) Act 1990 against a refusal to grant listed building consent.
 - The appeal is made by Mr & Mrs Brooker against the decision of West Oxfordshire District Council.
 - The application Ref 21/02719/LBC, dated 6 August 2021, was refused by notice dated 13 October 2021.
 - The works proposed are single storey rear extension.
-

Decision

1. Appeals A and B are dismissed.

Procedural Matter

2. The two appeals concern the same scheme under different, complementary legislation. I have therefore dealt with both appeals together in my reasoning.

Main Issue

3. The main issue is whether the proposed single storey rear extension would preserve a Grade II listed building, known as 35 and 37 Wood Green, and any features of special historic interest that it possesses.

Reasons

Special Interest and Significance

4. The appeal concerns 35 and 37 Wood Green, a Grade II listed building that likely originates from the mid-18th Century. It is situated within a largely continuous row of properties to the northwest of a large green. The main range is of two-storeys, with attic rooms served by gabled dormers, and constructed of coursed limestone rubble, beneath a stone slate roof.

5. Although the list description primarily focuses on the front of the property, it is for identification purposes only and does not form an exhaustive list of the features of the listed building that are of special architectural or historic interest. Moreover, the plan form of buildings can contribute to the significance of listed buildings, as it helps to demonstrate why they were built or have been used in a particular way. This includes changes in the size or occupation of rooms to reflect the needs of society at particular point in time. For example, although the listing description suggests it is a pair of houses, the original floor plan of Nos 35 and 37 now forms a single house. The appellants' Design and Access Statement (DAS) also illustrates that extensions once covered the rear of the property before being replaced in 1994 by the current rear extension. This is a sympathetic addition, incorporating a kitchen, which better reveals the significance of the listed building.
6. Despite alteration of the listed building over time, particularly to a single house, its plan form is well-preserved and remains legible. In particular, the size of the current rear extension, and room therein, is complementary to the main range. Accordingly, as far as it is relevant to the appeal before me, the significance of the listed building today lies in its plan form and as a good example of a well-preserved mid-18th Century pair of houses, constructed of vernacular materials, with later additions and alterations.

Effect of the Proposal

7. The overall floor plan area of the extension and the proportions of the open plan arrangement within would be significantly larger than any other room in the main range at ground floor. This would undermine the hierarchy and, thereby, the understanding and significance of the plan form of the building.
8. Like the approved scheme for a glazed extension¹, the appeal scheme would be clearly discernible as a new phase in the development of the listed building. It would incorporate two architectural languages, with stone to No 35 and glass to No 37, and creates a different type of internal space to existing rooms within the property. The original plan form of the building and later alterations would remain evident, including the rear façade above the flat roof. The extension would also have a volume smaller than the existing building, and no further original walls, windows, and door openings would be altered. Nevertheless, the two parts of the extension would be read together due to the connection at roof level and the generally open plan arrangement within. The resultant depth of the extension and its internal layout would therefore not be subservient to the historic ground floor plan of the listed building.
9. The property has been extended previously, but the DAS demonstrates these were projections narrow in width and depth in comparison to the original property. These would not therefore have been comparable with the appeal scheme for an extension across the building to a noticeably greater depth.
10. The proposal would not be visible from Wood Green, but the building is listed for its intrinsic architectural and historic interest and the visibility of the proposed extensions would not be a determining factor in considering whether they would preserve the special architectural or historic interest of the building. In addition, although the proposal would be reversible, this would not justify a

¹ Planning References: 21/01612/HHD and 21/01613/LBC.

harmful alteration that would be experienced for a considerable length of time from within the grounds of the building.

