

## Planning & Development Committee Meeting of Witney Town Council Tuesday, 6th January, 2026 at 6.00 pm



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

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

[Join the meeting now](#)

Meeting ID: 335 196 982 816 55

Passcode: f8oR76bp

### 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 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](mailto:derek.mackenzie@witney-tc.gov.uk) **prior** to the meeting, stating the reason for absence.

**Standing Order 8(e)(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. 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 25. Matters raised shall relate to the following items on the agenda.

4. **Planning Applications** (Pages 3 - 5)

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

5. **Application for a New Premises Licence - The Corn Room, 64 Corn Street Witney** (Pages 6 - 25)

To consider application W/25/01356/PRMA for a New Premises Licence at The Corn Room, 64 Corn Street, Witney under the Licensing Act 2003.

6. **Address Management - 3 New Dwellings West End Witney** (Pages 26 - 28)

To receive and consider a road naming request for 3 New Dwellings West End Witney.  
Planning Application [25/02265/FUL](#) relates.

7. **Highways Asset Response Team (HART)** (Page 29)

To receive and consider a response to correspondence from Oxfordshire County Council concerning a new Highways initiative.

Deferred to this Committee from the meeting of the Council on 8 December 2025. Minute FC725 relates.



Town Clerk

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4 . 1      **WTC/001/26**      Plot Ref :- 25/02811/HHD      Type :- HOUSEHOL  
 Applicant Name :- .      Date Received :- 19/12/2025  
                  Parish :- South      Date Returned :-  
                  Location :- 23 Ducklington Lane      Agent  
                  Ducklington Lane  
                  Proposals :- Erection of single storey side extension and demolition of existing  
                  carport  
                  Observations :-

4 . 2      **WTC/002/26**      Plot Ref :- 25/02797/HHD      Type :- HOUSEHOL  
 Applicant Name :- .      Date Received :- 19/12/2025  
                  Parish :- Central      Date Returned :-  
                  Location :- 3 Applegarth Court      Agent  
                  Applegarth Court  
                  Proposals :- Conversion of part of car port to create store and installation of  
                  cladding to side elevation. (Retrospective).  
                  Observations :-

4 . 3      **WTC/003/26**      Plot Ref :- 25/02925/LBC      Type :- LISTED BUI  
 Applicant Name :- .      Date Received :- 19/12/2025  
                  Parish :- Central      Date Returned :-  
                  Location :- The Plough      Agent  
                  98 High Street  
                  Proposals :- Alterations to erect illuminated and non-illuminated signs to the  
                  exterior of the building  
                  Observations :-

4 . 4      **WTC/004/26**      Plot Ref :- 25/02924/ADV      Type :- ADVERTISIN  
 Applicant Name :- .      Date Received :- 19/12/2025  
                  Parish :- Central      Date Returned :-  
                  Location :- The Plough      Agent  
                  98 High Street  
                  Proposals :- Erection of illuminated and non-illuminated signs to the exterior of  
                  the building  
                  Observations :-

4 . 5	<b>WTC/005/26</b>	Plot Ref :- 25/02880/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 19/12/2025
	Parish :- West		Date Returned :-
	Location :- 6 Aerodrome Lane	Agent	
	Aerodrome Lane		
	Proposals :-	Conversion of loft with front flat roof dormer and rear velux rooflights	
	Observations :-		
4 . 6	<b>WTC/006/26</b>	Plot Ref :- 25/03012/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 19/12/2025
	Parish :- North		Date Returned :-
	Location :- 5 Viner Close	Agent	
	Viner Close		
	Proposals :-	Erection of single storey rear extension to replace existing conservatory, and erection of a two storey front extension, with associated works including provision for additional off-street parking	
	Observations :-		
4 . 7	<b>WTC/007/26</b>	Plot Ref :- 25/02995/FUL	Type :- FULL
	Applicant Name :- .		Date Received :- 19/12/2025
	Parish :- West		Date Returned :-
	Location :- Isabelle Spencer Way	Agent	
	Isabelle Spencer Way		
	Proposals :-	Installation of an Automated Teller Machine (ATM).	
	Observations :-		
4 . 8	<b>WTC/008/26</b>	Plot Ref :- 25/02996/ADV	Type :- ADVERTISIN
	Applicant Name :- .		Date Received :- 19/12/2025
	Parish :- West		Date Returned :-
	Location :- Isabelle Spencer Way	Agent	
	Isabelle Spencer Way		
	Proposals :-	Erection of signage surrounding ATM.	
	Observations :-		
4 . 9	<b>WTC/009/26</b>	Plot Ref :- 25/03017/LBC	Type :- LISTED BUI
	Applicant Name :- .		Date Received :- 22/12/2025
	Parish :- Central		Date Returned :-
	Location :- 13 Market Square	Agent	
	Market Square		
	Proposals :-	External window and roof repairs, with rear elevation facade remedial works	
	Observations :-		



4 . 10

**WTC/010/26**

Plot Ref :- 25/02933/HHD    Type :- HOUSEHOL

Applicant Name :- .

