

Public Document Pack

Climate, Biodiversity & Planning Committee Meeting of Witney Town Council



Tuesday, 23rd April, 2024 at 6.00 pm

To members of the Climate, Biodiversity & Planning Committee - A Bailey, G Meadows, R Smith, J Aitman, O Collins, J Robertshaw, S Simpson and D Temple (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.

Join Zoom Meeting

<https://us06web.zoom.us/j/86287662642>

Meeting ID: 862 8766 2642

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 30(d)(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. **Notice of Planning Appeal Decision - Kingsmead, 51 Woodlands Road, Witney** (Pages 5 - 7)

To receive appeal decision notification APP/D3125/D/24/3337152, for Kingsmead, 51 Woodlands Road, Witney.

6. **Application for Variation to Premises Licence W/24/00356/PRMMV 9-11 High Street, Witney**
(Pages 8 - 25)

To consider an application for a variation of Premises Licence under the Licensing Act 2003. Application reference W/24/00356/PRMMV 9-11 High Street, Witney.

7. **Oxford Traffic Filters**

To consider the facilitation of an event to be hosted by Coalition for Healthy Streets and Active Travel (CoHSAT) in one of the council public halls as agreed in principle at the meeting of the Council on 15 April 2024.



Town Clerk

4

4 . 1 **WTC/053/24** Plot Ref :- 24/00919/CND Type :- DISCHARGE
Applicant Name :- . Date Received :- 16/04/24
Parish :- SOUTH Date Returned :-
Location :- 87 Agent
CORN STREET
Proposals :- Discharge of conditions 6 (landscaping), 10 (electric vehicle charging), 13 (details of accesses, driveways, car and cycle spaces), 15 (details of roads, driveways and footpaths) and 16 (refuse bin storage), of planning permission 20/03281/FUL (amending conditions previously discharged under 23/02353/CND)

Observations :-

4 . 2 **WTC/054/24** Plot Ref :- 24/00773/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 16/04/24
Parish :- NORTH Date Returned :-
Location :- 74 WEST END Agent
WEST END
Proposals :- Alterations to refurbish existing house, including removal of existing chimney from single storey rear extension, repairs to windows and replacement front and rear doors together with internal changes to fireplace and restoration of flagstone flooring.

Observations :-

4 . 3 **WTC/055/24** Plot Ref :- 24/00790/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 16/04/24
Parish :- West Date Returned :-
Location :- 15 WINFIELD ROAD Agent
WINFIELD ROAD
Proposals :- Erection of single storey rear extension with Ultraframe pre approved gable roof system with glazed sections.

Observations :-

4 . 4 **WTC/056/24** Plot Ref :- 24/00798/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 16/04/24
Parish :- CENTRAL Date Returned :-
Location :- 24 DAVENPORT ROAD Agent
DAVENPORT ROAD
Proposals :- Thermal upgrade of existing detached property to include insulation to ground floor, external walls and roof, removal of existing chimneys and installation of Air Source Heat Pump and PV array together with the demolition and rebuild of single storey side/rear extension and construction of new front entrance porch.

Observations :-

4 . 5

WTC/057/24

Plot Ref :- 24/00851/HHD Type :- HOUSEHOL

Applicant Name :- .

Date Received :- 16/04/24

Parish :- WEST

Date Returned :-

Location :- 27 BROADWAY CLOSE Agent
BROADWAY CLOSE

Proposals :- Erection of a single storey rear extension

Observations :-



Appeal Decision

Site visit made on 22 March 2024

by P D Sedgwick BSc (Hons) DipTP MRTPI

an Inspector appointed by the Secretary of State

Decision date: 10.04.2024

Appeal Ref: APP/D3125/D/24/3337152

Kingsmead, 51 Woodlands Road, Witney, Oxfordshire, OX28 2DR

- 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 and Mrs Gill against the decision of West Oxfordshire District Council.
 - The application 23/02856/HHD, dated 25 October 2023, was refused by notice dated 18 December 2023.
 - The development proposed is proposed garage conversion & erection of single storey front & side extension & internal alterations. Proposed conservatory.
-