Public Benefits and Conclusions on the Main Issue

11. The statutory duties in Sections 16(2) and 66(1) of the Planning (Listed Building and Conservation Areas) (England) Act 1990 (the Act) are matters of considerable importance and weight and paragraphs 197, 199 and 200 of the National Planning Policy Framework (the Framework) are also of paramount importance.
12. The proposal would be harmful to the special historic and architectural interest of the Grade II listed building, in respect of its floor plan layout. This would have a harmful effect on its significance as a designated heritage asset, which would equate to less than substantial harm to its significance. Paragraph 202 of the Framework and Policy EH9 of the West Oxfordshire Local Plan 2031² (LP) identify that harm should be weighed against the public benefits of proposals.
13. I accept that the proposal would improve the internal living environment of the appellants' property by providing a larger kitchen, but there is no evidence to suggest that this would be required to make the building habitable or sustain it as a heritage asset. The continued viable use of the appeal property as a house is therefore not dependent on the proposal, as there is an ongoing residential use that would be unlikely to cease in its absence. There is also no evidence before me to demonstrate that incorporating the kitchen into the main range of the house would require removal of historic fabric, including for service runs. I have therefore given limited weight to these arguments.
14. The proposed extension would enable the existing dining room to be used as a dedicated study for working from home and a new separate utility space to be provided for, amongst other things, drying clothes inside. These would be largely private benefits restricted to the appellants, although there would be small environmental benefits to the public in terms of the minimisation of energy consumption.
15. Similarly, while the use of glazing in the proposed extension may reduce the need for lights to be on in the rooms within the extended part of the house, it is unlikely to alter the situation within the remainder of the house, particularly as the ground floor rear window to the existing lounge would be internalised.
16. The proposal could provide net gains for biodiversity through the provision of a bird box. However, there is no substantive evidence before me regarding how this gain has been measured, so I attach limited weight to this as a benefit.
17. The absence of harm to the living conditions of neighbouring occupiers would weigh neither for nor against the appeal scheme.
18. Taking the above together, the public benefits I have outlined would not justify allowing a proposal that would fail to preserve the special interest of the listed building. In accordance with Framework paragraphs 197 and 199, considered together, I am therefore not persuaded that there would be public benefits of sufficient magnitude to outweigh the great weight to be given to the less than substantial harm that I have identified to the significance of the heritage asset.

² Adopted September 2018.

19. In light of the above, I conclude that the proposal would have a harmful effect on the special historic and architectural interest of the Grade II listed building. The appeal proposal would therefore fail to satisfy the requirements of the Act, paragraphs 197, 199 and 200 of the Framework and would conflict with the design and heritage aims of Policies EH9, EH11, EH12, and OS4 of the West Oxfordshire Local Plan 2031 (Adopted September 2018) (LP) and Sections 7 and 14 of the West Oxfordshire Design Guide 2016.
20. I have not found in relation to the Witney and Cogges Conservation Area Appraisal (April 2013) or LP Policy EH10, as they are relevant to this main issue. In particular, the former includes policies replaced by the current LP.

Other Matters

21. The appeal property is situated within the Witney and Cogges Conservation Area (CA). I have had regard to Section 72(1) of the Act, which requires special attention be given to the desirability of preserving or enhancing the character or appearance of a Conservation Area. The listed building makes an important contribution to the significance of the CA but, the proposal relates to works to the rear of the property, that would not be visible within the street scene or other public areas. I note that the Council also arrived at a similar conclusion.
22. The site also adjoins The Three Pigeons Public House, a Grade II listed building. I have therefore had regard to the statutory duty referred to in the Act, but the scale of the proposed extension and its physical relationship with the pub would ensure that its setting would be preserved and not detract from it.
23. Hence, the proposal would preserve the character and appearance of the CA and the setting of the public house, as required by LP Policy EH10 and the other policies referred to above, and thus preserve their significance. However, neither of these matters alters or outweighs my conclusion on the main issue.

Conclusion

24. For the reasons given above, I conclude that the appeals should be dismissed.

Paul Thompson

INSPECTOR



Appeal Decision

Site visit made on 8 August 2022

by Graham Dudley BA (Hons) Arch Dip Cons AA RIBA

an Inspector appointed by the Secretary of State

Decision date: 25 August 2022

Appeal Ref: APP/D3125/C/22/3295084

17 Ashcombe Close, Witney, Oxfordshire, OX28 6NL

- The appeal is made under section 174 of the Town and Country Planning Act 1990 as amended. The appeal is made by Mr John Steptoe against an enforcement notice issued by West Oxfordshire District Council.
 - The notice was issued on 9 February 2022.
 - The breach of planning control as alleged in the notice is without planning permission the erection of an unauthorised wall and gated enclosure.
 - The requirements of the notice are (1) permanently remove the whole structure, which includes the front and side walls, pillars, gate and metal railings, (2) permanently remove from the land all building materials deriving from the removal of the unauthorised wall and gated enclosure.
 - The period for compliance with the requirements is 4 months.
 - The appeal is proceeding on the ground set out in section 174(2)(f) of the Town and Country Planning Act 1990 as amended.
 - Since the prescribed fees have not been paid within the specified period, the appeal on ground (a) and the application for planning permission deemed to have been made under section 177(5) of the Act have lapsed.
-

Preliminary Matters

1. Permitted development is set out in the Town and Country Planning (General Permitted Development) (England) Order 2015 as amended.

