

# Public Document Pack

## Climate, Biodiversity & Planning

### Committee Meeting of Witney Town Council



**Tuesday, 3rd September, 2024 at 6.00 pm**

To members of the Climate, Biodiversity & Planning Committee - A Bailey, G Meadows, J Aitman, S Simpson, G Doughty, J Doughty and R Smith (and all other Town Councillors for information).

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

#### [Join the meeting](#)

Meeting ID: 318 139 881 625

Passcode: mTsReS

#### **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](mailto: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](mailto: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 4 - 6)

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

5. **New Premises Licence - The Cake Bakerie, 14a West End, Witney** (Pages 7 - 24)

To receive and consider an application W/24/00872/PRMA for new premises licence from The Cake Bakerie Limited 14A West End Witney OX28 1NE.

6. **New Premises Licence - No14 Wesley Walk Ltd, 14 Wesley Walk, Witney** (Pages 25 - 44)

To receive and consider an application W/24/00880/PRMA for new premises licence from NO.14 WESLEY WALK LTD 14 Wesley Walk Witney OX28 6ZJ

7. **Application for Pavement Licence - Ye Olde Cross Keys, 1 Market Square, Witney** (Pages 45 - 49)

To note the response submitted to West Oxfordshire District Council in respect of the Pavement Licence renewal W/24/00897/PAVLIC for Ye Olde Cross Keys, 1 Market Square, Witney.

Details of the application were issued electronically to members in order to meet the statutory deadline of 27 August 2024.

Response submitted was *"Witney Town Council has no objections to this application"*

8. **Minor Variation of Licence - Waitrose, Unit 25 Woolgate, Witney** (Pages 50 - 62)

To receive and consider an application W/24/00916/PRMMV for variation of licence from Waitrose Unit 25 Woolgate Shopping Centre Witney OX28 6AR.

9. **Public EV Charging Points - Witney** (Pages 63 - 65)

To receive correspondence from Oxfordshire County Council regarding EV Charging Points in Witney and consider a response if appropriate. The matter relates to the EV Micro hub Scheme item considered by this Committee on 5 September 2023, minute no. P465 refers.

10. **West Oxfordshire District Council Community Infrastructure Levy Consultation** (Pages 66 - 81)

To formally receive and consider correspondence received from West Oxfordshire District Council in respect of the consultation which runs until 27 September 2024 on the proposed introduction of a Community Infrastructure Levy.

Details having been circulated to all members on 7 August 2024.



Town Clerk



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- 4 . 1      **WTC/115/24**      Plot Ref :- 24/01101/FUL      Type :- FULL  
 Applicant Name :- .      Date Received :- 07/08/2024  
                  Parish :- NORTH      Date Returned :-  
                  Location :- WODC WOODGREEN      Agent  
    WOODGREEN  
                  Proposals :- Installation of rooftop solar panels on council offices.  
                  Observations :-
- 
- 4 . 2      **WTC/116/24**      Plot Ref :- 24/01917/HHD      Type :- HOUSEHOL  
 Applicant Name :- .      Date Received :- 07/08/2024  
                  Parish :- NORTH      Date Returned :-  
                  Location :- 94 FARMERS CLOSE      Agent  
    FARMERS CLOSE  
                  Proposals :- Erection of new front porch, ground floor cloakroom extension and  
    alterations to front elevation fenestration.  
                  Observations :-
- 
- 4 . 3      **WTC/117/24**      Plot Ref :- 24/01836/FUL      Type :- FULL  
 Applicant Name :- .      Date Received :- 08/08/2024  
                  Parish :- EAST      Date Returned :-  
                  Location :- UNIT 32 BRIDGE      Agent  
    STREET MILLS  
    BRIDGE STREET  
                  Proposals :- Erection of four apartments at second floor level with associated  
    stair, lift and flood access, demolition of existing metal roof  
    structure.  
                  Observations :-
- 
- 4 . 4      **WTC/118/24**      Plot Ref :- 24/01936/HHD      Type :- HOUSEHOL  
 Applicant Name :- .      Date Received :- 13/08/2024  
                  Parish :- WEST      Date Returned :-  
                  Location :- 1 OLLEY CRESCENT      Agent  
    OLLEY CRESCENT  
                  Proposals :- Erection of single storey rear extension  
                  Observations :-
-



4.5	<b>WTC/119/24</b>	Plot Ref :- 24/01995/HHD	Type :- HOUSEHOL
	Applicant Name :- .	Date Received :- 13/08/2024	
	Parish :- NORTH	Date Returned :-	
	Location :- 12 CRAWLEY ROAD	Agent	
	CRAWLEY ROAD		
	Proposals :-	Erection of single storey and first floor rear extensions	
	Observations :-		
4.6	<b>WTC/120/24</b>	Plot Ref :- 24/02071/HHD	Type :- HOUSEHOL
	Applicant Name :- .	Date Received :- 15/08/2024	
	Parish :- CENTRAL	Date Returned :-	
	Location :- 39 BURFORD ROAD	Agent	
	BURFORD ROAD		
	Proposals :-	Erection of a garden room.	
	Observations :-		
4.7	<b>WTC/121/24</b>	Plot Ref :- 24/02045/S73	Type :- VARIATION
	Applicant Name :- .	Date Received :- 16/08/2024	
	Parish :- EAST	Date Returned :-	
	Location :- NEWLAND NURSING	Agent	
	HOME		
	NEWLAND		
	Proposals :-	Variation of conditions 2 and 3 of Planning Permission 23/02901/FUL to change the specified finish material.	
	Observations :-		
4.8	<b>WTC/122/24</b>	Plot Ref :- 24/01969/FUL	Type :- FULL
	Applicant Name :- .	Date Received :- 16/08/2024	
	Parish :- SOUTH	Date Returned :-	
	Location :- UNIT 25 WOOLGATE	Agent	
	CENTRE		
	WOOLGATE SHOPPING		
	CENTRE		
	Proposals :-	Replacement roof top plant and ventilation elements to rear, replacement louvred wall and doors to rear plant room and replacement glazed door and window vinyl graphics. New external LED lighting.	
	Observations :-		
4.9	<b>WTC/123/24</b>	Plot Ref :- 24/00962/FUL	Type :- FULL
	Applicant Name :- .	Date Received :- 22/08/2024	
	Parish :- WEST	Date Returned :-	
	Location :- UNITS 4-5 WINDRUSH	Agent	
	INDUST PARK		
	WINDRUSH PARK ROAD		
	Proposals :-	Development of 7no. new light industrial/warehouse use classes E(g)iii, B2 and B8 units with ancillary office space together with associated parking and service yards.	
	Observations :-		

4 . 10

**WTC/124/24**

Plot Ref :- 24/02105/LBC      Type :- LISTED BUI

Applicant Name :- .

Date Received :- 22/08/2024

Parish :- NORTH

Date Returned :-

Location :- 74 WEST END  
WEST END

Agent

Proposals :- Internal and external alterations to replace extension roof over kitchen and bathroom including the installation of 2 rooflights, one in the kitchen and another in the bathroom. Installation of 2 skylights in the attic room of the main rear part of the dwelling.

Observations :-

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**Reply to :** Andrea Thomas  
**Tel :** 01993 861000  
**Email:** [ers@westoxon.gov.uk](mailto:ers@westoxon.gov.uk)

**Council Offices**  
Woodgreen,  
WITNEY,  
Oxfordshire,  
OX28 1NB  
Tel: 01993 861000  
[www.westoxon.gov.uk](http://www.westoxon.gov.uk)



The Town Council

Your Ref: W/24/00872/PRMA

Date: 14th August 2024

Dear Town Clerk,

## **LICENSING ACT 2003**

### **Application for New Premises Licence**

We have received an application for **The Cake Bakerie Limited 14A West End Witney Oxfordshire OX28 1NE** 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 **11th September 2024**

Please ensure that all email correspondence is sent to [ers@westoxon.gov.uk](mailto: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 premises licence**  
**Licensing Act 2003**

For help contact  
[ers.licensingandapplications@publicagroup.uk](mailto:ers.licensingandapplications@publicagroup.uk)  
 Telephone: 01993 861000

\* required information

### Section 1 of 21

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	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text"/>	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? <input type="radio"/> Yes <input checked="" type="radio"/> No		Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

* First name	<input type="text" value="James"/>	
* Family name	<input type="text" value="Wymer"/>	
* E-mail	<input type="text" value="[REDACTED]"/>	
Main telephone number	<input type="text" value="[REDACTED]"/>	Include country code.
Other telephone number	<input type="text"/>	
<input type="checkbox"/> Indicate here if you would prefer not to be contacted by telephone		

Are you:

- ☒ 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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

### Applicant 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	<input type="text" value="12621550"/>	
Business name	<input type="text" value="The Cake Bakerie Limited"/>	If your business is registered, use its registered name.
VAT number	<input type="text" value="-"/> <input type="text" value="none"/>	Put "none" if you are not registered for VAT.
Legal status	<input type="text" value="Private Limited Company"/>	

**Continued from previous page...**

Your position in the business

Home country

The country where the headquarters of your business is located.

**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 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

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

☒ Address ☐ OS map reference ☐ Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

### Section 3 of 21

#### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

#### Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

### Section 4 of 21

#### NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

#### Non Individual Applicant's Name

Name

The Cake Bakerie Limited

#### Details

Registered number (where applicable)

12621550

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Company

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth   
dd mm yyyy

\* Nationality

[Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?  /  /   
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.

Bakery shop with small area of internal seating, and external seating to the front of the premises

**Continued from previous page...**

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

#### **Section 6 of 21**

##### **PROVISION OF PLAYS**

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

#### **Section 7 of 21**

##### **PROVISION OF FILMS**

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

#### **Section 8 of 21**

##### **PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

#### **Section 9 of 21**

##### **PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

#### **Section 10 of 21**

##### **PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

#### **Section 11 of 21**

##### **PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes ☒ No

#### **Section 12 of 21**

##### **PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?



Continued from previous page...

### Section 13 of 21

#### PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes ☒ No

### Section 14 of 21

#### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

### Section 15 of 21

#### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start 09:00

End 22:00

Start

End

Will the sale of alcohol be for consumption:

☐ On the premises ☐ Off the premises ☒ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

If there is sufficient demand we will be looking to provide a delivery service in the evenings alongside our food offering.