Date Received :- 22/12/2025

Parish :- Central

Date Returned :-

Location :- 4 Gloucester Place  
Gloucester Place

Agent

Proposals :- Erection of first floor extension above garage.

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/25/01356/PRMA

Date: 10th December 2025

Dear Town Clerk,

## **LICENSING ACT 2003**

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

We have received an application for **The Corn Room, 64 Corn Street Witney Oxfordshire OX28 6BS** 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 **7th January 2026**

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

## 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

The Corn Room

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?

☐ Yes ☒ 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

Paul

\* Family name

Piper

\* E-mail

Main telephone number

Other telephone number

Include country code.

☐ 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

16864668

Business name

THE CORN ROOM LIMITED

If your business is registered, use its registered name.

VAT number

- none

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

Legal status

Private Limited Company

**Continued from previous page...**

Your position in the business

Director

Home country

United Kingdom

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

1 The Clock House,

Street

Brize Norton Road,

District

Oxfordshie

City or town

Carterton

County or administrative area

Oxon

Postcode

OX183HN

Country

United Kingdom

**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

64

Street

Corn Street

District

West Oxfordshire

City or town

Witney

County or administrative area

Oxon

Postcode

OX28 6BS

Country

United Kingdom

**Further Details**

Telephone number

[REDACTED]

Non-domestic rateable value of premises (£)

17,750

### 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...**

Director of the company

**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

Jay Hadley Bartlett

**Details**

Registered number (where applicable)

16864668

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

Director

Continued from previous page...

### 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](#)

Remove this applicant

Add another applicant

## Section 5 of 21

### OPERATING SCHEDULE

When do you want the premises licence to start?

02 / 03 / 2026  
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.

A small Premises will be Food and drink lead. Very small seating area inside around 35 covers and around 8 tables outside front. small menu serving brunch and then a small plates menu in the evenings.

Licensable Activities:

– Sale of alcohol (On & Off)

*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



*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 09:30

End 00:00

Start

End

SUNDAY

Start 09:30

End 00:00

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.

N/A

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.

Christmas eve 09:30 - 01:00

New years eve 09:30 - 01:00

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

**Name**

First name

Paul

Family name

Piper

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)

W/25/00298/PERA

Issuing licensing authority  
(if known)

West Oxfordshire District 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.

N/A

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start 09:30

End 23:00

Start

End

15

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="09:30"/>	End <input type="text" value="23:00"/>
Start	<input type="text"/>	End <input type="text"/>
WEDNESDAY		
Start	<input type="text" value="09:30"/>	End <input type="text" value="23:00"/>
Start	<input type="text"/>	End <input type="text"/>
THURSDAY		
Start	<input type="text" value="09:30"/>	End <input type="text" value="23:00"/>
Start	<input type="text"/>	End <input type="text"/>
FRIDAY		
Start	<input type="text" value="09:30"/>	End <input type="text" value="00:00"/>
Start	<input type="text"/>	End <input type="text"/>
SATURDAY		
Start	<input type="text" value="09:30"/>	End <input type="text" value="00:00"/>
Start	<input type="text"/>	End <input type="text"/>
SUNDAY		
Start	<input type="text" value="09:30"/>	End <input type="text" value="00:00"/>
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.

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.

Christmas eve 09:30 - 01:00  
New Years Eve 9:30 - 01:00

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.

Please find Below the lists we are going put in place to keep a well maintained and safe environment for public .  
this is a passion of ours and to deliver the best food and drink to make it an enjoyable space with all the measures in place  
for a sophisticated environment.

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

We will operate a Challenge 25 policy with clear signage displayed at all customer-facing areas.  
All staff will receive comprehensive training in age verification, refusal of service, and recognising signs of intoxication.  
A CCTV system will cover all entry/exit points, the bar area, and customer areas. Footage will be stored for a minimum of 31 days and made available to police or authorised officers upon request.  
We will maintain a refusals log and an incident log, reviewed regularly by the DPS.  
We will ensure the DPS or a trained, authorised person is on site at all times alcohol is sold.  
Layout and operation of the premises will be managed to prevent overcrowding, disorderly conduct, or unsafe congregation.