Decision

2. The appeal is dismissed and the enforcement notice is upheld.

Reasons

3. There is no argument that what has been alleged has occurred.
4. The appellant simply argues that he should be allowed to reduce the size of the wall/gate to comply with permitted development. It is the whole of the structure that has been built which is the unauthorised development, not just that which extends above the permitted development limits. The GPDO cannot grant retrospective planning permission. The Council say the wall as constructed does not comply with policy, so it is plain that the Council's requirements relate to remedying the breach and not impact on amenity.
5. The basis of a ground (f) challenge is that the steps are excessive and lesser steps would overcome the objections. It was held in *Tapecrown Ltd v FSS & Vale of White Horse DC* [2006] EWCA Civ 1744 that an Inspector has wide powers to decide whether there is any solution short of a complete removal to remedy the breach, which is acceptable in planning and amenity terms. In that case there was a ground (a). So, there may be cases where grounds (a) and (f)

can be used together to achieve more than could be gained under (f) alone. In this appeal there is no ground (a) to consider.

6. The planning permission granted by the GPDO may be a reasonable fall-back position and clearly some form of boundary would be permitted development if it complied with the relevant limitations and the appellant's intentions seem clear to build something. However, in this case, it is not simply one wall fronting the road, but a matter of the return walls and gates as well, and what is an appropriate height/arrangement for them under permitted development is a matter of interpretation. There is confusion as to what can be built, with the appellant asking at the site visit what needs to be done with the pillars and gate. It would not be possible to frame the requirements precisely from the current information to ensure an appropriate arrangement of the whole structure and could potentially lead to the need for further enforcement action, which would not be satisfactory to anybody.
7. This is sensibly a proper matter for a planning application where the design can be drawn and conditions imposed to define the permission. This is a relatively simple matter, so I consider that the 4 months allowed for compliance is sufficient to enable the appellant to make a planning application, which if approved would overcome the enforcement notice by dint of Section 173 (11). It is not excessive to require removal of the wall to overcome the breach that has occurred, and lesser steps cannot be precisely identified to overcome the breach. The appeal fails on ground (f).

Other Matters

8. It should be noted that human rights considerations do not arise in ground (f). The issue is strictly whether the requirements are excessive to remedy the breach or harm as the case may be.
9. I have considered the appellant's health issues and obvious difficulties that this has caused. I note that it is said that this prevented remedial action before the enforcement notice was issued, although the Council say that building works to the property continued even at that time. Unfortunately, now the notice has been issued action needs to be undertaken in relation to it. I also consider that agreeing remedial action with the Council through a planning application will be the best solution for the appellant.

Conclusion

10. For the reasons given above, I conclude that the appeal should not succeed. I shall uphold the enforcement notice.

Graham Dudley

INSPECTOR

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Appeal Decision

Site visit made on 16 August 2022

by Mr W Johnson BA(Hons) DipTP DipUDR MRTPI

an Inspector appointed by the Secretary of State

Decision date: 25 August 2022

Appeal Ref: APP/D3125/W/22/3291279

2 Springfield Park, Witney OX28 6EF

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
- The appeal is made by Mr Chris Durici against the decision of West Oxfordshire District Council.
- The application Ref 21/03193/FUL, dated 23 September 2021, was refused by notice dated 4 January 2022.
- The development proposed is for a new dwelling and new access on to Springfield Park