The license hours list a start time of 9am. While we do not anticipate a demand for on site alcohol sales during this time, we do offer celebration cakes for sale that include alcohol which we will offer for sale. We would therefore have alcohol available to purchase from opening, but this will not be a substantial part of our business model.

We would also like the ability to offer occasional closed door, ticketed evening events, no more than 12 per year, running until 11pm.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

**Name**

First name

James

Family name

Wymer

Date of birth

dd mm yyyy

*Continued from previous page...*

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

Personal Licence number  
(if known)

PL5957

Issuing licensing authority  
(if known)

West Oxfordshire

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☒ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to 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 etc gambling machines etc.

NONE

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

**Continued from previous page...**

**TUESDAY**

Start  End

Start  End

**WEDNESDAY**

Start  End

Start  End

**THURSDAY**

Start  End

Start  End

**FRIDAY**

Start  End

Start  End

**SATURDAY**

Start  End

Start  End

**SUNDAY**

Start  End

Start  End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

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Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Our opening times above are for on site provision. We may offer delivery only outside our standard opening times. We would like to run occasional events that would require extended opening hours until 11pm up to 12 times a year.
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**Section 18 of 21**

**LICENSING OBJECTIVES**

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

***Continued from previous page...***

List here steps you will take to promote all four licensing objectives together.

Nothing beyond existing health and safety/fire safety etc requirements

b) The prevention of crime and disorder

We will be installing a CCTV system.

c) Public safety

Free tap water will be available  
Staff will be aware of legal obligations regarding serving alcohol

d) The prevention of public nuisance

We will ensure the outside area is cleared promptly, and any litter is removed.

e) The protection of children from harm

We will run a challenge 25 policy.

**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

*Continued from previous page...*

**Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

**Continued from previous page...**

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

***Continued from previous page...***

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

## **Section 20 of 21**

### **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 21 of 21**

**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.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

190.00

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**

Continued from previous page...

### Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

### DECLARATION

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my \* licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

☐ 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)

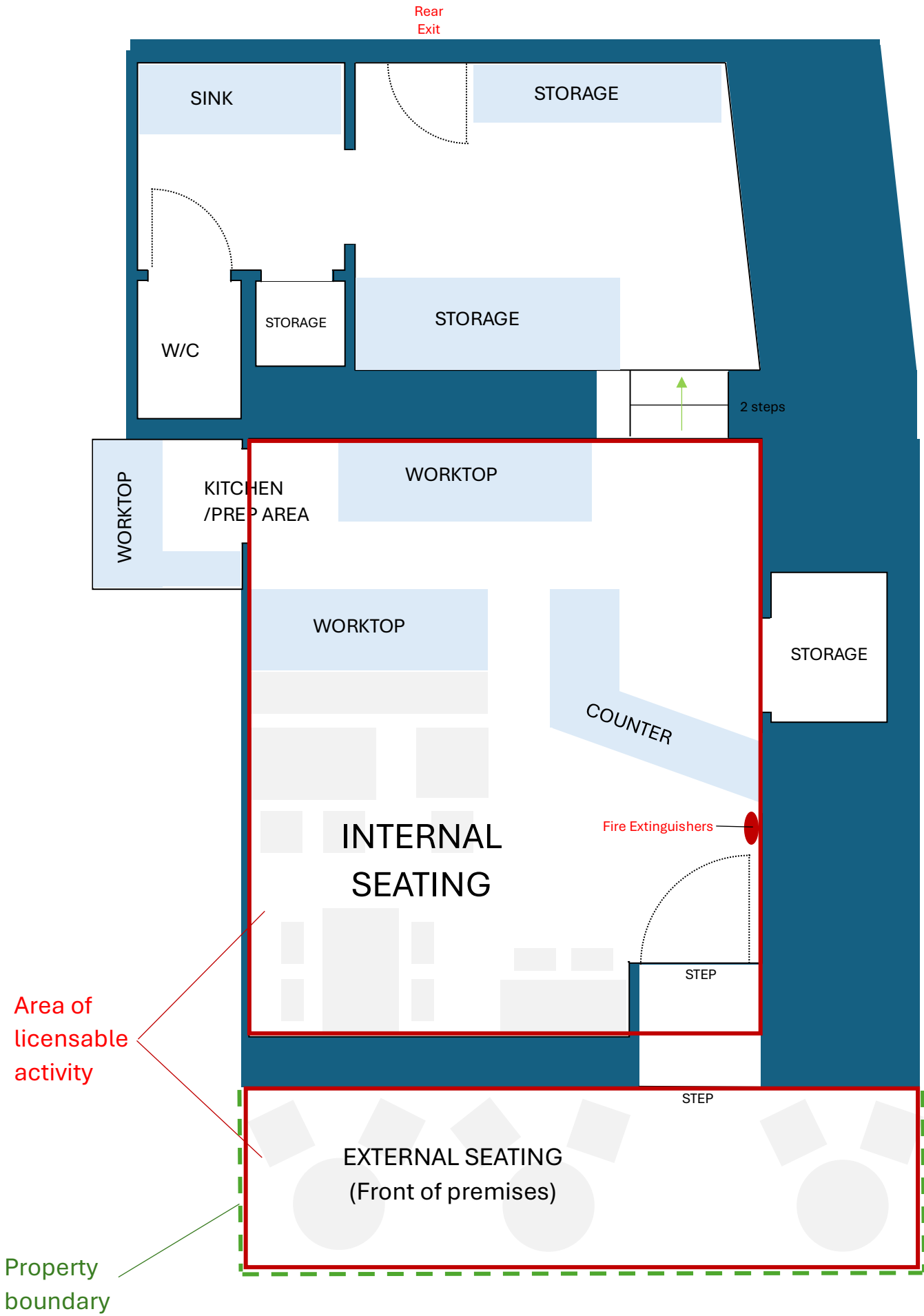
Once you're finished you need to do the following:

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/apply-1> 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 LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**



**Reply to :** Andrea Thomas  
**Tel :** 01993 861000  
**Email:** [ers@westoxon.gov.uk](mailto:ers@westoxon.gov.uk)

**Council Offices**  
Woodgreen,  
WITNEY,  
Oxfordshire,  
OX28 1NB  
Tel: 01993 861000  
[www.westoxon.gov.uk](http://www.westoxon.gov.uk)



The Town Council

Your Ref: W/24/00880/PRMA

Date: 22nd August 2024

Dear Town Clerk,

## **LICENSING ACT 2003**

### **Application for New Premises Licence**

We have received an application for **NO.14 WESLEY WALK LTD 14 Wesley Walk Witney Oxfordshire OX28 6ZJ** 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 **19th September 2024**

Please ensure that all email correspondence is sent to [ers@westoxon.gov.uk](mailto: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 premises licence**  
**Licensing Act 2003**

For help contact  
[ers.licensingandapplications@publicagroup.uk](mailto:ers.licensingandapplications@publicagroup.uk)  
 Telephone: 01993 861000

\* required information

### Section 1 of 21

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	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	NO.14 WESLEY WALK	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? <input type="radio"/> Yes <input checked="" type="radio"/> No		Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

* First name	RYAN	
* Family name	HUMPHREY	
* E-mail		
Main telephone number		Include country code.
Other telephone number		
<input type="checkbox"/> Indicate here if you would prefer not to be contacted by telephone		

Are you:

- ☒ 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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

### Applicant 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	15799461	
Business name	NO.14 WESLEY WALK LTD	If your business is registered, use its registered name.
VAT number	-      470444010	Put "none" if you are not registered for VAT.
Legal status	Private Limited Company	

**Continued from previous page...**

Your position in the business

Home country

The country where the headquarters of your business is located.

**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 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

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

☒ Address ☐ OS map reference ☐ Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

### Section 3 of 21

#### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

#### Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

### Section 4 of 21

#### NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

#### Non Individual Applicant's Name

Name

RYAN HUMPHREY

#### Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)



**Continued from previous page...**

DIRECTOR OF PARENT COMPANY AND RESPONSIBLE PERSON FOR NO.14 WESLEY WALK LTD

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth

dd mm yyyy

\* Nationality

BRITISH

Documents that demonstrate entitlement to work in the UK

**Non Individual Applicant's Name**

Name

**Details**

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

**Continued from previous page...**

**Address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

**Contact Details**

E-mail	<input type="text"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
Date of birth	<input type="text" value="dd"/> / <input type="text" value="mm"/> / <input type="text" value="yyyy"/>
Nationality	<input type="text"/>

[Documents that demonstrate entitlement to work in the UK](#)

Remove this applicant

Add another applicant

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?	<input type="text" value="01"/> / <input type="text" value="11"/> / <input type="text" value="2024"/>
	dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end	<input type="text"/> / <input type="text"/> / <input type="text"/>
	dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

I am opening a cafe and restaurant in Witney town center to serve as a community hub for events, meetings and general social activities.  
The restaurant will have a grab and go counter which may include some retail style offering selling local beers and spirits. The main offering will be draught beer, wine and spirits with meals.  
The regular opening hours will be 7.30am-5.30pm  
I am proposing to offer sporadic evening events like pasta making courses etc, which will run no later than 8pm.

**Continued from previous page...**

I have an agreement with the landlord of the property to host no more than 5 events in the year that can run to 10.30pm on either a Friday or Saturday.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

#### Section 6 of 21

##### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

#### Section 7 of 21

##### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

#### Section 8 of 21

##### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

#### Section 9 of 21

##### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

#### Section 10 of 21

##### PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

#### Section 11 of 21

##### PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes ☒ No

#### Section 12 of 21

##### PROVISION OF PERFORMANCES OF DANCE

*Continued from previous page...*

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes ☒ No

### Section 13 of 21

#### PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes ☒ No

### Section 14 of 21

#### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

### Section 15 of 21

#### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

##### FRIDAY

Start

End

Start

End

**Continued from previous page...**

SATURDAY

Start 09:00

End 20:00

Start

End

SUNDAY

Start 09:00

End 16:00

Start

End

Will the sale of alcohol be for consumption:

☐ On the premises ☐ Off the premises ☒ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

up to 5 Friday or Saturday events per year that continue no later than 22.30

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

**Name**

First name

Ryan

Family name

Humphrey

Date of birth

dd mm yyyy

*Continued from previous page...*

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

Personal Licence number  
(if known)

3833

Issuing licensing authority  
(if known)

Fareham Borough Council

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☒ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to 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 etc gambling machines etc.

none

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

**Continued from previous page...**

**TUESDAY**

Start  End

Start  End

**WEDNESDAY**

Start  End

Start  End

**THURSDAY**

Start  End

Start  End

**FRIDAY**

Start  End

Start  End

**SATURDAY**

Start  End

Start  End

**SUNDAY**

Start  End

Start  End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

up to 5 Friday or Saturday events per year that continue no later than 22.30

**Section 18 of 21**

**LICENSING OBJECTIVES**

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

***Continued from previous page...***

List here steps you will take to promote all four licensing objectives together.

