

Planning & Development Committee Meeting of Witney Town Council



Tuesday, 3rd June, 2025 at 6.00 pm

To members of the Planning & Development Committee - G Doughty, J Aitman, J Doughty, G Meadows, R Smith and D Temple (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** for the transaction of the business stated in the agenda below.

Admission to Meetings

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

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

Recording of Meetings

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

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

Agenda

1. Apologies for Absence

To consider apologies and reasons for absence.

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

Standing Order 30(d)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to 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. Minutes (Pages 3 - 15)

a) To adopt and sign as correct the minutes of the Climate, Biodiversity & Planning Committee meeting held on 22 April and the new Planning & Development Committee meeting on 13 May 2025.

b) Matters arising from the minutes of 22 April and 13 May 2025.

4. **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.

5. **Committee Terms of Reference** (Pages 16 - 18)

To review the Committee Terms of Reference (TOR) for the new municipal year.

6. **Planning Applications** (Page 19)

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

7. **Planning Decisions** (Pages 20 - 21)

To receive and consider a schedule of planning decisions from West Oxfordshire District Council.

8. **Application for a New Premises Licence - SA Spaza Supplies UK Ltd, 38b High Street, Witney** (Pages 22 - 40)

To consider application W/25/00467/PRMA for a New Premises Licence at SA Spaza Supplies UK Ltd, 38b High Street, Witney, under the Licensing Act 2003.



Town Clerk

Public Document Pack Agenda Item 3

CLIMATE, BIODIVERSITY & PLANNING COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 22 April 2025

At 6.01 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor A Bailey (Chair)

| | | |
|--------------|-----------------|---|
| Councillors: | G Meadows | G Doughty |
| | T Ashby | R Smith |
| | J Aitman | D Temple (In place of J Doughty) |
| | S Simpson | |
| Officers: | Adam Clapton | Deputy Town Clerk |
| | Derek Mackenzie | Senior Administrative Officer & Committee Clerk |
| | Cara Murray | Admin Support Assistant - Communities & Planning |
| | Carl Whitehead | Biodiversity & Green Spaces Officer |
| Others: | None. | |

P231 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor J Doughty, Councillor D Temple attended as a substitute.

P232 **DECLARATIONS OF INTEREST**

Councillor J Aitman declared a personal, non-prejudicial interest in Planning Application 25/00832/HHD by virtue of knowing the applicant.

Councillor D Temple declared a personal, non-prejudicial interest in Planning Application 25/00754/FUL as he was a member of the social club that neighboured the development.

There were no other declarations from Members or Officers

Cllr R Smith joined the meeting at 6:03pm.

P233 **MINUTES**

The minutes of the Climate, Biodiversity & Planning Committee meetings held on 11 February, 4 March & 25 March 2025 were received.

P86 – The Committee heard from the Biodiversity & Green Spaces Officer that judging of the Green Flag Award would take place later that week. He along with the Green Spaces Operative would be in attendance to guide and answer questions. Volunteers would also be in attendance to provide support and speak with the judges.

Members also welcomed news that the Lake & Country Park had attained Local Nature Reserve status which it was hoped would help to provide future opportunities for grant funding.

Resolved:

That, the minutes of the Climate, Biodiversity & Planning Committee meetings held 11 February, 4 March & 25 March 2025 be approved as correct records of the meetings and be signed by the Chair.

P234 **PUBLIC PARTICIPATION**

There was no public participation.

The Biodiversity & Green Spaces Officer left the meeting at 6:10pm.

P235 **FINANCE REPORT**

The Committee received and considered the report of the Responsible Financial Officer (RFO) detailing income and expenditure for budgets which were the responsibility of the committee.

Resolved:

1. That, the report be noted and,
2. That, the management accounts of the Climate, Biodiversity & Planning Committee for the period to 28 February 2025 be approved.

P236 **PLANNING APPLICATIONS**

The Committee received and considered a schedule of planning applications from West Oxfordshire District Council.

Following the Members discussion regarding application 25/00773/HHD, a vote was taken as to whether an objection response should be submitted. Six Members being in favour of an objection, two Members being against.