Decision

1. The appeal is dismissed insofar as it relates to the proposed conservatory. The appeal is allowed insofar as it relates to the proposed garage conversion & erection of single storey front & side extension & internal alterations and planning permission is granted for the proposed garage conversion & erection of single storey front & side extension & internal alterations at Kingsmead, 51 Woodlands Road, Witney, Oxfordshire, OX28 2DR in accordance with the terms of the application, Ref 23/02856/HHD, dated 25 October 2023, and the plans submitted with it, so far as relevant to that part of the development hereby permitted and subject to the following conditions:
 - 1) The development hereby permitted shall begin not later than 3 years from the date of this decision.
 - 2) The development hereby permitted shall be carried out in accordance with the following approved plans: 276/23.04; 276/23.05; 276/23.06; 276/23.07.
 - 3) The materials to be used in the construction of the external surfaces of the development hereby permitted shall match those used in the existing building.

Main Issue

2. The main issue is the effect of the proposed development upon the character and appearance of the building and surrounding area.

Reason

3. The appeal site relates to a single storey detached bungalow on the turning head at the end of Woodlands Road. House designs and orientation vary at this end of the road. Several have their gable ends facing the road and a side wing

set back containing the house entrance and an attached garage to the side of it. In some cases, garages have been converted to provide additional accommodation. The appeal property is a simple rectangular shape orientated lengthwise parallel to the road with an attached garage set back behind the main building line on one side and a small conservatory similarly set back on the other side, behind a close board wooden fence providing side access to the back garden.

4. The proposal includes a front extension with a gable end that would extend across to the side of the house in front of the attached garage which would be converted for extra accommodation. The gable width, roof pitch and height would be similar to other houses nearby and the recessed porch would replicate that on the neighbouring house, No 53, which has 2 front gable extensions.
5. From the street, the proposed extension would better reflect the character and appearance of houses nearby. As such, it would be an improvement on its current simple form which is somewhat out of keeping with other houses. I note the Council's concern that viewed from the side it would appear awkward and disjointed because part of the extension roof slope would extend out from the side gable next to the flat roofed garage. However, the side elevation would only be seen in peripheral views from a few back gardens of neighbouring houses. In any case, I do not consider it would unduly harm its character or appearance from these views such that it would warrant withholding planning permission. The proposed development would not therefore conflict with Policies OS2, OS4 and H6 of the West Oxfordshire Local Plan 2031 (2018), the National Planning Policy Framework (2023), the National Design Guide (2021) and the West Oxfordshire Design Guide (2016) which require development to respect the character of the local area.
6. The proposed development also includes replacing the existing flat roofed conservatory with a substantial conservatory that would exceed the width of the house and be hipped roofed at one end and partially hipped at the other. It would dominate the side of the house due to its excessive length and additional height. Although it would not be visible from most of the street, because of the property's location at the end of the road and the proposed conservatory's slight set back, it would nonetheless be a dominant feature out of character with the host property and neighbouring houses and therefore unacceptable. The appellants have planning consent for a smaller conservatory and indicated during my site visit that they no longer wished to pursue that part of the scheme. Given that the proposed front extension and conservatory are both physically and functionally separate, I consider a split decision to allow the front and side extension and dismiss the conservatory would be appropriate.

Other Matter

7. A neighbour had concerns over whether the proposed front extension would lead to the loss of a parking space. However, there would remain space for 2 vehicles to park in front of the house and the local highways authority did not object to the proposal.

Conclusion and Conditions

8. For the reasons given above, I conclude that the appeal should succeed in relation to the proposed garage conversion and single storey front and side

extension. However, in relation to the proposed conservatory the appeal should be dismissed.