Alcohol will not be sold to anyone who is seen to be drunk or no longer in control of them selves.  
I will not be promoting cheap alcohol, buy one get one free deals, or loyalty schemes for the regular consumption of alcohol.

**b) The prevention of crime and disorder**

Alcohol will be served in moderation. The nature of the cafe being a day time operation will not encourage excessive consumption.

**c) Public safety**

The council will be contacted about any public events that exceed the capacity of the restaurant. I intend to work with the local college on an external Christmas tree project which will be launched at a community event. I will work with the council on the necessary precautions such as security etc for these such events.

**d) The prevention of public nuisance**

No one will be permitted to get drunk beyond their own control at the restaurant.

**e) The protection of children from harm**

We will have a challenge 21 policy in place whereby anyone deemed to be visibly under the age of 21 will be asked to provide valid ID

**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**



*Continued from previous page...*

**Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

**Continued from previous page...**

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

***Continued from previous page...***

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

#### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

#### **Section 20 of 21**

#### **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 21 of 21**

**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.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

190.00

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**

Continued from previous page...

**Address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

**DECLARATION**

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my \* licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

☐

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)

Add another signatory

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/apply-1> to upload this file and continue with your application.

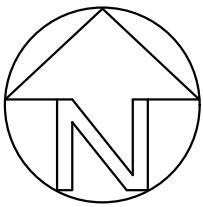
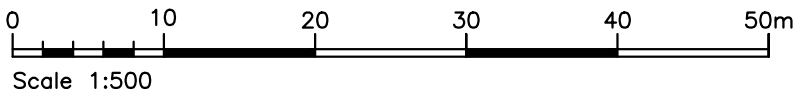
Don't forget to make sure you have all your supporting documentation to hand.

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

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**



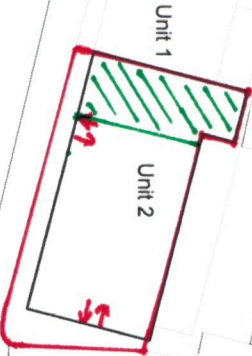
Ordnance Survey (c) Crown Copyright 2020. All rights reserved. Licence number 100022432



REVISIONS		
<div>Appendix</div> <div><b>Robin Akers Ltd</b> Architectural Consultants <b>1 Lee Close, Charlbury,</b> <b>Oxon OX7 3SG</b> tel 01608 810012 e-mail robin@robinakersltd.co.uk</div>		
JOB: Unit 2, 1 Wesley Walk High St,Witney Oxon, OX28 6ZJ		
DRAWING: Block Plan		
DRAWN:	CHECKED:	
SCALES: 1:500@A4	DATE: 1.8.24	
JOB No.	DRAWING No. 1 of 1	REV.

Kingswalk Cottages

Mill Walk



kitchen area

↔ Ingress/Egress



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↔ ↔			
REVISIONS			
<b>Robin Akers Ltd</b> Architectural Consultants 1 Lee Close, Charlbury, Oxon OX7 3SG tel 01608 810012 e-mail robin@robinakersltd.co.uk			
JOB: Unit 2, 1 Wesley Walk High St, Witney Oxon, OX28 6ZJ			
DRAWING: Block Plan			
DRAWN:	CHECKED:		
SCALES: 1:500@A4	DATE: 1.8.24		
JOB No.	DRAWING No.	REV.	
	1 of 1		



**Reply to :** Licensing Team  
Tel : 01993 861000  
Email: [ers@westoxon.gov.uk](mailto:ers@westoxon.gov.uk)

**Council Offices**  
Woodgreen,  
WITNEY,  
Oxfordshire,  
OX28 1NB  
Tel: 01993 861000  
[www.westoxon.gov.uk](http://www.westoxon.gov.uk)



The Town Council

Your Ref: W/24/00897/PAVLIC

Date: 14th August 2024

Dear Town Clerk,

**BUSINESS AND PLANNING ACT 2020**  
**APPLICATION FOR PAVEMENT LICENCE - RENEWAL**

We have received an application for **Ye Olde Cross Keys 1 Market Square Witney Oxfordshire OX28 6AA** under the Business and Planning Act 2020.

The application form and supporting docs are attached to this email. If you would like to make formal representation please email [ERS@westoxon.gov.uk](mailto:ERS@westoxon.gov.uk), the closing date is **27th August 2024**.

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 District Council

### Your receipt - Application for a Pavement Licence

WOD\_PAVLIC\_00246736

[Visit the West Oxfordshire District Council website.](#)

<b>Application type</b>	APPLY
<b>Submission date</b>	2024-08-12 14:43:53.000
<b>Licence cost</b>	£0.00
<b>Licence cost</b>	£100 (to be paid by West Oxfordshire District Council for 2023-2024)
<b>Application reference number</b>	WOD_PAVLIC_00246736
<b>Trading name</b>	Ye Olde Cross Keys
<b>Licence cost</b>	£0.00
<b>Licence cost</b>	£100 (to be paid by West Oxfordshire District Council for 2023-2024)
<b>Applicant address</b>	Westgate Brewery, Bury St Edmunds, Suffolk, IP33 1QT
<b>Applicant UPRN</b>	111111111111
<b>Applicant telephone</b>	03330061739
<b>Applicant email</b>	<a href="mailto:matthew.may@tlt.com">matthew.may@tlt.com</a>
<b>Premises address</b>	Ye Olde Cross Keys, 1 Market Square, Witney, Oxfordshire, OX28 6AA
<b>Premises telephone number</b>	03330061739
<b>Business premises use</b>	Both uses
<b>Description of the area</b>	Extended pavement area to the front of the premises.
<b>Monday start time</b>	10:00

<b>Tuesday start time</b>	10:00
<b>Wednesday start time</b>	10:00
<b>Thursday start time</b>	10:00
<b>Friday start time</b>	10:00
<b>Saturday start time</b>	10:00
<b>Sunday start time</b>	10:00
<b>Monday finish time</b>	22:00
<b>Tuesday finish time</b>	22:00
<b>Wednesday finish time</b>	22:00
<b>Thursday finish time</b>	22:00
<b>Friday finish time</b>	22:00
<b>Saturday finish time</b>	22:00
<b>Sunday finish time</b>	22:00
<b>Furniture purpose</b>	Both purposes
<b>Description of the furniture</b>	Folding Georgia tables & chairs (see attached plan for images).
<b>Do you intend to alter any of the building and / or frontage to accommodate this proposal?</b>	No
<b>Correspondence title</b>	Mr
<b>Correspondence first name</b>	Matthew
<b>Correspondence last name</b>	May
<b>Correspondence telephone</b>	03330061739
<b>Correspondence email</b>	<a href="mailto:Matthew.May@TLT.com">Matthew.May@TLT.com</a>
<b>Correspondence address</b>	TLT LLP, One Redcliff Street, Bristol, BS1 6TP
<b>Uploaded file 01</b>	Plan4.png

<b>Uploaded file 02</b>	Current_LIC1.pdf
<b>Uploaded file 03</b>	Greene_King_-_2023_PL_Prods_TWIMCL1.pdf
<b>Uploaded file 04</b>	processed-3225DA20-1189-44BD-BD40-D409D3AD4B9D.jpg
<b>Uploaded file 05</b>	processed-C11C8C3B-BC88-4179-9E19-2B9E3AEFA00C.jpg
<b>Uploaded files</b>	5
<b>I agree - the above declaration is correct</b>	true
<b>Licence will expire</b>	undefined
<b>Correspondence address</b>	TLT LLP, One Redcliff Street, Bristol, BS1 6TP

---

<b>Contact details submitted</b>	
<b>Name</b>	Other Spirit Pub Company (Services) Limited
<b>Address</b>	Westgate Brewery, Bury St Edmunds, Suffolk, IP33 1QT
<b>Email</b>	<a href="mailto:matthew.may@tlt.com">matthew.may@tlt.com</a>
<b>Phone</b>	03330061739

---

Thank you for submitting your application. We will contact you about this ....



**Reply to :** Andrea Thomas  
Tel : 01993 861000  
Email: [ERS@westoxon.gov.uk](mailto:ERS@westoxon.gov.uk)

**Council Offices**  
Woodgreen,  
WITNEY,  
Oxfordshire,  
OX28 1NB  
Tel: 01993 861000  
[www.westoxon.gov.uk](http://www.westoxon.gov.uk)



The Town Council

Your Ref: W/24/00916/PRMMV

Date: 19th August 2024

Dear Town Clerk,

## **LICENSING ACT 2003**

### **Application for Minor Variation - Waitrose**

We have received an application for **Unit 25 Woolgate Shopping Centre Witney Oxfordshire OX28 6AR** under the Licensing Act 2003.

No changes to the hours only the layout of the store.

The application can be viewed through the online [Public Access Portal](#). If you would like to make formal representation, the closing date is 3<sup>rd</sup> September 2024

Please ensure that all email correspondence is sent to [ers@westoxon.gov.uk](mailto: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](mailto: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	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text" value="SWA Waitrose Witney"/>	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? <input checked="" type="radio"/> Yes <input type="radio"/> No		Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

* First name	<input type="text" value="Waitrose Ltd"/>	
* Family name	<input type="text" value="As above"/>	
* E-mail	<input type="text" value="SWallsgrove@john-gaunt.co.uk"/>	
Main telephone number	<input type="text" value="03300 584150"/>	Include country code.
Other telephone number	<input type="text"/>	
<input type="checkbox"/> 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?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note: completing the Applicant Business section is optional in this form.
Registration number	<input type="text" value="99405"/>	
Business name	<input type="text" value="Waitrose Ltd"/>	If the applicant's business is registered, use its registered name.
VAT number	<input type="text" value="-"/> <input type="text" value="NA"/>	Put "none" if the applicant is not registered for VAT.
Legal status	<input type="text" value="Private Limited Company"/>	

*Continued from previous page...*

Applicant's position in the business

Owner/operator

Home country

United Kingdom

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

Building number or name

1

Street

Drummond Gate

District

City or town

London

County or administrative area

Postcode

SW1V 2QQ

Country

United Kingdom

**Agent Details**

\* First name

Sarah

\* Family name

Wallsgrove

\* E-mail

SWallsgrove@john-gaunt.co.uk

Main telephone number

03300 584150

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.