Resolved:

That, the comments, as per the attached schedule be forwarded to West Oxfordshire District Council.

P237 **PLANNING DECISIONS**

The Committee received and considered a schedule of planning decisions received from West Oxfordshire District Council (WODC).

Resolved:

That, the list circulated advising of WODC planning decisions be noted.

P238 NOTIFICATION OF PLANNING APPEAL DECISION - WELCOME EVANGELICAL CHURCH, HIGH STREET, WITNEY

The Committee received and considered correspondence concerning the appeal decision APP/D3125/W/24/3355318 - Welcome Evangelical Church, High Street, Witney

Resolved:

That, the appeal decision be noted.

P239 NOTIFICATION OF PLANNING APPEAL - 50 NEW YATT ROAD WITNEY.

The Committee received notification of Planning Appeal APP/D3125/D/25/3363662 in respect of 50 New Yatt Road Witney.

Resolved:

That the notification of the Planning Appeal be noted.

P240 WITNEY TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 18 MARCH 2025

The Committee received the minutes of the Witney Traffic Advisory Committee held on 18 March 2025.

Resolved:

1. That, the minutes of the Witney Traffic Advisory Committee held 18 March 2025 be noted.

The meeting closed at: 6.45 pm

Chair

| | | | | |
|--------|--|--|------------------|------------|
| 236- 2 | WTC/042/25 | Plot Ref :-25/00376/CLP | Type :- | CERT LAWFU |
| | Applicant Name :- . | | Date Received :- | 01/04/2025 |
| | Location :- WINDRUSH LEISURE CENTRE WITAN WAY | | Date Returned :- | 23/04/2025 |
| | Proposal : | Certificate of lawfulness (Installation of solar panel PV system) | | |
| | Observations : | Witney Town Council supports thermal efficient and low-carbon enhancements and welcomes the installation of solar panels on Windrush Leisure Centre. Witney Town Council have no objections to this application. | | |
| | | | | |
| 236- 3 | WTC/044/25 | Plot Ref :-25/00834/HHD | Type :- | HOUSEHOLDE |
| | Applicant Name :- . | | Date Received :- | 04/04/2025 |
| | Location :- 15 CRAWLEY ROAD CRAWLEY ROAD | | Date Returned :- | 23/04/2025 |
| | Proposal : | Demolition of the garage, removal of the roof and raise the ridge to create a new First Floor, erection of two storey side and single storey rear extensions, new roof and render. | | |
| | Observations : | While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered, and a sustainable drainage plan be submitted due to the size of the extension, to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031. | | |
| | | | | |
| 236- 4 | WTC/047/25 | Plot Ref :-25/00800/FUL | Type :- | FULL |
| | Applicant Name :- . | | Date Received :- | 08/04/2025 |
| | Location :- WINDRUSH LEISURE CENTRE WITAN WAY | | Date Returned :- | 23/04/2025 |
| | Proposal : | Decarbonisation scheme with plant on the existing roof and erection of timber clad enclosure around the air source heat pumps. | | |
| | Observations : | Witney Town Council supports this application and welcomes thermal efficient and low-carbon enhancements and welcomes the installation Air Source Heat Pumps at Windrush Leisure Centre, allowing people to see the benefits of the decarbonisation scheme in practice. | | |
| | | | | |
| 236- 5 | WTC/050/25 | Plot Ref :-25/00680/HHD | Type :- | HOUSEHOLDE |
| | Applicant Name :- . | | Date Received :- | 10/04/2025 |
| | Location :- 1 SYCAMORE CLOSE SYCAMORE CLOSE | | Date Returned :- | 23/04/2025 |
| | Proposal : | Erection of a dormer. | | |
| | Observations : | Witney Town Council has no objections to this application. | | |
| | | | | |
| 236- 6 | WTC/051/25 | Plot Ref :-25/00829/HHD | Type :- | HOUSEHOLDE |
| | Applicant Name :- . | | Date Received :- | 10/04/2025 |
| | Location :- 35 NEW YATT ROAD NEW YATT ROAD | | Date Returned :- | 23/04/2025 |
| | Proposal : | Erection of a first floor extension over existing garage, a single storey side extension, replacement front storm porch and a rear conservatory. | | |

Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

| | | | | |
|--------|-------------------|---------------------------------|------------------|------------|
| 236- 7 | WTC/052/25 | Plot Ref :-25/00925/FUL | Type :- | FULL |
| | Applicant Name :- | | Date Received :- | 11/04/2025 |
| | Location :- | 9-11 HIGH STREET HIGH STREET | Date Returned :- | 23/04/2025 |

Proposal : Installation of Air Conditioning and Refrigeration Plant Equipment.

Observations : Witney Town Council has no objections to this application. However, Members would like to raise a query regarding the extent to which the proposals align with and support current decarbonisation plans. Witney Town Council encourages the applicant to demonstrate how the development contributes to local and national objectives for reducing carbon emissions, and whether further measures could be incorporated to maximise environmental sustainability.

Planning Minutes – 22nd April 2025

236- 12 WTC/046/25

Plot Ref :- 25/00773/HHD

Type :- HOUSEHOLDER

Applicant Name :- .

Location :- 9 MOUNTFIELD ROAD
MOUNTFIELD ROAD

Date Received :- 08/04/2025

Date Returned :- 23/04/2025

Proposal : Conversion of existing garage and conservatory and erection of single storey front and side extension to create additional living space.

Observations : Witney Town Council objects to this application. Members consider that the proposed internal layout and floor space do not provide adequate living conditions. The space appears confined and poorly lit, raising concerns about the overall quality of the accommodation. As such, the proposal is not considered to comply with Policy OS4 of the West Oxfordshire District Council Local Plan, which requires development to demonstrate high quality, inclusive and sustainable design, and to contribute to the creation of a safe and pleasant environment.

Members also noted aspects of the design that may require scrutiny from Building Control to ensure full compliance with relevant regulations and standards.

Furthermore, Members request that, if permission is granted, a condition be imposed confirming that the use of the extension remains ancillary to the main property.

In addition, Members raised concerns regarding the potential impact of the development on existing drainage infrastructure, noting the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with Policy EH7 of the West Oxfordshire Local Plan 2031.

236- 13 WTC/048/25

Plot Ref :- 25/00685/HHD

Type :- HOUSEHOLDER

Applicant Name :- .

Location :- 23 DUCKLINGTON LANE
DUCKLINGTON LANE

Date Received :- 08/04/2025

Date Returned :- 23/04/2025

Proposal : Erection of front and rear single storey extensions.

Observations : Witney Town Council does not object to this application; however, Members note the increased footprint and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

236- 14 WTC/049/25

Plot Ref :- 25/00815/FUL

Type :- FULL

Applicant Name :- .

Location :- 32 CORN STREET
CORN STREET

Date Received :- 10/04/2025

Date Returned :- 23/04/2025

Proposal : Erection of an outbuilding.

Observations : Witney Town Council has no objections to this application.

The Meeting closed at 6:45pm

Signed : _____ Chairman _____ Date _____ :

On behalf of :- Witney Town Council

PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 13 May 2025

At 6.00 pm in the Virtual Meeting via MS Teams - Virtual Meeting

Present:

Councillor G Doughty (Chair)

| | | |
|--------------|-----------------|---|
| Councillors: | J Aitman | R Smith |
| | J Doughty | D Temple |
| | G Meadows | |
| Officers: | Derek Mackenzie | Senior Administrative Officer & Committee Clerk |
| | Cara Murray | Admin Support Assistant - Communities & Planning |
| Others: | None | |

P274 APOLOGIES FOR ABSENCE

No apologies for absence were received.

P275 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers.

P276 ELECTION OF VICE-CHAIR

The Chair called for nominations for the position of Vice-Chair of the Committee.

It was proposed that Councillor J Aitman or G Meadows be elected, a vote was taken with the result being four votes in favour of Cllr Aitman and two votes in favour of Cllr Meadows.