**c) Public safety**

All staff will be trained in health & safety procedures, fire safety, and emergency evacuation.  
We will maintain up-to-date risk assessments for fire, slips/trips, manual handling, and customer safety.  
Regular checks will be carried out on:  
Electrical appliances  
Emergency lighting  
Fire alarms  
Fire extinguishers

Clear signage will direct customers to exits, and all exits will be kept unobstructed at all times.  
The premises will be operated to prevent overcrowding, with capacity monitored when necessary.  
Food hygiene standards will be followed in line with EHO requirements.

**d) The prevention of public nuisance**

Background music only, with occasional low-level acoustic performances, as described in the application.  
We will monitor and control noise levels to avoid disturbance to neighbouring properties.  
Signage will ask customers to leave quietly and respect neighbours.  
Waste, glass, and recycling will be disposed of during daytime hours only to minimise noise.  
No drinks will be permitted outside after 22:00.  
Odour control and equipment (such as extraction systems) will be maintained and serviced to prevent nuisance.

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

A strict Challenge 25 policy will be in place.  
All staff will be trained in the protection of children and refusal of service to those who are underage.  
No unaccompanied children will be permitted on the premises after 21:00 (optional — remove if not needed).  
Children's access will be monitored and supervised in dining areas.  
We will display clear signage regarding age restrictions for alcohol.

**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

Street

District

City or town

County or administrative area

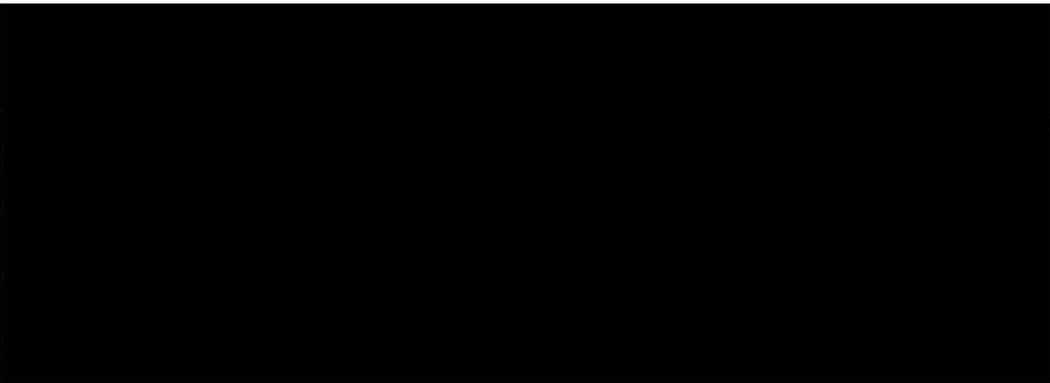
Postcode

Country

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)

T  
b  
\*  
\*  
D



Question "Are you an agent acting on

\*  
\*  
D



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.