Is your business registered outside the UK?

☐ Yes ☒ No

Business name

John Gaunt and Partners

If your business is registered, use its registered name.

VAT number

-

NA

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

Legal status

Partnership



*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Business Address**

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

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](#))

Retail store with licensed facilities

### 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...*

From what date do you want the variation to take effect from?

/  /   
dd mm yyyy

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](#))

The store will commence a complete refurbishment on or about 23rd September 2024 with works being phased.

At the entrance lobby, bottom right hand side of the plan attached, the lobby is being removed and new doors fitted. The customer service desk is being removed and at the till points, the manned customer kiosk is being relocated to the left hand side and the tills updated with the additional of further click and collect/other service storage areas. At the till points, two of the mainline tills are being removed and the current bank of tills re-positioned. Thus the existing bank of self-scanning tills are being repositioned and increased in number.

Most, if not all, of the fixed merchandising and service councils are also being updated.

The plan of the first floor remains unchanged and is to remain attached to the Premises Licence.

## 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

*Continued from previous page...*

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.

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 changes will have no adverse impact on the licensing objectives at the premises.

## 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

[Add another signatory](#)

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	SWA Waitrose Witney
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	<input type="checkbox"/>

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



This Fire strategy is to be read in conjunction with:

- \*JLP Generic Emergency Procedures (Waitrose)
- \*JLP Fire Precautions Manual
- \*JLP Fire Precautions Records Book
- \*Waitrose Engineering Specifications
- \*Waitrose Fire Risk Assessment

The final version of the Fire Strategy document will be kept on file and maintained by the Waitrose Branch Management Team and form part of the Branches Fire Risk Assessment under Workplace Regulations 1997 amended 1999. Upon completion of the branch the Waitrose Maintenance Operations Manager will conduct the initial Fire Risk Assessment on behalf of the Branch Manager.

First Floor arrangement remains generally un-altered and therefore the existing Fire Strategy drawing/document for this area should be retained.

#### SIGNAGE NOTES:

- Existing Signage to BoH areas is generally to be retained (shown in black) except where shown as new or noted as removed on these plans.
- All signs to conform to BS5499 pt 1
- The proposed signage as shown is subject to the operational needs of the building's manager and the evacuation strategy for each premises.
- Fire Equipment signage and other safety signage is not shown.
- Signs indicated over doors to be located directly above the top of the door frame (max 2.5M above floor to base of sign).
- Signs suspended from the ceiling soffits to be 2.5M above floor (or less if required).
- Signs fixed to walls to be mounted between 1.7 to 2M above floor.
- Assumed that all directional signs are not internally illuminated and are instead illuminated by general emergency lighting. M&E Sub-Contractors to check emergency lighting layout once received and allow for internal illumination to any signs where required.

TYPE A: white letters on green background  
PUSH BAR TO OPEN or **A**  
PUSH PAD TO OPEN

TYPE B: white letters on green background  
text 'FIRE EXIT' with graphic symbol and directional arrow

**B1** → **Exit** ↓ **Exit** ↑ **B1a**  
**B2** → **Exit** ↓ **Exit** ↑ **B2a**  
**B3** → **Exit** ↓ **Exit** ↑ **B3a**  
**B4** → **Exit** ↓ **Exit** ↑ **B4a**

TYPE C: white letters on blue circular background  
'FIRE EXIT KEEP CLEAR' **C**

Note: This is only shown here where doors are existing and this signage is therefore not identified as part of the new ironmongery set for new doors.

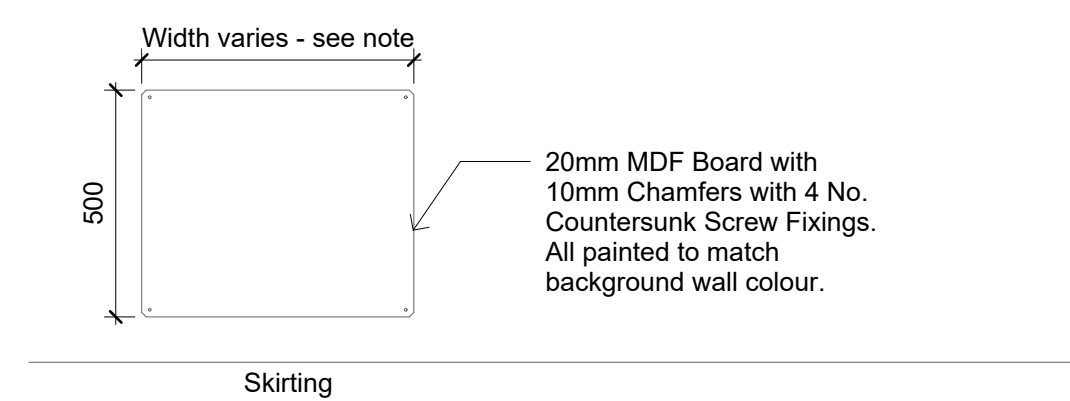
#### FIRE FIGHTING EQUIPMENT NOTES:

Installation to be carried out to comply with BS EN 3 and BS 5306. Extinguishers should be wall mounted unless a stand is noted otherwise. Handles approx. 1.5M above the floor. Signage to comply with BS EN 3-5 clause 6.

Allocation of Fire Fighting Equipment:

6 LITRE 27A AFF = ; 2Kg CO<sup>2</sup> = ;6l water mist = ; FIRE BLANKET= **FB**  
**OAFF** **OCO<sup>2</sup>** **OH<sup>2</sup>O**

Note: Main contractor to allow for new backing board to be fixed to wall as detail below where extinguishers noted as wall mounted.



NOTES:  
Wall mounted Backboards are to be used wherever possible but if it is not possible then a stand should be allowed for.  
Width Varies:  
300mm - Single Extinguisher  
600mm - Two Extinguisher  
780mm - Three Extinguishers (When one is CO<sup>2</sup>)

#### DOOR RATINGS:

1. Door fire ratings: **FD30S**  
**FD60S**

2. Internal surfaces of walls and ceilings are required to have the following classifications:  
Circulation spaces Class 0  
Rooms > 30m<sup>2</sup> Class 1  
Rooms < 30m<sup>2</sup> Class 3

3. Emergency lighting to conform to BS5266. Refer to Electrical Engineers drawings.

4. Vision panels included to all doors on escape routes - giving visibility between 500 and 1500mm AFFL.

5. Doors on escape routes fitted with devices readily opened from side of escape.

6. For details of smoke detection and fire alarm system refer to fit-out M+E drawings. Note an LS automatic fire detection system complying with BS 5839: Part 1 will be provided.

7. Structural elements to the store are generally 60 mins. fire resistance by Shell.

8. Fire Brigade access remains unaltered.

#### COMPARTMENT WALL/CEILING LEGEND

- NEW 60 MINUTES FIRE RESISTANCE WALLS
- NEW 30 MINUTES FIRE RESISTANCE WALLS
- EXISTING WALLS ASSUMED TO BE 60 MINUTES FIRE RESISTANCE BUT REQUIRE CHECKING ON SITE

Area of first floor above, 60min fire rated compartment floor to be maintained over this area.

The existing suspended ceiling void above the sales floor has a number of existing fire curtain barriers which look like they were historically installed to divide the void into 20m maximum spaces as required by Approved Document B. However these are damaged in places and are not continuous to the perimeters of the building. Therefore it has been agreed that instead of repairing or replacing these curtains which would then require numerous new and existing fire stopping details for services a new ceiling void detection system will be installed instead. Exact system type and details TBC by Electrical Sub-Contractor.

Fire Dampers are required where any ductwork penetrates fire compartment walls or floors.

Any other (new or existing) service penetrations in compartment walls, floors or ceiling void barriers should be suitably fire stopped.

Specific Fire Stopping Details that have been recorded are noted on the drawing and are to be made good under this project, however if any other defects are noted during this project Contractor is to notify Waitrose and request a CRF for making good.

Any fire stopping must be carried out by a third party approved contractor (FIRAS Accredited) to meet Waitrose Building Standards.

**FRP** SURFACE MOUNTED FIRE ALARM REPEATER PANEL

**FAP** FIRE ALARM PANEL (ASSUMED LOCATED IN GENERAL OFFICE)

#### 1.1 Building Description

GROUND FLOOR AREAS (m <sup>2</sup> )	
Sales Floor	1957m <sup>2</sup>
Warehouse/Unloading Bay	38m <sup>2</sup>
WC's	95m <sup>2</sup>
Click and Collect Store	18m <sup>2</sup>
Vac Drainage Plant	7m <sup>2</sup>

There are currently 6 designated exits around the main Sales floor, all 6 will remain in use following the works although one will be shut temporarily during the works.

The maximum height of the display units within the sales area will be 2.2m high. The maximum height of the storage racks in the back of house warehouse will be 2.4m.

There are 2 designated exits located in the ground floor BoH areas and 2 exits which are designated for first floor use within first floor escape stair cores.

The Sales Floor (inc. WC's, C&C & Vac Drainage) operates as one single compartment which is 2018m<sup>2</sup>. This therefore is just over the maximum recommended size for a un-sprinklered shop of 2000m<sup>2</sup>, however as this is an existing store which is not being made worse during these works this is deemed acceptable.

#### 1 Means of Escape in Case of Fire (B1)

Any protected escape routes should be provided with self-closing FD30S or FD60S fire doors fitted with smoke seals to resist the spread of low temperature smoke.

Emergency lighting will be provided throughout the escape routes and necessary accommodation in accordance with the current standard of BS 5266 Parts 1

Escape signs will be provided throughout the building in accordance with BS 5499: Part 1: 2002 & BS 5449: Part 4: 2000 (which incorporates the requirements of The Health and Safety (Safety signs and signals) Regulations 1996).