9. In respect of the proposed garage conversion and single storey front and side extension, I have attached the standard time limit condition and a plans condition as this provides certainty. I have also added a condition concerning materials to ensure a satisfactory appearance.

P D Sedgwick

INSPECTOR

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/24/00356/PRMMV

Date: 12th April 2024

Dear Town Clerk,

LICENSING ACT 2003 **Application for Minor Variation**

We have received an application for **9 - 11 High Street Witney Oxfordshire OX28 6HW** under the Licensing Act 2003.

The application can be viewed through the online [Public Access Portal](#). If you would like to make formal representation, the closing date is **24th April 2024**.

An Embedded Restriction is a condition that was on the original licence issued under the 1964 Act and was bought across when the licence was transferred under the Licensing Act 2003.

This application is to remove said condition in relation to Christmas Day and Good Friday.

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



West Oxfordshire
Application for a minor variation to a premises or club certificate
Licensing Act 2003

For help contact
ers.licensingandapplications@publicagroup.uk
 Telephone: 01993 861000

* required information

Section 1 of 9

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

- System reference This is the unique reference for this application generated by the system.
- Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
- Are you an agent acting on behalf of the applicant? Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.
- Yes No

Applicant Details

- * First name
- * Family name
- * E-mail
- Main telephone number Include country code.
- Other telephone number
- Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual
- A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

- Is the applicant's business registered in the UK with Companies House? Yes No
- Registration number
- Business name If the applicant's business is registered, use its registered name.
- VAT number Put "none" if the applicant is not registered for VAT.
- Legal status
- Note: completing the Applicant Business section is optional in this form.

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 9

PREMISES DETAILS

Refer to the [guidance notes](#) while completing this form.

Premises licence number/club premises certificate number

* Name of premises

Premises Location

* Are you able to provide a postal address, OS map reference or description of the premises?

Address OS map reference Description

* Building number or name

* Street

District

* City or town

County or administrative area

Postcode

* Country

Premises Contact Details

E-mail

Telephone number

Other telephone number

Continued from previous page...

* Brief description of premises (See Guidance Note 2)

Convenience store open seven days a week selling groceries, sundry items and alcohol for consumption off the premises.

Section 3 of 9

APPLICANT DETAILS

* Are you the premises licence holder/club premises certificate holder?

Yes No

Are the applicants address and contact details the same as the premises address and contact details given in section 2?

Yes No

Applicant Address

Is the address the same as (or similar to) the address given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

Section 4 of 9

PROPOSED VARIATION

Would you like the variation to take effect from as soon as possible?

Yes No

Continued from previous page...

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?

Yes No

[See guidance note 3.](#)

Describe the proposed variation(s) in detail in the box below and explain why you consider that they could not have an adverse effect on the promotion of any of the licensing objectives. ([See Guidance Note 1](#)) This should include whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent).

Details of proposed variation(s) ([See Guidance Note 4](#))

This application is to remove the embedded restrictions on Christmas Day and Good Friday. In all other respects the licence remains the same.

Section 5 of 9

OPERATING SCHEDULE

[See guidance on regulated entertainment](#)

Select those parts of the Operating Schedule which would be subject to change if this application to vary were successful (check all that apply)

Provision of regulated entertainment

- a. plays
- b. films
- c. indoor sporting events
- d. boxing or wrestling entertainments
- e. live music
- f. recorded music
- g. performance of dance
- h. anything of a similar description to that falling within (e), (f) or (g)

Provision of late night refreshment and alcohol

- i. late night refreshment
- j. sale by retail of alcohol

This can only relate to reducing licensed hours, or moving them without any overall increase between 7am and 11pm.

Section 6 of 9

ADDITIONAL INFORMATION

Are you able to submit the premises licence/club premises certificate (or relevant part)?

Yes No

Are you able to submit a copy of the plan?

Yes No

This is necessary if the proposed variation will affect the layout.

Continued from previous page...

Any further information to support your application. You should use this box to provide any additional evidence to support your claim that the proposed variation is 'minor' and could not have an adverse impact on the promotion of the licensing objectives.