Decision

1. The appeal is dismissed.

Preliminary Matters

2. A completed unilateral undertaking (UU), made under the provisions of section 106 of the Town and Country Planning Act 1990, has been submitted in support of this appeal by the appellant. The UU would prevent the implementation of an extant planning application (20/00404/FUL) to sub-divide No 2 into 2no. dwellings, which also involves the erection of single storey rear extensions. I have considered the UU in the determination of this appeal.
3. The appeal process should not be used to evolve a scheme and, in the interests of ensuring that no one with an interest in the outcome of the appeal is prejudiced, it is important that the details considered at appeal stage are essentially the same as those considered and consulted upon by the Council at planning application stage. The intended revision contained within drawing: Block Plan 07 Rev G (the amended drawing) is to increase the level of on-site vehicular parking by one space.
4. The Council have indicated that they no longer wish to present evidence in relation to refusal reason no.2, on the basis of the amended drawing submitted by the appellant. Nonetheless, the revision evolves and materially alters the scheme that was originally submitted. Thus, I do not accept the revision in this instance, and shall consider the appeal based on the level of on-site parking originally submitted to the Council for determination.

Main Issues

5. The main issues of this appeal are the effect of the proposed development on:
 - the character and appearance of the appeal site and surrounding area; and,
 - highway safety, with particular regard to the provision of on-site parking.

Reasons

Character and appearance

6. The site currently comprises part of the rear and side garden to No 2 Springfield Park, which is at the end of a row of 4no. houses, close to the junction with Burford Road. A similar row of 4no. terraced houses is located opposite on Springfield Park, where the property facing No 2, also has a notable side garden, similar to that at the appeal site. This forms a strong and positive characteristic on this section of Springfield Park.
7. The main parties have drawn my attention to a previous appeal¹, which is a material consideration of significant weight. Whilst noting the similarities between this scheme and the scheme subject of this appeal, I also acknowledge that the features within the appeal scheme that the appellant has incorporated following the outcome of the previous appeal, which include a chimney, different materials, fenestration details and the location for on-site vehicular parking, amongst other things.
8. I accept that the materials and design of the proposed development, including fenestration details are an improvement to those proposed on the previous scheme. However, whilst the vehicular parking on the previous scheme was considered to be at odds with the properties on Burford Road, a similar outcome now results on Springfield Park. Properties on Springfield Park benefit from on-site vehicular parking with driveways. The proposed development would involve the creation of an additional area of parking and access at No 2 in a prominent location, close to the Burford Road junction, where a street sign currently exists. This parking area would be highly visible and represent a discordant feature that would not compliment the surrounding street scene, given the arrangement at surrounding properties, particularly in regard of the adjoining property and those on the opposite side of the road to the site.
9. I accept that there is a mixture of dwelling types in the surrounding area, which includes terraced and semi-detached dwellings. There are also detached dwellings on Springfield Park and Burford Road. Nonetheless, the location of the dwelling would be in an area where the frontage comprises semi-detached dwellings, where a general uniformity in appearance is present. I acknowledge the increase in width of the proposed development from 7.5m to 8.5m, but given the width of the existing semi-detached houses on Burford Road, the proposed development being detached would still appear narrow by comparison. In this instance, the adverse visual effect of the detached dwelling in this location would not be overcome by the increase in its width or the proximity to No 40 Burford Road.
10. For the reasons given above, I conclude the proposed development would harm the character and appearance of the appeal site and surrounding area. Consequently, the scheme would not accord with the design, character and appearance aims of Policies OS2, OS4, H2 of the West Oxfordshire Local Plan 2018 (LP) and the requirements of the National Planning Policy Framework (the Framework).

Highway safety

11. The proposed development as submitted to the Council involved the provision

¹ APP/D3125/W/21/3274682

of 1no. on-site vehicular parking space. The location of this parking provision would be to the left of No 2 in its side garden, when viewing the plot from the front. In considering the design of the proposed development, including its size and number of bedrooms, the proposed development would likely attract more than one vehicle to the area.

12. Although, there is on-street car parking available on Springfield Road and Burford Road, the proposed development, given its location, would encourage vehicular parking in proximity of the junction between the above roads. This would likely increase vehicular conflict on the highway. Additionally, whilst there are parking bays on Burford Road, these appear well utilised by existing residents. In the case of potential vehicular parking on both roads, it is likely that notable inconvenience would be experienced by local residents as a direct consequence of the proposed development.
13. For the reasons given above, I conclude the proposed development would result in conditions that would prejudice highway safety and the convenience of existing residents. Consequently, the scheme would not accord with the design, highway safety aims of LP Policies T2, T4 and the requirements of the Framework.