#### 2.1 Occupancy Figures & Travel Distances

BS 5588: Part 11: 1997 Code of practice for shops, offices, industrial, storage and other similar buildings recognises that in a retail environment such as the Waitrose Branch there is no single occupancy factor which covers all areas at any one time. As the Branches occupancy figures will fluctuate at different times the floor space factors will be calculated using the recommended figures. BS 5588: Part 11 suggests that 4m<sup>2</sup> per person should be used where the actual data from similar premises is not available. The guidance of Approved Document B recommends 2m<sup>2</sup>/person. It is considered that it would be unreasonable to calculate the maximum numbers of people based on 2m<sup>2</sup>/person applied to the total 2260m<sup>2</sup> sales floor area. This would result in a figure of 1130 people. This would be an unreasonably onerous occupancy density especially as the space occupied by a 'shopper with a trolley' combination. For these reasons it is considered more appropriate to apply the figures of 4m<sup>2</sup>/person as recommended in BS5588: Part 11 to the total sales floor area. This gives a total maximum occupancy within the Sales Floor of 565 persons.

General Floor Space Factors to be Adopted -

FLOOR SPACE FACTOR (FSF)	
Ground Floor Sales	4m <sup>2</sup> / Person
Warehouse	30m <sup>2</sup> / Person (including Unloading)
Partners Office Accommodation	6m <sup>2</sup> / Person

General Occupancy Levels -

OCCUPANCY NUMBERS = area / floor space factor

Sales Floor **Ground Sales Floor Total = 565 persons**

Warehouse/Unloading Bay **Ground Floor BoH Total = 2 persons**

#### Required Minimum Exit Widths:

**Sales Floor (Discounting Main Customer Carpark Entrance MoE1):**

MoE2 = 1400mm = 226 persons  
MoE3 = 1140mm = 238 persons  
MoE4 = 1500mm = 300 persons  
MoE5 = 1440mm = 288 persons  
MoE6 = 1440mm = 288 persons

Total Sales Floor Escape Capacity = 1340 persons

This is sufficient for Sales Floor Escape Capacity.

Back of House Exit = 750mm min for 60 persons

#### 2.2 Travel Distances & Final Exits

A safe available final exit or protect route/staircase must be available within 18 metres travelling in a single direction and 45metres where an alternative escape exit/route/staircase is available, this must be achieved from all internal rooms.

In order to avoid occupants becoming trapped by fire or smoke, there should always be an alternative escape route from all parts of the building, however in the following situations a single route is acceptable:

1. parts of a floor from which a storey exit can be reached within the travel distance limit for travel in one direction (18m), provided that no one room has an occupant capacity of 60.

In many cases there will not be an alternative route at the beginning of the route as there may be only one exit from a room to a corridor from which point escape is possible in two directions. This is acceptable provided that the overall distance to the nearest exit is within the limits for routes where there is an alternative (45m) and the one direction only section of the route does not exceed the limit for travel where there is no alternative (18m)

The existing Warehouse has a maximum 18m single direction escape route to the designated exit. Likewise some areas in the Sales Floor like the Back Counters have limited single direction escape routes but these are less than 18m.

The majority of areas on the Sales floor have 2 directional escape routes within 45m.

#### 2.4 Fire Detection & Alarms

A fire detection system is already provided to the existing building and this will be adapted as required to suit the new arrangement. For full details refer to M&E specifications.

Break glass manual call points will be sited at final exits within both the sales area and back of house. Security covers can be used.

Magnetic locks used to secure fire exit doors must be highlighted and agreed with the local fire authority, every lock must be linked into the fire alarm system to fail safe open immediately upon alarm activation. A secondary green break glass must be provided adjacent to the doors to override the locks in an emergency. Site-specific training must be given to Partners to ensure they understand their operation and how to override the system in an emergency. The main automatic sliding entrance doors must fail safe open on the activation of the fire alarm. This is to be checked onsite and confirmed by M&E sub-contractors and if not present a new fire alarm link is to be allowed for to provide this function

3. Internal Fire Spread 'Linings' (B2)  
Linings used in accommodation will be Class 1 (National - BS 476: Part 7) or Class C-s3, d2 (European - BS EN 13501-1:2002)  
Those in protected means of escape will be Class 0 (National - BS476: Part 6/7) or Class B-s3, d2 (European - BS EN 13501-1:2002).

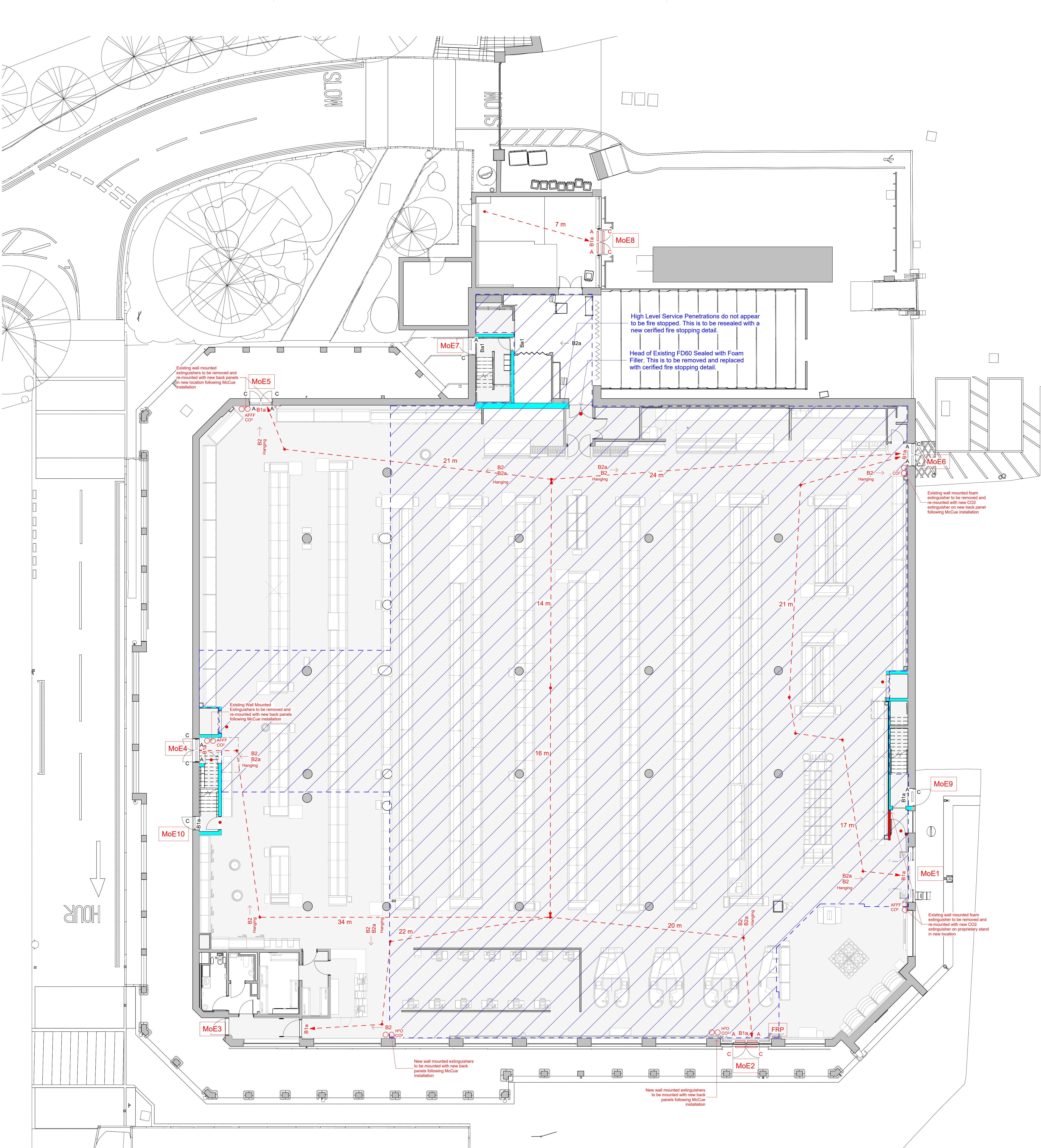
These limitations will be subject to normal limits regarding the extent of areas allowed to have a lower performance classification (60m<sup>2</sup> of wall linings per fire compartment or an area of wall linings equivalent to half of the floor area - whichever is the lesser value).

4. Internal Fire Spread 'Structural' (B3)  
The general building structure and compartmentation fire rating of the existing building is assumed to be 60 minutes, this should not be altered through these works.

Any duct, which passes through a compartment wall or floor will be provided fire dampers with a rating equal to the compartment being penetrated and installed to BS 5588: Part 9. Dampers will generally be activated by means of a thermal device that will cause damper closure at a temperature of approximately 74 degrees. However, in some circumstances the dampers will be closed automatically in response to the fire detection system as described below.

Similarly, any other service penetration e.g. electrical trays and conduits through fire resisting walls or floors should be suitably fire stopped by a Waitrose approved fire stopping contractor (FIRAS Accredited).

Repair as necessary and re-certify the defects to fire stopping to service penetrations as noted on this drawing.



FARRELL & CLARK LLP © Do not scale from this drawing			
Rev.	Description	Date	By
P.01	Preliminary Issue	24/08/14	GA/AA

#### Construction Design Management Regulations 2015

- CONSTRUCTION RISK:**  
Contractor to be aware of existing building construction and carry out any intrusive surveys/ onsite investigations as required.
- CONSTRUCTION RISK:**  
Contractor to carry out as much of the works as possible out of hours. When this is not possible Contractor must clearly hoard off and sign areas where works are being carried out to restrict public access and protect the public. Contractor to issue detailed method statements for any works to existing fabric.
- CONSTRUCTION RISK:**  
Contractor to use due diligence while carrying out works to check for any Asbestos. If any elements are suspected work in that area should be stopped immediately and the material investigated by specialist Asbestos Contractors/Surveyors.