There being no other nominations it was:

Resolved:

That, Councillor J Aitman be elected Vice-Chair of the Committee for the 2025/26 municipal year.

Cllr G Meadows left the meeting at 18:11pm.

P277 PUBLIC PARTICIPATION

There was no public participation.

P278 **PLANNING APPLICATIONS**

The Committee received and considered a schedule of planning applications from West Oxfordshire District Council.

Resolved:

That, the comments, as per the attached schedule be forwarded to West Oxfordshire District Council.

The meeting closed at: 6.30 pm

Chair

| | | | | |
|--------|-------------------|--|------------------|------------|
| 278- 5 | WTC/057/25 | Plot Ref :-25/01012/FUL | Type :- | FULL |
| | Applicant Name :- | . | Date Received :- | 01/05/2025 |
| | Location :- | 10 TUNGSTEN PARK, COLLETTS WAY COLLETTS WAY | Date Returned :- | 14/05/2025 |
| | Proposal : | Provision of 4 additional windows to the Northern Eastern flank elevation to match existing. | | |
| | Observations : | Witney Town Council has no objections to this application and considers that the proposed development would enhance working conditions within the unit though the increase in natural daylight thus reducing the use of artificial lighting. Members support improvements that contribute positively to the functionality and usability of existing commercial or industrial spaces. | | |
| 278- 6 | WTC/058/25 | Plot Ref :-25/01011/LBC | Type :- | LISTED BUI |
| | Applicant Name :- | . | Date Received :- | 01/05/2025 |
| | Location :- | 24 MARKET SQUARE MARKET SQUARE | Date Returned :- | 14/05/2025 |
| | Proposal : | 'Like for like' making good and redecoration works to front elevation including DOFF stonework clean. | | |
| | Observations : | Witney Town Council has no objections to this application and welcomes the proposed improvements to this historical building. Members support sympathetic developments that contribute to the preservation and enhancement of Witney's architectural heritage and considers this application to be a positive step towards maintaining the character and integrity of the building. | | |
| 278- 7 | WTC/059/25 | Plot Ref :-25/01071/ADV | Type :- | ADVERTISED |
| | Applicant Name :- | . | Date Received :- | 01/05/2025 |
| | Location :- | 1ST FLOOR UNIT 1 DES ROCHES SQ DES ROCHES SQUARE | Date Returned :- | 14/05/2025 |
| | Proposal : | Erection of two fascia signs and window graphics. | | |
| | Observations : | Witney Town Council has no objections regarding this application. | | |
| 278- 8 | WTC/060/25 | Plot Ref :-25/01051/HHD | Type :- | HOUSEHOLDE |
| | Applicant Name :- | . | Date Received :- | 01/05/2025 |
| | Location :- | 34 WILMOT CLOSE WILMOT CLOSE | Date Returned :- | 14/05/2025 |
| | Proposal : | Demolition of existing porch and erection of single storey front extension. | | |
| | Observations : | Witney Town Council does not object to this application; however, Members note the increased footprint and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031. | | |
| 278- 9 | WTC/061/25 | Plot Ref :-25/01085/HHD | Type :- | HOUSEHOLDE |
| | Applicant Name :- | . | Date Received :- | 01/05/2025 |
| | Location :- | 97 COGGES HILL ROAD COGGES HILL ROAD | Date Returned :- | 14/05/2025 |
| | Proposal : | Conversion and first floor extension of garage to create ancillary accommodation. | | |

Observations : Witney Town Council has no objections to this application in principle. However, Members request that a condition be attached to any approval to confirm the use of the accommodation will remain ancillary to the main property.

The Meeting closed at : 6:30pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

PLANNING & DEVELOPMENT COMMITTEE



Agenda Item: Terms of Reference

Meeting Date: Tuesday, 3 June 2025

Contact Officer: Deputy Town Clerk

The purpose of this report is for Members to review and recommend terms of reference for the Committee for the forthcoming municipal year.

Background

At the Annual Council Meeting held on 7th May 2025, it was resolved that terms of reference for each Committee would be reviewed at each meeting in the current meeting cycle.

