

# Planning & Development Committee Meeting of Witney Town Council



**Tuesday, 27th January, 2026 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](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. Minutes (Pages 4 - 21)**

a) To adopt and sign as correct the minutes of the Committee held on 18 November and 9 December 2025 and 6 January 2026.

b) Matters arising from the minutes of 18 November and 9 December 2025 and 6 January 2026.

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 25. Matters raised shall relate to the following items on the agenda.

5. **Planning Applications** (Pages 22 - 23)

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

6. **Planning Decisions** (Pages 24 - 26)

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

7. **Application for a New Premises Licence - 52 High Street, Witney** (Pages 27 - 44)

To consider application W/26/00010/PRMA for a New Premises Licence at 52 High Street Witney, OX28 6HQ, under the Licensing Act 2003.

8. **Witney Traffic Advisory Committee Minutes**

To receive the minutes of the Witney Traffic Advisory Committee meeting held 20 January 2026.

**(To Follow)**

9. **Infrastructure Funding Statement**

To receive and consider the report of the Deputy Town Clerk (to follow).

10. **National Planning Policy Framework - Proposed Reforms**

To note the proposed changes and current consultation concerning the NPPF and consider any response on behalf of the town council, if appropriate.

[National Planning Policy Framework: proposed reforms and other changes to the planning system - GOV.UK](https://www.gov.uk/government/consultations/national-planning-policy-framework-proposed-reforms-and-other-changes-to-the-planning-system)



Town Clerk



# Public Document Pack Agenda Item 3

## **PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL**

**Held on Tuesday, 18 November 2025**

**At 6.00 pm in the Gallery Room, The Corn Exchange, Witney**

### **Present:**

Councillor G Doughty (Chair)

Councillors:	J Doughty	R Smith
	G Meadows	D Temple
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Cara Murray	Admin Support Assistant - Communities & Planning
Others:	No members of the public. Councillor Jack Treloar	

### P664 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor J Aitman.

### P665 **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or officers.

### P666 **MINUTES**

The minutes of the Planning & Development Committee meetings held on 16 September, 7 October, and 28 October 2025 were received.

#### **Resolved:**

That, the minutes of the Planning & Development Committee meetings held on 16 September, 7 October, and 28 October 2025 be approved as correct records of the meetings and be signed by the Chair.

### P667 **PUBLIC PARTICIPATION**

There was no public participation.

### P668 **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.

P669 **PLANNING DECISIONS**

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

The Committee Clerk summarised the reasoning for the decisions that were contrary to the Committee's submission.

**Resolved:**

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

P670 **DEVELOPER CONTRIBUTION PROJECTS**

The Committee received and considered the report of the Deputy Town Clerk concerning the creation of a developer contribution list for the Council.

Members initially discussed the most appropriate forum for agreeing a list of priority projects which would become a working document. It was suggested that all members of the Council should be directly involved in the collation of the list in order to benefit from their wider expertise, however it was agreed that this Committee was the most suitable committee to develop the initial list which would then be submitted to Full Council for consideration and their agreement.

The Committee expressed their enthusiasm for the reconsideration of a Community Governance review to be carried out by West Oxfordshire District Council given the impact that would be felt from the increase in housing numbers on the boundary of the Witney Parish. It was noted that none of the current strategic planning developments were within the parish and therefore there would be no financial benefits to offset the impact that the town's services would suffer, and the list would place a spotlight on Section 106 and 278 requests which would provide them. They welcomed the response of the Deputy Town Clerk who advised that a report was due to be presented to the meeting of Policy, Governance & Finance on 24 November 2025 on the subject.

Members were encouraged to reflect on potential projects and submit suggestions to Officers, as well as encourage fellow Councillors to contribute in respect of each of their own wards.

During the discussion, a difference of opinion arose between two Members regarding whether the functions performed by the Planning & Development Committee should be regarded as political, with one Member disputing any alternative view. It was noted that although, the Committee was bound to respond to applications in set ways, ideas on larger, more complex matters were often much more varied.

It was proposed by Cllr R Smith, seconded by Cllr D Temple and unanimously agreed that the document be titled *Infrastructure Funding Statement*, in order that it was consistent with the West Oxfordshire District Council named document.