0 1 2 3 4 5m  
Scale 1:100

Drawing based on 'Digital Inc' Survey Revit  
Model Number D506 / rev P01 / date 05/06/2022

**Farrell & Clark**  
Architects

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Status: Preliminary

Client: John Lewis Partnership

Project: 142 Waitrose Witney  
L4L 2024

Title: Proposed Licensing Plan  
L-Series

Drawn: Author Date: August 2024

Check: Checker Scale: 1 : 100

Drawing No.: 142\_08681-FCA-CR-00-DR-A\_94-01\_

Description: Rev: LicensingPlan \_S3- P.01



**From:** Oxfordshire County Council  
**Sent:** Wednesday, July 31, 2024 9:21 AM  
**To:** Town Clerk; Mark Lewis; Ruth Smith; Joy Aitman; Adam Cook  
**Subject:** Public EV charger proposals for Witney - your views welcomed

Dear Witney Cllrs – I hope this email finds you all well

As you may be aware, [Oxfordshire has received £3.6million of Local EV Infrastructure \(LEVI\) grant funding](#) from central government to scale up the delivery of public electric vehicle (EV) charging facilities across the county and accelerate the adoption of EVs and meet charging demand. As an indication of the change that is coming, we are expecting the number of EVs registered in Oxfordshire to soar from the 14,000+ registered here currently to more than 147,000 in 2030, and up to 344,000 by 2040.

Oxfordshire County Council and West Oxfordshire District Council teams have been working together to identify potential sites in Witney where we think public EV charging would be most appropriate to meet local needs and the aims of the LEVI grant, which is primarily aimed at providing 7kW 'standard' charging within a short walk of residents that lack private parking/can't install their own home chargers. As set out in the Oxfordshire EV Infrastructure Strategy (OEVIS) our priority is to use off-street car parks rather than on-street chargers on the Highway where possible, to reduce street clutter and keep our streets free for active and public transport. This approach also opens up opportunities for some rapid chargers (where there is an appropriate use case, sufficient electrical supply and appetite from the chargepoint operator to invest their own funds) and things like EV car clubs and larger bays for charging electric vans etc.

The locations below have been put forward based on key criteria such as number of local residents within a 5 mins walk that lack private parking, the proximity of existing public EV charging, practicalities of delivery and site operational hours etc. In Witney, in addition to the chargers already installed by WODC at Woodford Way and the Woolgate Shopping Centre, the sites under consideration are as follows, with numbers of proposed chargers at each variable/tbc:

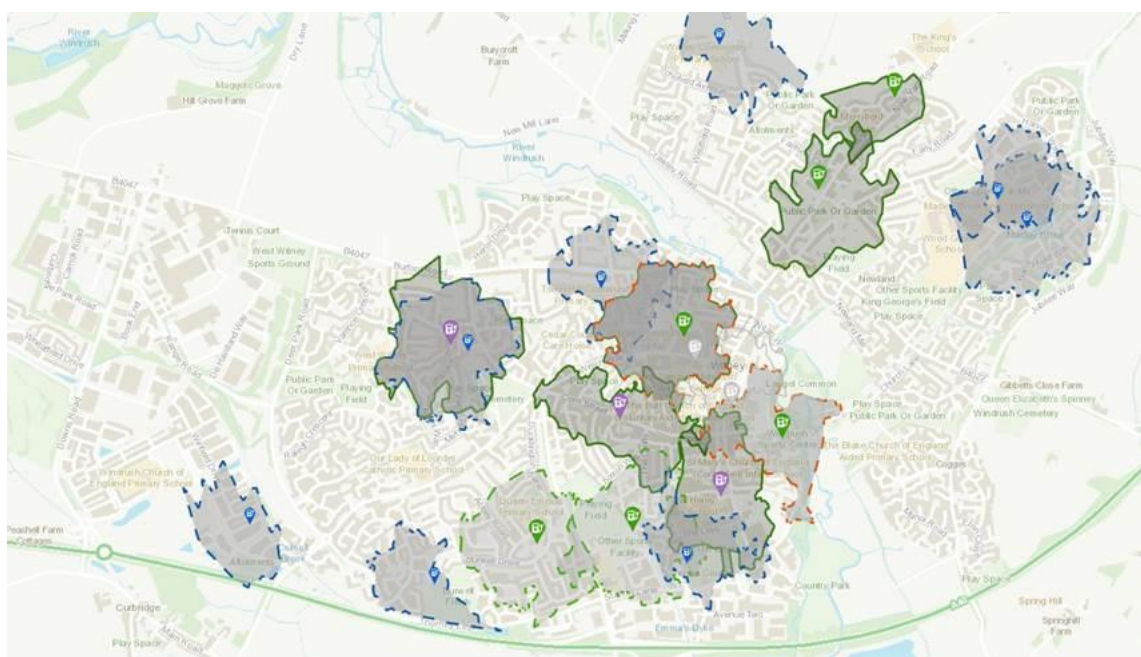
**OCC and WODC owned/controlled car parks (shown on map below):**

- Marriotts Walk WODC car park (both residents parking and shopping levels)
- Elmfield WODC offices
- Woodgreen WODC offices
- Burwell Drive WODC car park
- Gordon Way WODC car park
- Windrush Leisure Centre
- Church Green OCC Highway parking
- Cornstreet OCC Highway parking area
- Fettiplace Road shops OCC Highway parking

**Third party (incl WTC) owned/controlled car parks (shown on map below).** These are promising sites where we would potentially welcome an application to our Community Microhub grant scheme and install EVCP on a

concession basis. Note some of these have already submitted as Expressions of Interest in the scheme (but not all):

- Madley Park Hall (discussing with Mark Lewis and Adam Cooke as a potential pilot/go early site)
- Burwell Hall car park
- Ceewood Hall Community Centre and shops
- Leys Recreation Ground
- Witney Community Primary School
- Tower Hill Community Primary School
- Windrush CofE Primary School
- Madley Brook Community Primary School



**And potentially some on-street chargers in the following areas (shown on map below - our naming convention only):**

- Witney Central Highway
- Witney Cogges East
- Witney Cogges West
- Witney East (Oxford Hill)
- Witney East (Quarry Hill)
- Witney Thorney Leys



As key local stakeholders we would welcome your views on these proposals, any additional or alternative proposals you may have, as well as to get an understanding of any plans you might have for installing your own EV charging in the area. **Please drop me a line with any thoughts, comments or questions on these proposals. Or alternative/aswell, please let me know if you would like short Teams meeting where we can fully discuss the rationale and intentions behind these proposals and get your questions and views as a group – I'd be happy to arrange something within the next few weeks if you let me know when is convenient for you.**

Many thanks

EV Charging Project Manager  
Innovation Service  
Oxfordshire County Council  
4<sup>th</sup> Floor | County Hall | New Road | Oxford | OX1 1ND

Web: [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

**Electric Vehicle Team:** [evteam@oxfordshire.gov.uk](mailto:evteam@oxfordshire.gov.uk)

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## Planning and Strategic Housing

**Reply to:** Planning Policy  
**Direct Line:** (01993) 861667  
**E-mail:** [planning.policy@westoxon.gov.uk](mailto:planning.policy@westoxon.gov.uk)

Mrs Sharon Groth (Town Clerk)  
Witney Town Council  
Town Hall  
Marjet Square  
Oxon  
OX28 6AG

**Your Ref:**  
**Our Ref:**  
**Date:** 02 August 2024

Dear Clerk

### **Consultation on the West Oxfordshire Community Infrastructure Levy (CIL) Draft Charging Schedule**

The District Council is in the process of introducing the Community Infrastructure Levy (CIL) into West Oxfordshire.

CIL is a charge that can be put on some new developments to help pay for necessary infrastructure.

Importantly, CIL will sit alongside the Council's current use of Section 106 agreements which you are likely to already be familiar with.

Proposed CIL charges must be set out in a document called a 'charging schedule'.

The District Council is therefore consulting on a new draft CIL charging schedule over an 8-week period running from Friday 2<sup>nd</sup> August – Friday 27<sup>th</sup> September 2024.

I enclose a copy of the draft charging schedule for your information and reference.

If you would like to respond to the consultation, comments can be made in writing or electronically and must be received no later than 5pm on 27<sup>th</sup> September 2024.

The consultation is being hosted on the Council's consultation platform which is available online via the following link: <https://yourvoice.westoxon.gov.uk/en-GB/>

Comments can also be sent by email to [planning.consultation@westoxon.gov.uk](mailto:planning.consultation@westoxon.gov.uk) or by writing to the following address:

Planning Policy Team  
West Oxfordshire District Council  
Woodgreen  
Witney  
OX28 1NB

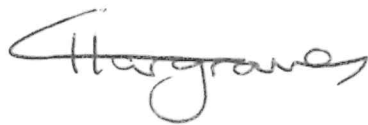
All comments made within the 8-week consultation period will be made publicly available.

All persons making representations may request the right to be heard by the examiner and all representations may be accompanied by a request to be notified at a specified address of any of the following matters:

- that the Draft Charging Schedule has been submitted for examination;
- the publication of the recommendations of the examiner and the reasons for those recommendations; and
- the approval of the charging schedule by the charging authority (West Oxfordshire District Council)

If you have any questions or concerns or require any further information on the consultation please contact the Planning Policy Team on 01993 861667.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Hargraves', with a stylized flourish at the end.

Chris Hargraves  
Planning Policy Manager





# West Oxfordshire District Council

## Community Infrastructure Levy (CIL)

### Draft Charging Schedule

### June 2024





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## **1. Introduction**

- 1.1 The Community Infrastructure Levy (CIL) is a charge which can be levied by local authorities on new development in their area to help fund supporting infrastructure. The levy only applies in areas where a local authority has consulted on, and approved, a charging schedule which sets out its levy rates and has published the schedule on its website.
- 1.2 This Draft Charging Schedule (DCS) sets out the proposed CIL rates for West Oxfordshire associated with development coming forward under the adopted West Oxfordshire Local Plan 2031. It also sets out a brief overview of the CIL process. The DCS will be the subject of an 8-week period of public consultation before being submitted for independent examination.
- 1.3 The District Council is aiming to adopt its CIL charging schedule by the end of 2024.