The variation will have no adverse effect on the promotion of any of the licensing objectives

Section 7 of 9

NOTES FOR GUIDANCE

Continued from previous page...

1. General Note: The minor variations process can only be used for variations that could have no adverse impact on the promotion of any of the four licensing objectives. (These are: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.)

It cannot be used to:

- extend the period for which the licence has effect;
- vary substantially the premises to which it relates;
- specify, in a premises licence, an individual as the designated premises supervisor;
- add the sale by retail or supply of alcohol as an activity authorised by a licence or certificate;
- authorise the sale by retail or supply of alcohol at any time between 11pm and 7am;
- authorise an increase in the amount of time on any day during which alcohol may be sold by retail or supplied;
- include the alternative licence condition referred to in section 41D(3) of the Licensing Act 2003 in a premises licence.

2. Description of premises: For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. This should include any activities in or associated with the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines etc.

3. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.

4. Give full details of all the proposed variation(s). Failure to provide sufficient information may lead to the refusal of your application. Details should include a description of the proposed variation(s) in terms as precise as possible. If you are not precise, the licensing authority may decide that the changes you propose would be potentially broader in scope than you intend and reject your application as not being a 'minor' variation. You should also include a statement about why you consider the variations proposed could not have an impact on the licensing objectives listed in section 4(2) of the Act. You should cover each of the objectives that could possibly apply to your proposal (or if more than one, to each proposal) and say why you think there could be no adverse impact on that objective. Your application will be assisted by including as much information as you can about this. **(However, there is a box at the end of the form for 'further information', and this should be used for any relevant background information not directly related to the variation.)** Relevant information includes:

a) **Variations to licensable activities/licensing hours** (all timings should be given in 24 hour clock e.g. 16.00. Only give details for the days of the week when you intend the premises to be used for the activity), such as:

- Whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent);
- Relevant further details, for example whether music will be amplified or unamplified;
- Standard days and timing when the activity will take place, including start and finish times;
- Any seasonal variations in timings, e.g. additional days during the summer; and
- Non-standard timings, e.g. where you wish the activity to go on longer on a particular day such as Christmas Eve.

Continued from previous page...

b) **Variations to premises/club layout:** If you are applying for a variation to the layout of your premises, you must include a revised plan. You should be aware that your application is likely to be refused if the proposed variation could:

- increase capacity for drinking on the premises;
- affect access between the public part of the premises and the rest of the premises or the street or public way, e.g. block emergency exits or routes to emergency exits; or
- impede the effective operation of a noise reduction measure.

c) **Revisions, removals and additions of conditions:** The minor variation process may be used to remove conditions which are out of date or invalid and to revise conditions which are unclear (as long as the intention and effect remains the same). It can also be used to add a new condition volunteered by the applicant or mutually agreed between the applicant and a responsible authority, such as the police or the environmental health authority (subject to impact on the licensing objectives).

d) **Variations to opening hours:** Details of any changes to hours when the premises or club is open to the public.

5. Further information: You should use this box to provide any additional evidence to support your claim that the proposed variation is 'minor' and could not have an adverse impact on the promotion of the licensing objectives.

6. Signatures: The application form must be signed.

7. Authorised agent: An applicant's agent (e.g. solicitor) may sign the form on their behalf and, in so doing, will be confirming that they have actual authority to do so.

8. 2nd Applicant: Where there is more than one applicant, both applicants or their respective agents must sign the application form.

9. This is the address which we shall use to correspond with you about this application. This might not be the same as the address of the premises or applicant, but these addresses must also be provided.