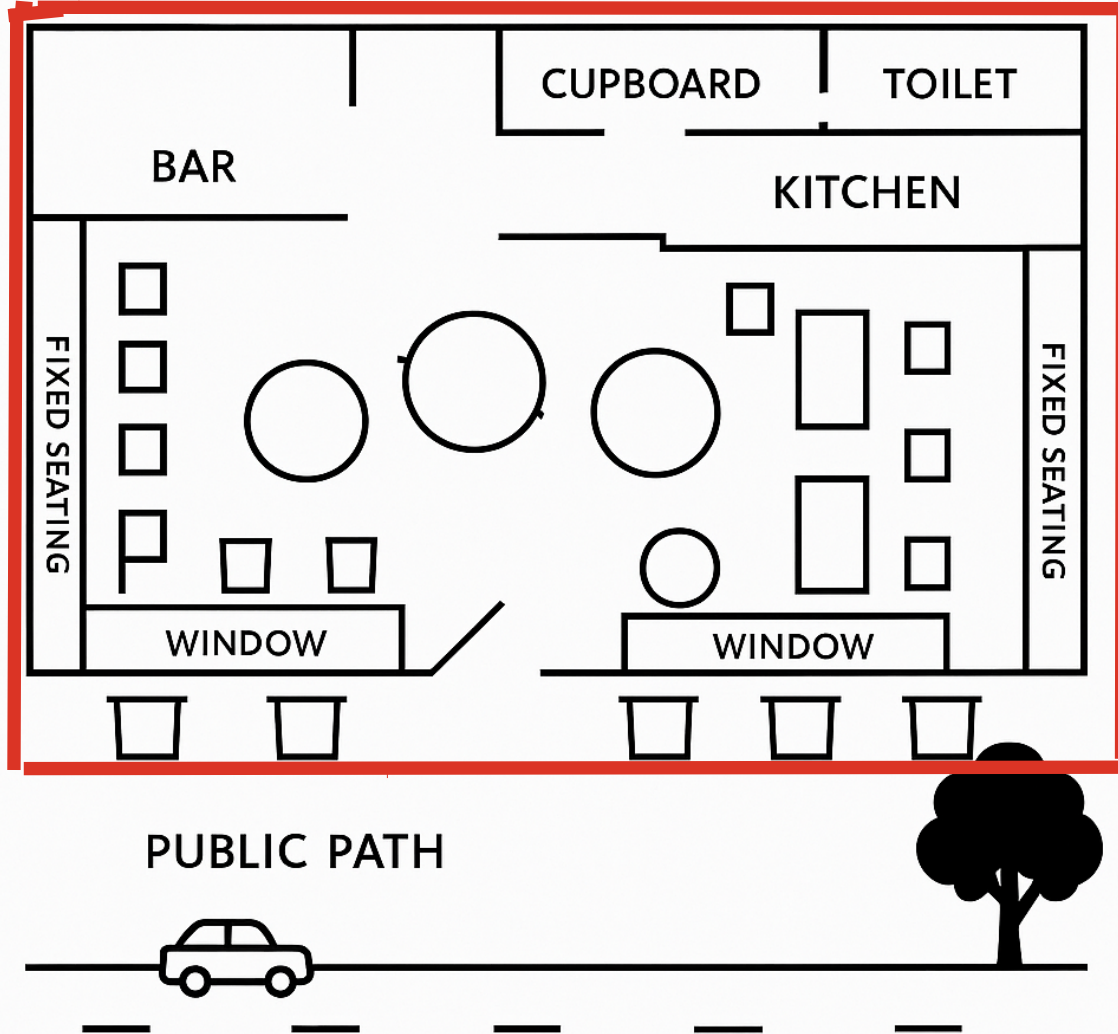
*Continued from previous page...*

**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**



# The Corn Room



**From:** Address Management (WODC) <[addressmanagement@westoxon.gov.uk](mailto:addressmanagement@westoxon.gov.uk)>

**Sent:** Friday, December 19, 2025 1:53 PM

**Subject:** SNN2025151 - Address Registration 3 New Dwellings West End Witney

Afternoon All

## **Planning reference – 25/02265/FUL**

We have received an application to address a new development of 3 properties off West End Witney. (Access between 62 and 64 West End)

We propose to create a new Court name for the development and the developer has proposed the following names:

### **1) Phoenix Row** (developer preferred option)

- **Heritage link:** Metaphor for transformation and renewal – the site was formerly a scrapyard (breakers yard) where vehicles were dismantled and given second life through salvaged parts; now the building itself rises reborn as modern homes.

### **2) Breakers Yard**

- **Heritage link:** Direct reference to the site's use as a vehicle dismantling facility (breakers yard/scrapyard) – preserves authentic working-class automotive heritage of West End.

Both names honour the site's industrial past as a scrapyard where automotive components were salvaged and recycled – a fitting parallel to the building's own transformation into sustainable residential use.