Current Situation

As this is a new Committee, the 'planning' items from the former Climate, Biodiversity & Planning Committee are listed below as initial suggestions,

- a) To receive planning applications and to comment on them in the name of the Council within the time limit set by statute. The Committee may decide, where time for consultation allows, to make a recommendation to the Council on any application considered to have a major impact on the town;
- b) To consider any planning decisions, appeals, planning briefs and tree preservation orders, and recommend, if appropriate, any views that should be expressed by the Council, or any action that should be taken, in respect of these;
- c) To consider, and submit appropriate representations on behalf of the Council, applications in respect of Justices, Gaming and Public Entertainment Licences;
- d) To consider, and submit appropriate representations on behalf of the Council, in respect of consultations relevant to the sphere of planning and development;
- e) To consider the impact on the environment of all planning applications and comment in the name of the Council accordingly (within statutory consultee guidelines);
- f) To promote sustainable and active travel in the future planning of the town;
- g) The Membership of the Committee shall consist of 6 Members plus the Town Mayor and the Leader of the Council ex officio with voting rights;
- h) The quorum of the committee shall be 4 members.

The Committee is asked if it would like to make any amendments to the terms for the forthcoming municipal year. The Committee may like to consider the following changes/additions:

- (c) To consider, and submit appropriate representations on behalf of the Council, in respect of applications for justices, gaming, public entertainment and pavement licences;
- (d) To consider, and submit appropriate representations on behalf of the Council, in respect of consultations relevant to the sphere of planning and development including forward planning.
- (e) To consider the impact on the green environment and biodiversity of all planning applications and comment in the name of the Council accordingly.
- (g) The Membership of the Committee shall consist of 5 Members plus the Leader of the Council ex officio with voting rights.

And,

- To consider and submit appropriate representations on behalf of the Council concerning the potential impact of flooding in Witney, including requests for mitigation measures and comments on sustainable drainage solutions. Due to the serious nature of flooding events, any incidents will be referred to Full Council for further consideration, response and escalation with other agencies.
- To consider, and submit appropriate representations on behalf of the Council, in respect of street naming, highways and traffic regulation consultations unless deemed by the Proper Officer of significance to be referred to Full Council.
- To receive and review the minutes of the Witney Traffic Advisory Committee and address any resulting actions relevant to the Town Council.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no direct implications.
- b) Biodiversity – see text above.
- c) Crime & Disorder – no direct implications.
- d) Environment & Climate Emergency – see text above.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

The town council actively participates in the local planning process, which helps shape the development and growth of the community in ways that reflect local needs, values, and priorities.

Financial Implications

This Committee has no budgets as it is not a spending Committee of the Council.

Recommendations

Members are invited to note the report and,

1. Review the terms of reference; and
2. Consider any changes to the terms of reference; and
3. Recommend such changes be made to Full Council on 23rd June 2025.

6

6.1 **WTC/062/25** Plot Ref :- 25/01012/FUL Type :- FULL
Applicant Name :- . Date Received :- 19/05/2025
Parish :- WEST Date Returned :-
Location :- 10 TUNGSTEN PARK Agent
COLLETTS WAY
Proposals :- Provision of 4 additional windows to north east elevation to match
existing and installation of 3 additional air conditioning units to
north west elevation (amended description)
Observations :-

6.2 **WTC/063/25** Plot Ref :- 25/01232/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 22/05/2025
Parish :- SOUTH Date Returned :-
Location :- 29 BURWELL MEADOW Agent
BURWELL MEADOW
Proposals :- Erection of porch.
Observations :-

NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council

Minute Ref 7

Tue 3 June 2025

District Ref

' C ' Contrary to District 'CD' Contrary Delegated
' D ' Delegated
' E ' Endorsed by District 'ED' Endorsed Delegated