Other Matters

14. During my visit, I observed that the distance between the front elevation of the proposed development and the existing trees on the verge on Burford Road would not be excessive and could inevitably lead to pressure to prune the trees, or even to remove them in the future to improve the light and outlook for facing habitable rooms in the proposed development. However, as I am dismissing the appeal for other reasons, I have not considered this matter any further.

Planning Balance and Conclusion

15. I acknowledge there would be some limited economic and social benefits resulting from the construction phase and subsequent occupation of the proposed development. I also note the sustainable location of the site. However, I have considered this appeal proposal on its own planning merits and conclude that the scheme is not acceptable for the reasons set out above.
16. Therefore, I have found that the proposed development would be contrary to the development plan when taken as a whole, and there are no other considerations which outweigh this finding. It would also be at odds with the objectives of the Framework.
17. For the reasons given above, I conclude that the appeal should be dismissed.

W Johnson

INSPECTOR

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Agenda Item 6

Reply to : Andrea Thomas
Tel : 01993 861000
Email: ers@westoxon.gov.uk

Council Offices

Woodgreen,
WITNEY,
Oxfordshire,
OX28 1NB
Tel: 01993 861000
www.westoxon.gov.uk



The Town Council

Your Ref: W/22/01475/PAVLIC

Date: 14th December 2022

Dear Town Clerk,

BUSINESS AND PLANNING ACT 2020

Application for Pavement Licence

We have received an application for **Costa Limited Unit 5 5 Welch Way Witney Oxfordshire OX28 6JH** under the Business and Planning Act 2020.

The application can be viewed through the online [Public Access Portal](#). If you would like to make formal representation, the closing date is **20th December 2022**.

Please ensure that all email correspondence is sent to ers@westoxon.gov.uk.

Yours faithfully

Licensing Team
Environmental and Regulatory Services

West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998

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Online forms

Application for a Pavement Licence

[Homepage](#) | [Privacy statement](#)

Mandatory fields: Fields marked with an asterisk (*) must be completed.

SECTION 1: APPLICANT DETAILS. REFERENCE: WOD_PAVLIC_00059646

Contact details

Your name plus one or more contact methods are required in case we need to contact you regarding this form submission.

Title *	Please select ▼
First name *	COSTA
Last name *	LIMITED
Phone	01908 685 965
Email *	[REDACTED]

Applicant's postal address

Enter your street or postcode to find your address.

Address search term *	LU5 5YG	<input type="button" value="Find your address"/>
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Your address (selected)

COSTA HOUSE,HOUGHTON HALL BUSINESS PARK,DUNSTABLE,LU5 5YG

SECTION 2: BUSINESS PREMISES DETAILS

Application reference number	WOD_PAVLIC_00059646
Trading name	COSTA COFFEE
Licence cost	£100.00

Business premises postal address

Enter your street or postcode to find your address.

Address search term

OX28 6JH

Find your address

Business premises postal address (selected)

COSTA COFFEE, Unit 5, 5 Welch Way, Witney, Oxfordshire, OX28 6JH

Which of the following is the above business premises used for?
(please select ONE of the following options)

Premises telephone number

Business premises use

- Use as a public house,
wine bar or other drinking
establishment
Other use for the sale of
food or drink for
consumption on or off the
premises
Both of the above uses

SECTION 3: AREA OF HIGHWAY PROPOSED TO BE USED

Please provide a description of the area of the highway to which this
application relates

(NB you are also required to submit a plan with this application).

Description of the area

USE OF THE PAVEMENT
ADJACENT TO THE PREMISES
FOR TABLES & CHAIRS - SEE
PLAN

SECTION 4: DAYS AND TIMES (please use 24h format hh:mm)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start	08:00	08:00	08:00	08:00	08:00	08:00	09:00
Finish	19:00	19:00	19:00	19:00	19:00	19:00	17:00

RELEVANT PURPOSE THE APPLICATION RELATES TO:

Which of the following relevant purposes do you wish to put furniture on the
highway for?
(please select ONE of the following options)

Furniture purpose

- To sell or serve food or drink supplied from, or in connection with relevant use of, the premises
For the purpose of consuming food or drink
- supplied from, or in connection with relevant use of, the premises
- Both of the above purposes

SECTION 5: FURNITURE TO BE PLACED ON THE HIGHWAY

Please provide a description of the furniture you propose to place on the highway including:

- Quantity
- Brand
- Type and
- Materials

(please note you are required to provide photographs / pictures of the proposed furniture with your application)

Description of the furniture

2 TABLES AND 4 CHAIRS -
SEE ATTACHED

Do you intend to alter any of the building and / or frontage to accommodate this proposal?