Section 8 of 9

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 9 of 9

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.
This formality requires a fixed fee of £89

DECLARATION

I/WE UNDERSTAND THAT IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/west-oxfordshire/change-8> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

OFFICE USE ONLY

Applicant reference number	<input type="text" value="CXS.COO245.1266"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [Next >](#)



LICENSING ACT 2003

PART A – PREMISES LICENCE

Premises Licence Number

W/24/00207/PRMMV

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

9 - 11 High Street
Witney
Oxfordshire
OX28 6HW

Telephone number

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities

Supply by Retail of Alcohol	Monday to Saturday	07:00 - 23:00
Supply by Retail of Alcohol	Sunday	10:00 - 22:30

Non Standard Timings

Supply by retail of alcohol
Good Friday 0800hrs to 2230hrs
Christmas Day 1200hrs to 1500hrs
Christmas Day 1900hrs to 2230hrs

The opening hours of the premises

Monday to Saturday	07:00 - 22:00
--------------------	---------------

Sunday	10:00 - 16:00
--------	---------------

Non Standard Timings

Nothing to add

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Off

Annex 1 – Mandatory conditions

1. Every retail sale or supply of alcohol under this must be made or authorised by a person who holds a personal licence.
2. No retail sale or supply of alcohol may be made under this licence:
 - a. at a time when there is no designated premises supervisor in respect of the premises licence, or
 - b. at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

Annex 2 – Conditions consistent with the Operating Schedule

1

The premises shall maintain a CCTV system which gives coverage of all entry and exit points. The system shall continually record whilst the premises are open and conducting licensable activities. All recordings shall be restored for a minimum period of 21 days. Recordings shall be made available upon the receipt of a request by an authorised Officer of the Police or the Local Authority.

There shall be æCCTV in OperationÆ signs prominently displayed at the premises.

An incident log shall be retained at the premises and made available to an Officer of the Police or the Local Authority.

The premises shall operate a proof of age scheme.

The premises will be fitted with a burglar alarm system.

The premises will be fitted with a panic button system for staff to utilise in case of an emergency.

Plus internal layout alteration after minor variation 10 May 2018

Plus minor alternations to the store layout, installation of an ATM machine. Plan attached after minor variation November 2019

Plus internal layout alteration after minor variation 1 March 2024

Annex 3 – Conditions attached after a hearing by the licensing authority

Annex 4 – Plans

AS SUBMITTED WITH THE APPLICATION

LICENSING ACT 2003

PART B – PREMISES LICENCE SUMMARY



Premises Licence Number

W/24/00207/PRMMV

Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

9 - 11 High Street
Witney
Oxfordshire
OX28 6HW

Telephone number

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities

Supply by Retail of Alcohol	Monday to Saturday	07:00 - 23:00
Supply by Retail of Alcohol	Sunday	10:00 - 22:30

Non Standard Timings

Supply by retail of alcohol
Good Friday 0800hrs to 2230hrs
Christmas Day 1200hrs to 1500hrs
Christmas Day 1900hrs to 2230hrs

The opening hours of the premises

Monday to Saturday	07:00 - 22:00
--------------------	---------------

Sunday	10:00 - 16:00
--------	---------------

Non Standard Timings

Nothing to add

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Off

Part 2

Name, (registered) address of holder(s) of premises licence

Co-operative Food Group Ltd
1 Angel Square
Manchester
M60 0AG

Registered number of holder, for example company number, charity number (where applicable)

26715R

Name of designated premises supervisor where the premises licence authorises the supply of alcohol

Mr John Watson

State whether access to the premises by children is restricted or prohibited

All staff will receive comprehensive training in relation to age restricted products and in particular the sale of alcohol. No member of staff will be permitted to sell age restricted products until such time as they have completed the aforementioned training.

An age till prompt system will be utilised at the premises in respect of age restricted products.

A refusals register will be maintained at the premises and will be made available for inspection upon request by an authorised Officer of the Police or the Local Authority.

Signature of Issuing Officer:



**Group Manager
Licensing and Business Support**

Date of Determination:

18th March 2024

Date of Issue:

18th March 2024

Issuing Authority

West Oxfordshire District Council, Woodgreen Witney, Oxon OX28 1NB