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GRANTED PLANNING PERMISSIONS

| | | |
|---|--------------------------|--|
| E WTC/001/25 | Approved | 81-83 CORN STREET |
| E WTC/029/25 | Approved | WITNEY LIBRARY, WELCH WAY |
| C WTC/030/25 | Approved with Conditions | 8B MARKET SQUARE |
| <p>District COMMENT The 14 cycle parking spaces hereby approved shall be installed according to plan 445/19/FUL/PL1002 within 6 months of the date of this consent or prior to occupation whichever is the sooner and, shall be retained as installed thereafter.</p> <p>REASON: To ensure that adequate cycle parking facilities are provided, according to policy T3 of the West Oxfordshire Local Plan 2031.</p> <p>The bin storage hereby approved shall be installed according to plan 445/19/FUL/PL1002 within 6 months of the date of this consent or prior to occupation whichever is the sooner, and shall be retained as installed thereafter.</p> <p>REASON: To ensure adequate bin storage facilities are provided in the interests of residential amenity and convenience.</p> | | <p>Local COMMENT While Witney Town Council does not object to this application in terms of material concerns and welcomes the addition of a single dwelling property in the Town Centre, Members expressed concerns that the newly relocated bin store seems to obstruct access to the fire escape and requested that Officers ensure it remains clear.</p> |
| E WTC/033/25 | Approved | 49 NEWLAND |
| E WTC/035/25 | Approved | 12 HARVEST WAY |
| E WTC/038/25 | Approved | 30 SCHOFIELD AVENUE |
| E WTC/039/25 | Approved | 9 DENE RISE |
| E WTC/041/25 | Approved | 116 COLWELL DRIVE |
| E WTC/043/25 | Approved | 94 EATON CLOSE |
| E WTC/045/25 | Approved | 35 FARMERS CLOSE |
| C WTC/046/25 | Approved | 9 MOUNTFIELD ROAD |
| <p>District COMMENT The proposal includes the conversion of</p> | | <p>Local COMMENT Witney Town Council objects to this application. Members consider that the proposed internal layout and floor space do not provide adequate living conditions. The space appears confined and poorly lit, raising concerns about the overall quality of the accommodation. As such, the proposal is not considered to comply with Policy OS4 of the West Oxfordshire District Council Local Plan, which requires development to demonstrate high quality, inclusive and sustainable design, and to contribute to the creation of a safe and pleasant environment.</p> |

' C ' Contrary to District 'CD' Contrary Delegated
' D ' Delegated
' E ' Endorsed by District 'ED' Endorsed Delegated

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GRANTED PLANNING PERMISSIONS

the existing garage and conservatory as well as single storey front and side extensions to create additional living space. The conversion of the existing garage alongside the side extension will see the introduction of ancillary accommodation with both external access to the front and internal access via the host dwelling.

The conservatory conversion proposes for the existing lean-to structure to have sliding door access into the garden including tiled roof with two new rooflights. The front extension will relocate the front door to the property's most southerly elevation as well as reconfiguring the kitchen/living space on the ground floor. The materials proposed will match that of the existing property, being brick with tiled roofs and white uPVC doors and windows. The flat roof of the extension is proposed to be of single ply construction including a new rooflight above the ancillary accommodation's living area.

Witney Town Council has objected to the application as it considers the proposed internal layout and floor space of the garage conversion/side extension do not provide adequate living conditions. These comments are based on the first iteration of drawings which have since been updated to provide internal access to this area via the host dwelling, as previously this area of the proposal was entirely separate from the existing property. Following the update to include internal access, officers are satisfied that the arrangement is acceptable subject to condition that the accommodation remains ancillary to the main property, as officers agree that a separate dwelling of this nature would not be acceptable.

Officers are of the opinion that the scale and design of the proposal complies with Policy OS4 of the West Oxfordshire Local Plan 2031 which states that "new development should respect the historic, architectural and landscape character of the locality, contribute to local distinctiveness and, where possible, enhance the character and quality of the surroundings". Policy H6 of the Local Plan also states that "alterations, extensions or sub-division of existing dwellings will respect the character of the surrounding area and will not unacceptably affect the environment of people living in or visiting that area" which officers consider this proposal complies with.

Members also noted aspects of the design that may require scrutiny from Building Control to ensure full compliance with relevant regulations and standards.