## **2. About CIL – what is it and why is it needed?**

### *What is CIL?*

- 2.1 The Community Infrastructure Levy or ‘CIL’ is essentially a tariff or standard charge that can be placed on most forms of new development to help fund local infrastructure such as transport, flood defences, schools, green space and community and cultural facilities.
- 2.2 CIL is charged on a pounds (£) per square metre basis and can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, where necessary to support development.
- 2.3 CIL is intended to operate alongside other, more traditional developer contributions including Section 106 planning obligations and Section 278 highway agreements. Unlike those agreements which deal with site-specific infrastructure needed to make particular developments acceptable in planning terms, CIL payments go into a general funding pot and can be spent on infrastructure across the District.
- 2.4 Importantly, the CIL regulations now allow for the same item of infrastructure to be funded through CIL and other forms of developer contribution including Section 106 planning obligations<sup>1</sup>. There are also no longer any restrictions on the number of planning obligations that may be ‘pooled’ together to fund the same item of infrastructure.

### *Why is CIL needed?*

- 2.5 Evidence prepared in support of the West Oxfordshire Local Plan<sup>2</sup> identified the infrastructure that is needed to support future growth in the District up to 2031. Whilst some of this is already funded, or at least able to be funded through other mechanisms such as Section 106 planning obligations and central Government funding, there remains a large infrastructure ‘funding gap’ which CIL will contribute towards.

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<sup>1</sup> Subject to any planning obligation meeting the relevant tests set out in Regulation 122 of the CIL regulations (as amended) - <http://www.legislation.gov.uk/ukxi/2010/948/regulation/122/made>

<sup>2</sup> Adopted in September 2018

*What kind of development is required to pay CIL?*

- 2.6 Subject to viability considerations, CIL may be payable on any non-residential development which creates new or additional internal area, where the gross internal area (GIA) of new build is 100 square metres or more. For residential development, CIL can be charged on all new dwellings (houses, flats etc.) irrespective of size.
- 2.7 The following are not required to pay CIL:
- Development of less than 100 square metres, unless this consists of one or more dwellings/annexes and does not meet the relevant self-build criteria;
  - Buildings into which people do not normally go;
  - Buildings into which people go only intermittently for the purpose of inspecting or maintaining fixed plant or machinery;
  - Structures which are not buildings, such as pylons and wind turbines; and
  - Specified types of development which local authorities have decided should be subject to a 'zero' rate and specified as such in their charging schedules.
- 2.8 The following can also be subject to an exemption or relief where the relevant criteria are met, and the correct process is followed:
- Residential annexes and extensions;
  - Self-build houses and flats;
  - Social housing that meets certain specific relief criteria;
  - First Homes
  - Charitable development that meets certain specific relief criteria.
- 2.9 Where the levy liability is calculated to be less than £50, the chargeable amount is deemed to be zero, so no levy is due. Mezzanine floors, inserted into an existing building, are not liable for the levy unless they form part of a wider planning permission that seeks to provide other works as well.

*Charging CIL*

- 2.10 Once the CIL charging schedule has been adopted, the District Council will assume the role of 'charging authority' for the purposes of CIL in West Oxfordshire. This means that the Council will calculate the chargeable amount (subject to any indexation as appropriate) and issue the relevant liability notice to the parties that are liable to pay the charge. Further information on how the chargeable amount will be calculated is set out at Appendix 1.

*Collecting CIL*

- 2.11 The District Council will also be the collection authority for CIL in West Oxfordshire. The CIL collection process involves a number of stages as summarised at Appendix 2.

### *How is CIL calculated?*

- 2.12 In most cases, the amount of levy that is payable is calculated by multiplying the additional gross internal area (GIA) by the proposed CIL rate for that particular development type. Two very simple examples are provided below.

#### Example – One Dwelling

*Size of dwelling (GIA) – 130 m<sup>2</sup>*

*CIL rate - £100 per m<sup>2</sup>*

*Amount payable through CIL - **£13,000** (i.e. 130 m<sup>2</sup> x £100)*

#### Example – Ten Dwellings

*Total size of dwellings (GIA) – 1,300 m<sup>2</sup>*

*CIL rate - £100 per m<sup>2</sup>*

*Amount payable through CIL – **£130,000***

- 2.13 Gross Internal Area (GIA) will be calculated using the definition contained in the Royal Institution of Chartered Surveyors (RICS) Code of Measuring Practice (currently in its 6th edition). The Council must also apply an index of inflation to keep the levy rate responsive to market conditions.

### **3. Proposed CIL rates in West Oxfordshire**

- 3.1 It is important that CIL rates are set at a level that does not hinder new development coming forward, striking an ‘appropriate balance’ between additional investment to support development and the potential effect on the viability of developments. This balance is at the centre of the charge-setting process.
- 3.2 New viability evidence has been prepared<sup>3</sup> on this basis and has informed the preparation of this draft charging schedule.

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<sup>3</sup> Dixon Searle CIL Viability Assessment – May 2024

## Residential Uses

- 3.3 The proposed CIL charges for residential development in West Oxfordshire are set out below.

CIL Zone	£ per m <sup>2</sup>	Notes
Residential District-wide (Greenfield)	£225	Includes mixed housing development (i.e. a mix of housing and flats).  On-site affordable housing on 11+ units.  Nil Affordable Housing on sites between 1-10 units.  Affordable Housing financial contributions apply on sites between 6-10 units in the Cotswolds National Landscape (formerly AONB).
Residential District-wide (Previously developed land)	£125	As above.
100% Flatted only development (District-wide)	£25	Nominal rate.
Strategic Sites	£0	Nil rated for CIL due to significant S106 and other development costs.

- 3.4 In considering the proposed CIL rates for residential uses, the following key points have been taken into consideration:

- In setting a single CIL rate for residential development on undeveloped greenfield sites and a single CIL rate for residential development on previously developed (brownfield) sites, the charging schedule reflects the Government's Written Ministerial Statement<sup>4</sup> of 19 February 2024 and updated CIL Planning Practice Guidance<sup>5</sup> which state that higher residential CIL rates should not be set for developments which are not major developments on the grounds that these sites are not required to provide affordable housing contributions;
- The proposed rate for residential schemes on previously developed (brownfield) sites is lower (£125 per m<sup>2</sup>) than greenfield sites because of the additional costs associated with bringing such sites forward;

<sup>4</sup> <https://questions-statements.parliament.uk/written-statements/detail/2024-02-19/hcws264>

<sup>5</sup> <https://www.gov.uk/guidance/community-infrastructure-levy> - Paragraph 024

- 100% Flatted developments have additional costs which warrant the application of a nominal CIL charge (£25 per m<sup>2</sup>);
- Strategic local plan sites (Salt Cross, West Eynsham, North Witney, East Witney and East Chipping Norton) are proposed to be CIL exempt because of the significant infrastructure costs associated with bringing such developments forward, which will be secured through other mechanisms including Section 106 agreements.

## Non-Residential Uses

- 3.5 The proposed CIL charges for non-residential development in West Oxfordshire are set out below.

CIL Zone	£ per m <sup>2</sup>	Notes
Large Format Retail e.g. Supermarkets, Foodstores, Retail Warehousing	£125	
All other non-residential development	£0	Nil rated.

- 3.6 The key point to note here is that on viability grounds, the only form of ‘non-residential’ development which is able to support a CIL charge is large format retail such as supermarkets, foodstores and retail warehousing.

## 4. Reliefs and exemptions

- 4.1 The CIL Regulations make a number of provisions for charging authorities to give relief from CIL. Some types of relief are mandatory, others are offered at the charging authority’s discretion.
- 4.2 The District Council will offer mandatory relief in accordance with the CIL regulations (as amended) but does not currently intend to offer any form of discretionary relief from CIL. The decision not to offer discretionary relief from CIL at the present time will be reviewed as part of any initial review of CIL.

## 5. Payment of CIL

- 5.1 When planning permission is granted, the District Council will issue a liability notice setting out the amount payable through CIL, and the payment procedure. Typically, CIL payments must be made within 60 days of the commencement of any chargeable development. However, recognising the importance of assisting the timely delivery and viability of new development, the District Council proposes to accept the payment of CIL by instalments in respect of larger CIL payments and will publish a separate instalments policy in accordance with the CIL Regulations (as amended).
- 5.2 Where development is permitted on the basis of specific phases of development, each phase will be considered as a separate chargeable development and will therefore be liable for payment in line with the Council’s proposed instalment policy.

## 6. Spending and reporting on CIL

- 6.1 CIL payments can be used to fund a wide range of infrastructure including transport, flood defences, schools, green space and community and cultural facilities. It can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development. It cannot be used to fund affordable housing.
- 6.2 Since December 2020, the District Council has been required to prepare an '[Infrastructure Funding Statement](#)' setting out what it intends to spend CIL revenue on as well as information on the payments received through CIL and section 106 planning obligations during the previous financial year.
- 6.3 In accordance with the CIL regulations, up to 5% of the District Council's CIL receipts may be spent on administrative expenses associated with the operation of CIL.
- 6.4 Where all or part of a chargeable development is within the area of a Parish Council, the District Council is required to pass a proportion of the CIL receipts from the development to the Parish Council. The basic amount payable is 15% which increases to 25% where an adopted Neighbourhood Plan is in place (see below).

Parish council	Neighbourhood plan	Levy
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✓	✓	25% uncapped, paid to parish each year
✓	X	15% capped at £100/dwelling (indexed for inflation), paid to parish each year
X	✓	25% uncapped, local authority consults with community about how funds can be used, including to support priorities set out in neighbourhood plans
X	X	15% capped at £100/dwelling (indexed for inflation), local authority consults with community to agree how best to spend the neighbourhood funding

- 6.5 The Parish Council must use the CIL receipts passed to it to support the development of the Parish Council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area. Parish Councils must prepare a report for any financial year in which it receives any CIL payments.

## 7. Reviewing CIL

- 7.1 Once adopted, the District Council will keep its charging schedule under review to ensure that levy charges remain appropriate over time. The Council may seek to review its charging schedule in whole or in part taking account of relevant considerations including changes in market conditions and infrastructure needs.
- 7.2 In particular, the charging schedule will be reviewed to take account of the policies of the new West Oxfordshire Local Plan 2041 as those reach a more advanced stage.