- Yes
 No

SECTION 6: CONTACT DETAILS FOR CORRESPONDENCE (NB leave blank if same as applicant)

Correspondence title

Please select ▼

Correspondence first name

VICKY

Correspondence last name

WONG

Correspondence telephone

01908685965

Correspondence email

Correspondence address

C/O GERALD EVE LLP II
EXCHANGE SQUARE
21 NORTH FOURTH STREET,

SECTION 7: CHECKLIST FOR DOCUMENTS TO INCLUDE WITH APPLICATION

Photographs/pictures/brochure or similar of the furniture proposed to be used.

Site plan to a suitable scale (1:100 or 1:200) showing:

- property boundary and proposed boundary of area to be covered by the pavement licence (with a red line to indicate the area to be licensed)
- building line
- kerb line
- furniture layout
- points of access and egress
- position of any lighting columns, litter bins, road signs or other existing street furniture

Upload up to five associated files (e.g. plans and photos)

- Up to five files can be uploaded per form submission.
- The maximum file size is 1Mb so images may need to be re-sized before uploading.
- Allowed file formats: JPG / GIF / PNG / PDF.

Uploaded file 01	Table_Dimensions1.jpg
Uploaded file 02	Chair_dimensions1.jpg
Uploaded files	2

Your file was uploaded successfully.

Upload a file

SECTION 8: DECLARATION BY APPLICANT

- I understand that I am required to display a notice of my application in accordance with the requirements of the Business and Planning Act 2020 and that failing to do so and to maintain the notice throughout the consultation period may lead to the revocation of any licence granted.
- I understand I must hold and maintain public liability insurance for a minimum of £5 million.
- I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
- I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to revocation.

I agree - the above
declaration is correct *

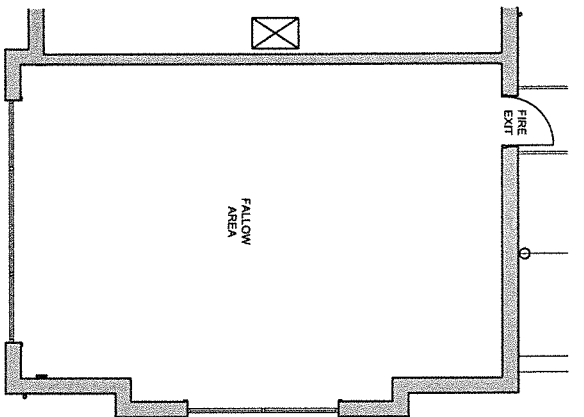
Please ensure that your application is submitted with all supporting documents that are listed on the website. Failure to do this will result in your application being rejected.

Data Protection Statement:

We will only use your personal information gathered for the specific purposes of your application. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on our website.