## **Proposed Address Format**

Phoenix Row/ Breakers Yard

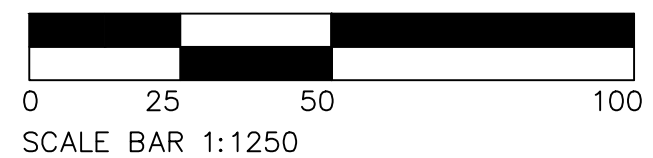
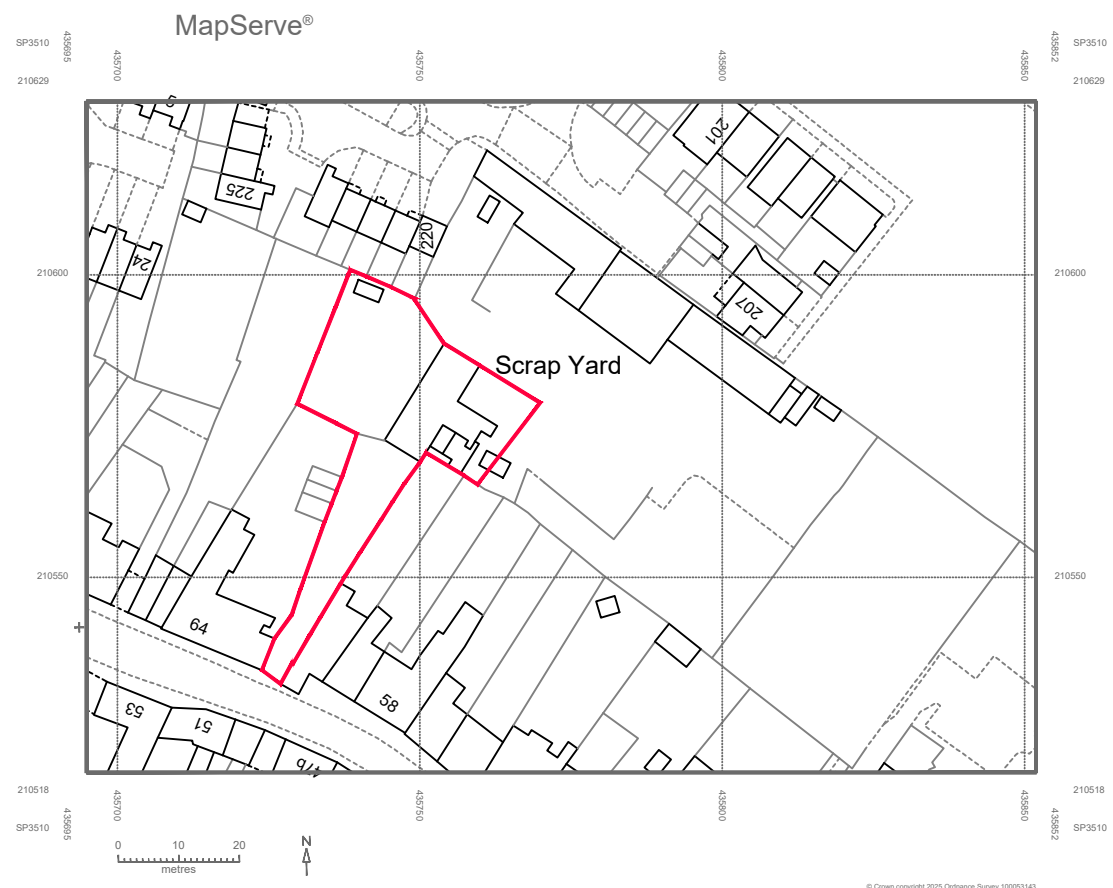
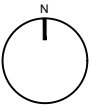
62a West End

Witney

Postcode TBC

As this is a new Court name the plan is to approve the name 'Phoenix Row' unless we receive any valid objections. Therefore if you have any comments you would like to make about the proposed name, please can you send them to us by Friday 16<sup>th</sup> January

Thank you for your assistance.



Appendix

revision	date	index
58 West End Witney OX28 1NF		
Location Plan		
scale 1:1250@A3	date 08/01/2025	WIT-P-100



SCALE BAR 1:500

revision	date	index
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58 West End  
Witney  
OX28 1NF

Block Plan



**From:** Highways Engagement  
**Sent:** Wednesday, November 5, 2025  
**Subject:** Highways Asset Response Team (HART)

Dear Sharon

I hope this message finds you well.

On behalf of Oxfordshire County Council, I am pleased to inform you of an exciting new initiative aimed at enhancing our reactive highways maintenance service and deepening our engagement with local communities.

We are introducing the Highways Asset Response Team (HART), a dedicated and agile resource designed to deliver targeted improvements within local communities.

The HART team is equipped to undertake a range of essential maintenance activities, including:

**Street Furniture Cleaning:** Cleansing signage and pedestrian refuge island bollards to ensure visibility and regulatory compliance.

**Pedestrian Safety Enhancements:** Removing damaged railings, street furniture, and footway plates, and addressing associated surface deterioration.

**Vegetation Management:** Clearing minor highway vegetation encroaching onto footways and cycleways to improve accessibility.

**Surface Debris Clearance:** Sweeping isolated areas of loose debris from footways and residential carriageways to maintain cleanliness and safety.

**Visual Amenity Improvements:** Removing outdated flyposting from street furniture to improve the overall streetscape.

**Street Clutter Reduction:** Collecting and removing redundant barriers and obsolete Chapter 8 signage to declutter public spaces.

As a key representative of your Parish, your local knowledge is genuinely appreciated. If you're aware of any locations within your area that fit the scope outlined above, I'd be very grateful if you could share those suggestions ahead of our visit. It would be especially helpful to include a few details, such as photographs before we look to propose dates for a walkaround. This will help us explore potential works in more detail and ensure they are well aligned with local priorities.

Parish Councils will be invited to complete a short, five-question survey following the completion of works in your community. Your feedback will play a key role in helping us understand what's working well and where we can improve, ultimately shaping how we deliver services in the future.

We look forward to hearing from you.

**Highway Engagement Officer  
Highway Maintenance  
Environment & Place  
Oxfordshire County Council**