**Recommended:**

1. That, the report be noted and,
2. That, Officers create an Infrastructure Funding Statement working document for review at a future meeting and ratification at Full Council and,
3. That, the document be reviewed on an annual basis.

**P671 NALC RESPONSE TO LICENSING CONSULTATION**

The Committee received and noted the correspondence from the National Association of Local Councils (NALC) concerning their submission to the consultation on the development of the licensing system, recognising its relevance to the Committee's licensing consultee role.

Members welcomed the response comments made in relation to consideration of an additional licensing objective to address concerns for Health & Wellbeing.

**Resolved:**

That, the correspondence be noted.

**P672 WODC - COMMUNITY INFRASTRUCTURE LEVY ADOPTION**

The Committee received correspondence from West Oxfordshire District Council regarding the adoption of their Community Infrastructure Levy (CIL) Charging Schedule, which is due to commence on 31 January 2026.

**Resolved:**

That, the correspondence be noted.

**P673 WODC- LOCAL PLAN 2043**

The Committee received correspondence from West Oxfordshire District Council (WODC) notifying of their Spatial Options consultation for the Local Plan 2043.

Members agreed it was important for the Council to respond consistently in what it had already been asking of WODC.

***Extending the Planning Period***

*Witney Town Council has no specific comments regarding the proposed extension of the Local Plan period.*

***Revised Settlement Hierarchy***

*Witney Town Council recognises the observations made about the character of settlements across the district and the ongoing concerns regarding the potential coalescence of towns and villages. As a Tier 1 settlement, Witney is acknowledged as a main and key service centre for West Oxfordshire. However, despite this designation, no development sites are identified within Witney's existing parish boundaries.*

*It would be both logical and appropriate for strategic allocations adjacent to Tier 1 settlements, such as land immediately adjoining Witney, to be formally recognised as Tier 1 development sites*

*in the Plan. Without such recognition, development that directly impacts Witney's infrastructure, services, and residents may proceed without delivering any infrastructure funding to Witney due to current parish boundary arrangements.*

*To address this imbalance, Witney Town Council requests that West Oxfordshire District Council consider the following as part of the Local Plan process:*

- *A Community Governance Review, to explore boundary adjustments that reflect the functional relationship between new development and the town that will serve it.*
- *The creation of a Witney Neighbourhood Committee, or similar mechanism, through which infrastructure funds could be directed to projects benefitting Witney as the district's primary service centre.*

*These options would help ensure that the town is not placed under further pressure without receiving an appropriate share of mitigation funding.*

### **Previously Allocated Sites**

*Witney Town Council urges West Oxfordshire District Council to revisit the status of the 'North Witney' allocation. Although it bears the town's name, the site lies outside the Witney parish boundary. This development will have a substantial and unavoidable impact on Witney residents, road networks, and key services. As such, its delivery must be inseparable from the completion of essential infrastructure, including:*

- *Flood mitigation schemes to protect the town and surrounding areas*
- *The West End Link Road*
- *The Northern Distributor Road*

*Witney Town Council stresses that development in this location should not proceed unless these critical infrastructure elements are guaranteed and delivered.*

### **New Potential Development Areas**

*Regarding the proposed employment land at the Peashell Farm site south of Witney, Witney Town Council notes the importance of considering whether this location effectively supports employment growth that aligns with the district's future needs. To inform this assessment, the town council requests that West Oxfordshire District Council undertakes further work on:*

- *Local and district-wide demographics, including labour market characteristics*
- *The suitability of the site for emerging sectors, particularly science, technology, and innovation*
- *How this employment land could best contribute to sustainable economic development over the plan period*

*A detailed evidence-based report in these areas would help ensure that any employment allocation at Peashell Farm genuinely meets future demand and contributes positively to West Oxfordshire's economic strategy.*

### **Resolved:**

That, the above submission be made to West Oxfordshire District Council.

P674 **WITNEY TRAFFIC ADVISORY COMMITTEE MINUTES**

The Committee received the minutes of the Witney Traffic Advisory Committee held on 23 September 2025. A Member present at that meeting confirmed that the minutes were a true representation.