Confirm before submission

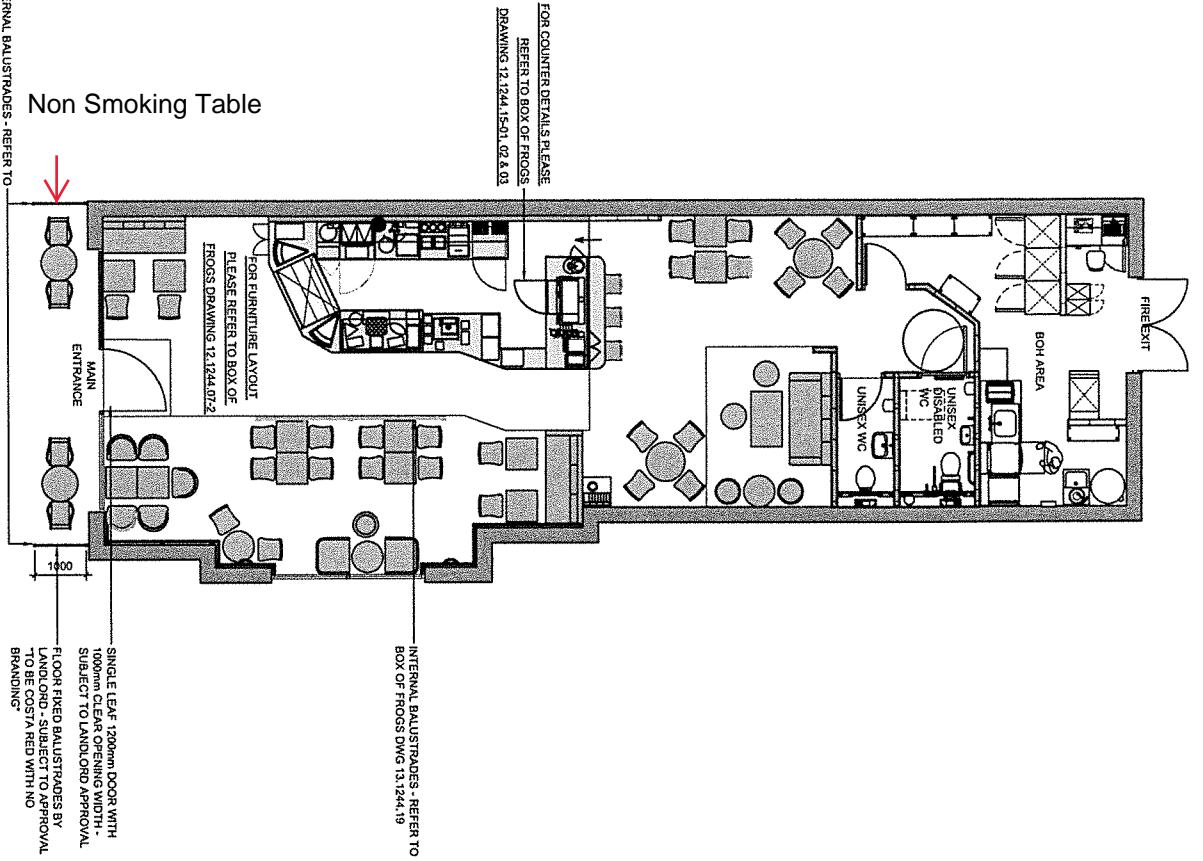
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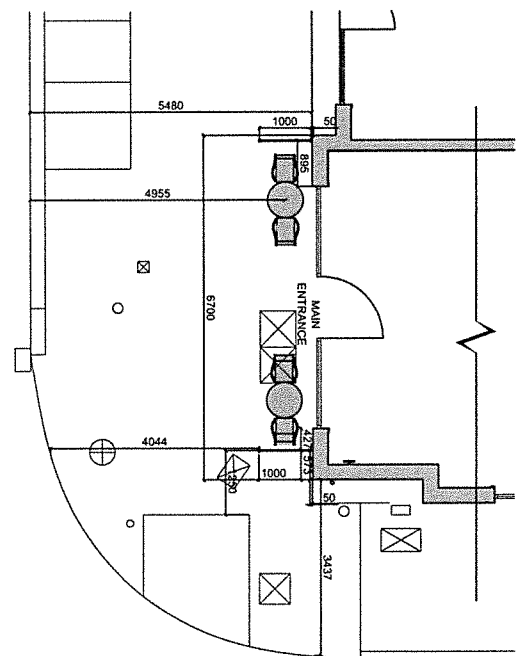
GENERAL LAYOUT FF SCALE 1:100@A3

GENERAL NOTES
 TOTAL AREA GF: 1313M²
 TOTAL AREA FF: 122M²
 TOTAL AREA FR: 657M²
 61M²

NOTE:
 FOR FURNITURE, GRAPHICS, COUNTER
 DETAILS AND FINISHES, PLEASE REFER
 TO BOX OF FROGS DRAWING PACK
 JOB NUMBER - 12.1244