Furthermore, Members request that, if permission is granted, a condition be imposed confirming that the use of the extension remains ancillary to the main property.

In addition, Members raised concerns regarding the potential impact of the development on existing drainage infrastructure, noting the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with Policy EH7 of the West Oxfordshire Local Plan 2031.

| | | |
|---------------------|---------------------------------|----------------------------|
| E WTC/048/25 | Approved | 23 DUCKLINGTON LANE |
| E WTC/049/25 | Approved | 32 CORN STREET |
| E WTC/064/24 | Approved with Conditions | UNIT 4-5 |

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

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



The Town Council

Your Ref: W/25/00467/PRMA

Date: 20th May 2025

Dear Town Clerk,

LICENSING ACT 2003

Application for New Premises Licence (Off sales only)

We have received an application for **SA Spaza Supplies UK Ltd 36B High Street Witney Oxfordshire OX28 6HG** 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 **17th June 2025**

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

Yours faithfully

Licensing Team
Environmental and Regulatory Services

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



West Oxfordshire
Application for a premises licence
Licensing Act 2003

For help contact
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 | | 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 | Janine | |
| * Family name | East | |
| * E-mail | [REDACTED] | |
| Main telephone number | [REDACTED] | 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? | <input checked="" type="radio"/> Yes <input type="radio"/> No | Note: completing the Applicant Business section is optional in this form. |
| Registration number | 15964004 | |
| Business name | SA Spaza Supplies UK Ltd | If your business is registered, use its registered name. |
| VAT number | - 476435268 | 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

Details

Registered number (where applicable)

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.

Secure Premises with security and cameras in a locked up shop on the High Street.

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

End

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.

No

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.

No

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

Name

First name

Family name

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

Personal Licence number
(if known)

25/0543/LIPER

Issuing licensing authority
(if known)

Swindon 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.

Alcohol to be sold for personal consumption off the premises. I have cameras installed and no alcohol will be sold without identity being checked.

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 | <input type="text" value="09:00"/> | End | <input type="text" value="17:00"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

WEDNESDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="17:00"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

THURSDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="17:00"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

FRIDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="17:00"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

SATURDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="17:00"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

SUNDAY

| | | | |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="10:00"/> | End | <input type="text" value="16:00"/> |
| Start | <input type="text"/> | End | <input type="text"/> |

State any seasonal variations

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

No variations

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.

No extended hours

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.

The Licensee, that is the person in whose name the premises licence is issued, shall ensure that all times when the premises are for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the license and for preventing crime and disorder. The Licensee shall ensure that all staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness and underage persons. Records will be kept of training and refresher training.

b) The prevention of crime and disorder

I have video cameras and full security shutters and rollers on all doors and windows. Any incidents of a criminal nature that may occur on the premises will be reported to the Police

c) Public safety

Appropriate fire safety procedures are in place including fire extinguishers. All emergency exits shall be kept free from obstruction at all times.

d) The prevention of public nuisance

All customers will be asked to leave quietly.
Clear and legible notices will be prominently displayed to remind customers to leave quietly and have regard to our neighbours.

e) The protection of children from harm

The licensee and staff will ask persons who appear to be under the age of 25 for photographic ID such as proof of age cards, the Connexions Card and Citizen Card, photographic driving licence or passport, an official identity card issued by HM Forces or by an EU country, bearing the photograph and date of birth of bearer.
All staff will be trained for UNDERAGE SALES PREVENTION regularly.
A register of refused sales shall be kept and maintained on the premises

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

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

DECLARATION

Continued from previous page...