Members were also advised that the Chair of the Stronger Communities Committee had that week written to Oxfordshire County Council (OCC) regarding the implementation of the changes to the High Street expressing their concerns regarding the implementation and the suggested street furniture options. An urgent meeting between OCC and the Council had also been requested. The Town Clerk would also be writing to OCC to re-enforce this request.

The Committee also heard of the election of a new Chair to the Witney Traffic Advisory Committee.

**Resolved:**

That, the minutes of the Witney Traffic Advisory Committee held on 23 September 2025 be noted.

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The meeting closed at: 7.29 pm

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Chair



669- 6	WTC/128/25	Plot Ref :-25/02515/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-		Date Received :-	29/10/2025
	Location :-	33 KESTREL CRESCENT KESTREL CRESCENT	Date Returned :-	19/11/2025
	Proposal :	Demolition of existing garden room and erect single storey rear 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.		

The Meeting closed at : 7:29pm

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Signed : \_\_\_\_\_ Chairman      Date: \_\_\_\_\_

On behalf of :-                          Witney Town Council

## **PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL**

**Held on Tuesday, 9 December 2025**

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

### **Present:**

Councillor G Doughty (Chair)

Councillors:	J Doughty	R Smith
	G Meadows	D Temple
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	None.	

### **P729 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J Aitman and S Simpson.

### **P730 DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or officers.

### **P731 PUBLIC PARTICIPATION**

There was no public participation.

### **P732 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.

### **P733 25/02832/OUT - THE PADDOCK SHORES, GREEN WITNEY**

The Committee received and considered the above planning application which fell outside the periphery of the town boundary.

#### **Resolved:**

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

P734 **APPLICATION FOR A NEW PREMISES LICENCE - SAINSBURYS, UNIT 4, 39 CENTENARY WAY, WITNEY**

Due to the short statutory timescale for Witney Town Council to respond and, with the express permission of the Chair an additional item was added to the meeting regarding the consideration of an application W/25/01361/PRMA for a New Premises Licence at Sainsburys, Unit 4, 39 Centenary Way, Witney under the Licensing Act 2003.

Members had no objection to the licencing application and welcomed the arrival of a new neighbourhood convenience store to the area.

**Resolved:**

That, a no objection response be forwarded to the licencing team at West Oxfordshire District Council

P735 **APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE - PIZZA EXPRESS, 6 MARKET SQUARE, WITNEY**

Due to the short statutory timescale for Witney Town Council to respond and, with the express permission of the Chair an additional item was added to the meeting regarding the consideration of an application W/25/01374/PRMMV for a minor variation of a Premises Licence at Pizza Express, 6 Market Square, Witney under the Licensing Act 2003.

Members had no objection to the minor amendments.

**Resolved:**

That, a no objection response be forwarded to the licencing team at West Oxfordshire District Council

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The meeting closed at: 6.37 pm

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Chair





732- 5	WTC/134/25	Plot Ref :-25/02798/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	21/11/2025
	Location :- 36 ORCHARD WAY ORCHARD WAY		Date Returned :-	10/12/2025
	Proposal :	Erection of single-storey rear extension and 1.5 storey side extension, conversion of attic with box dormer to rear, demolition of existing rear extension and garage, and associated works.		
	Observations :	While Witney Town Council does not object to this application in terms of material concerns, However it Supports the comment of WODC's Flood Risk Management Officer.		
		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.		

732- 6	WTC/135/25	Plot Ref :-25/02743/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	21/11/2025
	Location :- 4 WOODFORD MILL, MILL STREET MILL STREET		Date Returned :-	10/12/2025
	Proposal :	Installation of second-floor window on the west elevation.		
	Observations :	Witney Town Council has no objections regarding this application.		

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732- 7	WTC/136/25	Plot Ref :-25/02760/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	25/11/2025
	Location :- 29 HIGH STREET HIGH STREET		Date Returned :-	10/12/2025
	Proposal :	Change of use from bank to dental practice along with the infill of the opening used for the ATM with a window.		
	Observations :	Witney Town Council supports this application and welcomes the introduction of a new dentistry practice to the town which will bolster its social infrastructure and ensure that an empty High Street premise is utilised.		