GENERAL LAYOUT GF SCALE 1:100@A3



EXTERNAL SEATING LAYOUT SCALE 1:100@A3

THIS DRAWING IS NOT TO BE SCALED.
 ONLY FIGURED DIMENSIONS ARE TO BE
 FOLLOWED. CONSTRUCTION TO CHECK
 ALL DIMENSIONS. REFER TO THE
 DRAWING FOR ANY DISCREPANCY TO SGM
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REVISIONS:
 A - SCHEMATIC ISSUE - 13.08.2012 - CB
 B - ELECTRICAL ISSUE - 13.08.2012 - CB
 C - ELECTRICAL SKETCHING ADDED BOH; LAYOUT AMENDED TO SUIT -
 19.02.2013 - CB
 D - FULL PACK UPDATED TO BOX OF FROGS USE DESIGN -
 01.03.2013 - CB
 E - AMENDMENT TO EXTERNAL BALUSTRADES - 17.07.2013 - BK
 F - EXTERNAL DIMENSIONS TO CURB ADDED - 17.07.2013 - BK
 G - RIGHT BALUSTRADE MOVED; EXTERNAL DIMENSIONS
 AMENDED - 30.07.2013 - BK

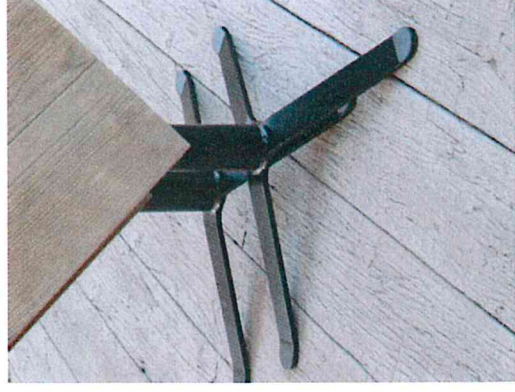
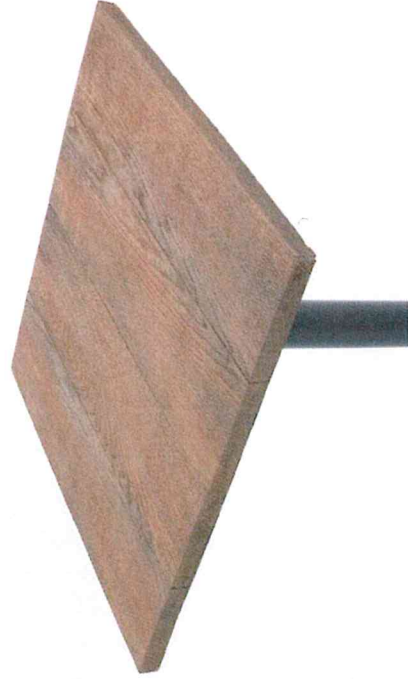
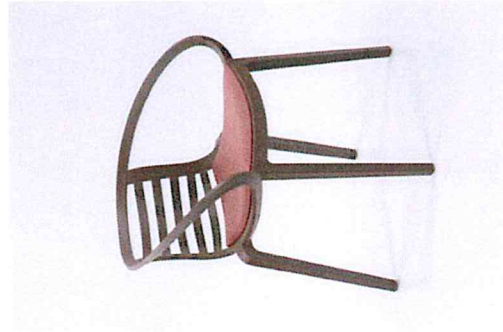
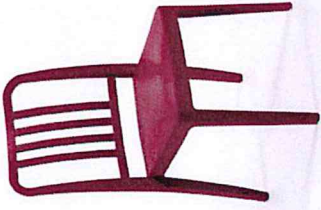
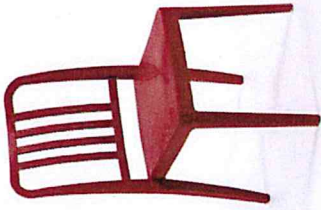
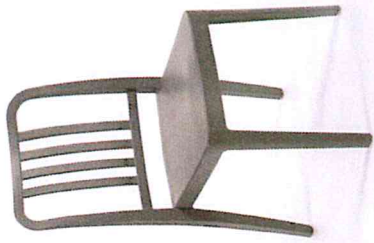
CLIENT: COSTA COFFEE
 PROJECT NUMBER: 1312
 PROJECT: UNIT 5, WELCH WAY, WITNEY, OX29 5SH, OX29 5SH, OX29 5SH
 DRAWING TITLE: PROPOSED GENERAL LAYOUT
 SCALE: 1:100@A3
 DRAWN BY: CB
 PROJECT MANAGER: RB
 DATE: 13.08.2012

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 104 HIGH STREET, THAME, OXON, OX9 3DZ.
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 sgm.admin@sgm.co.uk
 www.sgm.co.uk

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UK and Europe (Reef and Nido Chair)



THE HOME OF *irresistible* COFFEE

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