[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:

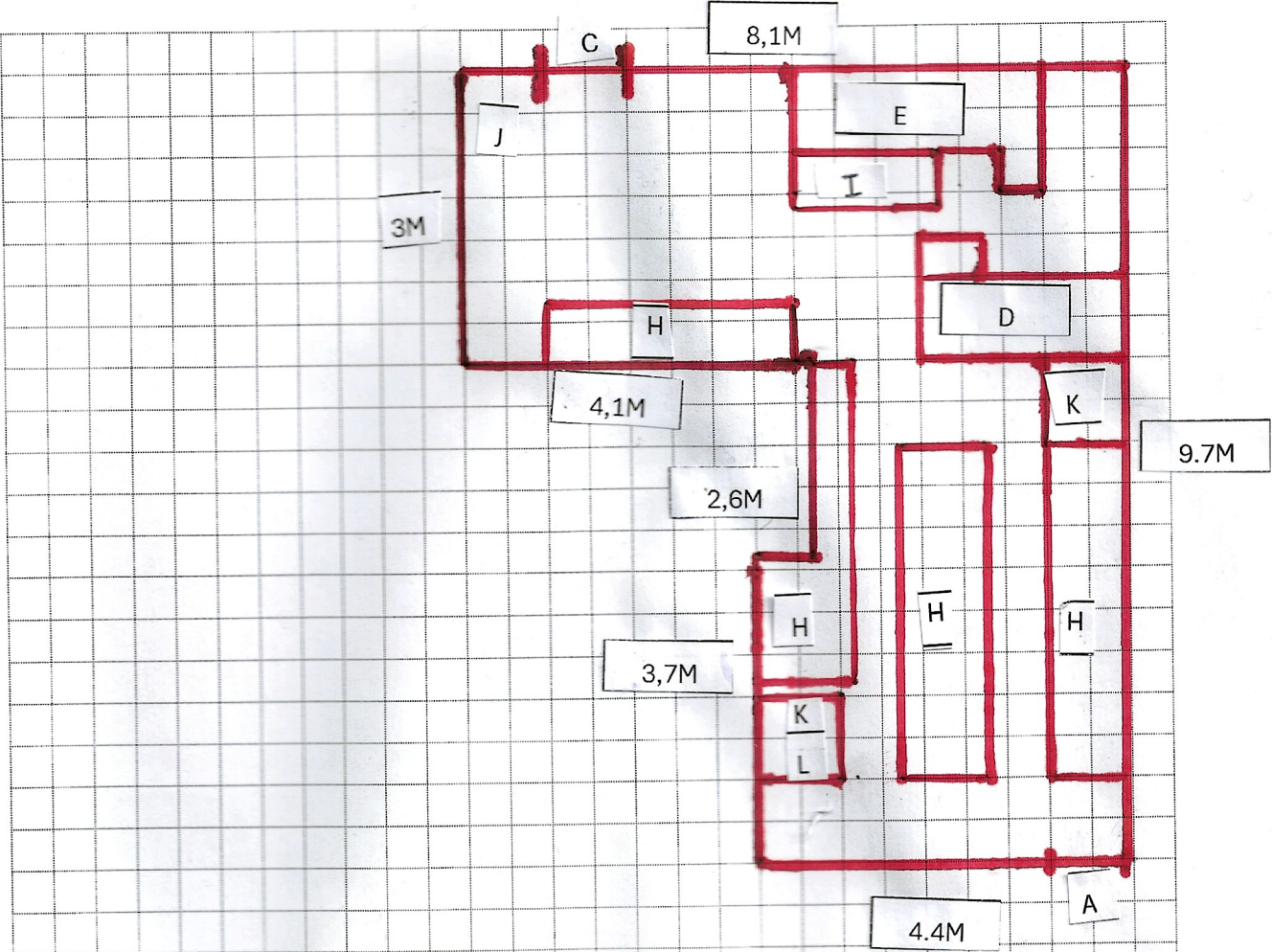
1. Save this form to your computer by clicking file/save as...
 2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/west-oxfordshire/apply-1> to upload this file and continue with your application.
- Don't forget to make sure you have all your supporting documentation to hand.

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

OFFICE USE ONLY

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



| LEGEND | | | |
|--------|---------------|---|--------------------|
| A | ENTRANCE EXIT | G | KITCHEN |
| B | FIRE EXIT | H | SHOPFITTING |
| C | EXIT | I | ALCOHOL STAND |
| D | TILL AREA | J | FIRE EXTINGUISHERS |
| E | STAIRCASE | K | FRIDGE |
| F | TOILET | L | FREEZER |