**8. Responding to the consultation**

- 8.1 An 8-week consultation period will apply to this draft charging schedule. The draft schedule will be made available online and at various locations across the District (see Appendix 3). Copies will be sent to Town and Parish Councils. Other interested parties will be notified and invited to comment.
- 8.2 Responses should be sent to the following email address:  
  
[planning.consultation@westoxon.gov.uk](mailto:planning.consultation@westoxon.gov.uk)
- 8.3 Unless there are any materially significant issues raised during the 8-week consultation, it is anticipated that the draft charging schedule will then be submitted for examination, together with copies of any representations received and supporting background evidence.
- 8.4 A date for any CIL hearings will then be agreed and it is hoped that the Council will be in a position to formally adopt its charging schedule by the end of 2024.



## Appendix 1 – Calculation of CIL chargeable amount

### Chargeable amount: standard cases

1.—(1) The chargeable amount is an amount equal to the aggregate of the amounts of CIL chargeable at each of the relevant rates.

(2) But where that amount is less than £50 the chargeable amount is deemed to be zero.

(3) The relevant rates are the rates, taken from the relevant charging schedules, at which CIL is chargeable in respect of the chargeable development.

(4) The amount of CIL chargeable at a given relevant rate (R) must be calculated by applying the following formula—

$$\frac{R \times A \times I_p}{I_c}$$

where—

- A = the deemed net area chargeable at rate R, calculated in accordance with sub-paragraph (6);
- $I_p$  = the index figure for the calendar year in which planning permission was granted; and
- $I_c$  = the index figure for the calendar year in which the charging schedule containing rate R took effect.

(5) In this paragraph the index figure for a given calendar year is—

(a) in relation to any calendar year before 2020, the figure for 1st November for the preceding calendar year in the national All-in Tender Price Index published from time to time by the Royal Institution of Chartered Surveyors;

(b) in relation to the calendar year 2020 and any subsequent calendar year, the RICS CIL Index published in November of the preceding calendar year by the Royal Institution of Chartered Surveyors;

(c) if the RICS CIL index is not so published, the figure for 1st November for the preceding calendar year in the national All-in Tender Price Index published from time to time by the Royal Institution of Chartered Surveyors;

(d) if the national All-in Tender Price Index is not so published, the figure for 1st November for the preceding calendar year in the retail prices index.

(6) The value of A must be calculated by applying the following formula—

$$G_R - K_R - \left( \frac{G_R \times E}{G} \right)$$

where—

- G = the gross internal area of the chargeable development;

- $G_R$  = the gross internal area of the part of the chargeable development chargeable at rate R;
- $K_R$  = the aggregate of the gross internal areas of the following—

- (i) retained parts of in-use buildings; and
- (ii) for other relevant buildings, retained parts where the intended use following completion of the chargeable development is a use that is able to be carried on lawfully and permanently without further planning permission in that part on the day before planning permission first permits the chargeable development;

E = the aggregate of the following—

- (i) the gross internal areas of parts of in-use buildings that are to be demolished before completion of the chargeable development; and
- (ii) for the second and subsequent phases of a phased planning permission, the value  $E_x$  (as determined under sub-paragraph (7)), unless  $E_x$  is negative,

provided that no part of any building may be taken into account under both of paragraphs (i) and (ii) above.

(7) The value  $E_x$  must be calculated by applying the following formula—

$$E_P - (G_P - K_{PR})$$

where—

$E_P$  = the value of E for the previously commenced phase of the planning permission;

$G_P$  = the value of G for the previously commenced phase of the planning permission; and

$K_{PR}$  = the total of the values of  $K_R$  for the previously commenced phase of the planning permission.

(8) Where the collecting authority does not have sufficient information, or information of sufficient quality, to enable it to establish that a relevant building is an in-use building, it may deem it not to be an in-use building.

(9) Where the collecting authority does not have sufficient information, or information of sufficient quality, to enable it to establish—

(a) whether part of a building falls within a description in the definitions of  $K_R$  and E in sub-paragraph (6); or

(b) the gross internal area of any part of a building falling within such a description,

it may deem the gross internal area of the part in question to be zero.

(10) In this paragraph—

“building” does not include—

- (i) a building into which people do not normally go;
- (ii) a building into which people go only intermittently for the purpose of maintaining or inspecting machinery; or
- (iii) a building for which planning permission was granted for a limited period;

“in-use building” means a building which—

- (i) is a relevant building, and
- (ii) contains a part that has been in lawful use for a continuous period of at least six months within the period of three years ending on the day planning permission first permits the chargeable development;

“new build” means that part of the chargeable development which will comprise new buildings and enlargements to existing buildings, and in relation to a chargeable development granted planning permission under section 73 of TCPA 1990 (“the new permission”) includes any new buildings and enlargements to existing buildings which were built pursuant to a previous planning permission to which the new permission relates;

“relevant building” means a building which is situated on the relevant land on the day planning permission first permits the chargeable development;

“relevant charging schedules” means the charging schedules which are in effect—

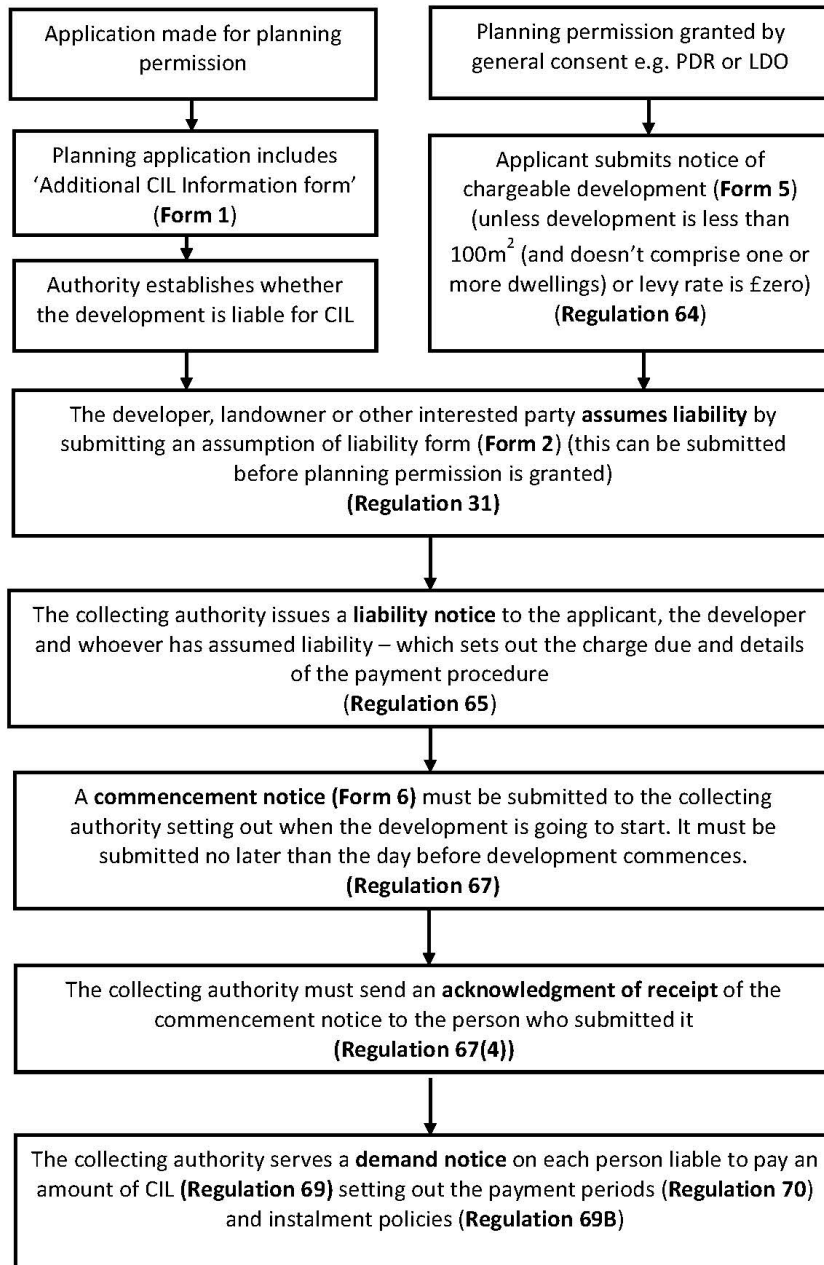
- (i) at the time planning permission first permits the chargeable development, and
- (ii) in the area in which the chargeable development will be situated;

“retained part” means part of a building which will be—

- (i) on the relevant land on completion of the chargeable development (excluding new build),
- (ii) part of the chargeable development on completion, and
- (iii) chargeable at rate R.

## Appendix 2 – CIL collection process

### Community Infrastructure Levy Collection Process



### Appendix 3 – Draft Charging Schedule Availability

West Oxfordshire District Council Witney Town Centre Shop 3 Welch Way Witney OX28 6JH Tel: 01993 861000 Open: Monday – Friday 9am to 5pm	Witney Town Council Town Hall Market Square Witney OX28 6AG Tel: 01993 704379 Open: Mon, Tues and Thurs 8.30am to 5pm, Wed 9.30am to 5pm and Fri 8.30am to 4.30pm.	Carterton Town Council 19 Alvescot Road Carterton OX18 3JL Tel: 01993 842156 Open: Monday – Friday 9.30am to 4.00pm
Chipping Norton Town Council The Guildhall Market Place Chipping Norton OX7 5NJ Tel: 01608 642341 Open: Monday – Friday 9am to 1pm	Bampton Library Old Grammar School Church View Bampton OX18 2NE Tel: 01993 850076	Burford Library 86A High Street Burford OX18 4QF Tel: 01993 823377
Carterton Library 6 Alvescot Road Carterton OX18 3JH Tel: 01993 841492	Charlbury Library Charlbury Community Centre Enstone Road Charlbury OX7 3PQ Tel: 01608 811104	Chipping Norton Library Goddards Land Chipping Norton OX7 5NP Tel: 01608 643559
Eynsham Library 30 Mill Street Eynsham OX29 4JS Tel: 01865 880525	North Leigh Library Memorial Hall Park Road North Leigh OX29 6SA Tel: 01993 882935	Stonesfield Library Village Hall Longore Stonesfield OX29 8EF Tel: 01993 898187
Witney Library Welch Way Witney OX28 6JH Tel: 01993 703659	Woodstock Library The Oxfordshire Museum Fletcher's House Park Street Woodstock OX20 1SN Tel: 01993 814124 07759 140531	Wychwood Library 29 High Street Milton-under-Wychwood OX7 6LD Tel: 01993 830281