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732- 8	WTC/137/25	Plot Ref :-25/02532/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	27/11/2025
	Location :- 113 WADARDS MEADOW WADARDS MEADOW		Date Returned :-	10/12/2025
	Proposal :	Installation of a home electric vehicle charge point on the front of the property and associated EV cable channel in the footway outside the property.		
	Observations :	Witney Town Council has no objections regarding this application. It welcomes and encourages the installation of measures that help to contribute to the reduction of the carbon impact of the Town.		

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Type :- OUTLINE

Date Received :- 27/11/2025

Date Returned :- 10/12/2025

Proposal : Outline application with all matters reserved for the erection of two self build 2 bedroom flats.

Observations : Witney Town Council look to object to the application as they feel they lack sufficient details in order to make an imformed decision

Witney Town Council feels that the proposal may to over development and will contribute to a lack of green space within its residential setting,

Type :- HOUSEHOLDE

Date Received :- 27/11/2025

Date Returned :- 10/12/2025

Proposal : Erection of replacement conservatory and addition of front porch.

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.

Type :- HOUSEHOLDE

Date Received :- 27/11/2025

Date Returned :- 10/12/2025

Proposal : Erection of a single storey front extension with associated works.

Observations : While Witney Town Council does not object to this application in terms of material concerns and welcomes the provision of accommodation suitable to the residents needs.

However 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.

The Meeting closed at : 6:37pm

Signed :

Chairman Date:

Date:

On behalf of :-

Witney Town Council

## Comments for Planning Application 25/02832/OUT

### Application Summary

**Application Number:** 25/02832/OUT

**Address:** The Paddock Shores Green Witney Oxfordshire OX29 6UU

**Proposal:** Outline application with some matters reserved (apart from access and scale) for the demolition of existing dwelling house and construction of 70 room motel and restaurant diner for 65 people with drive-thru, plus car parking and associated works.

**Case Officer:** Mike Cassidy

### Details

Name: Mrs S Groth

Address: Witney Town Council, Town Hall, Market Square Witney, Oxfordshire OX28 6AG

Email: info@witney-tc.gov.uk

On Behalf Of: Parish Council

### Comments:

Witney Town Council welcomes the opportunity to comment on this outline application lying in the parish of South Leigh due to the impacts on Witney as its nearest service centre. The Council recognises that increased accommodation capacity would encourage tourism and enable more visitors to explore Witney's attractions, shops, arts and local heritage, but is mindful of transport and environmental concerns.

### Active Travel and Sustainable Transport Contributions

The Town Council considers it essential that this development contributes meaningfully to sustainable transport infrastructure. In line with the Local Cycling and Walking Infrastructure Plan (LCWIP), the Council requests that developer funding (£106 or equivalent) be secured to:

- Improve active travel routes serving the site, such as a new shared use footway/cycleway on the southern side of Oxford Hill or the proposed new toucan crossing servicing Windrush Cemetery.
- Consideration should also be given to safe pedestrian and cycle links to Witney town centre and the wider network as well as the enhancement of wayfinding and accessibility for visitors arriving without private cars.
- In addition, the Council requests a financial contribution towards bus services so that both staff and guests have reliable access to the town centre, employment areas, and visitor destinations. This will help reduce car dependency, support local businesses, and integrate the development more effectively into the wider community.

### Traffic, Access and Highway Safety

The Council recognises that a motel, restaurant and drive-thru will generate significant vehicle movements and therefore has concerns regarding traffic generation, queuing associated with the drive-thru (as experienced at other drive-thru facilities across the town), junction capacity, parking provision, and pedestrian safety around the site.

While these matters are fundamental to the assessment of the proposal, the Council places reliance on Oxfordshire County Council as the local highway authority to undertake a full and robust review of the access arrangements, Transport Assessment, and any necessary highway works or mitigation. The Council requests that any highway improvements identified by Oxfordshire County Council be secured through condition or s106 agreement and that provision is made for safe movement of pedestrians and cyclists across and between the site and adjacent routes.

### **Tourism, Local Economy & Arts**

Witney Town Council welcomes the prospect that a modern motel could expand local accommodation options and increase footfall from tourists and business visitors. Appropriate connectivity and integration with existing transport and retail facilities will be essential to ensure that the economic benefits are realised within Witney rather than solely within the development itself.

For these reasons, the Town Council would also like to request a Section 106 contribution to public arts as patrons of the proposed establishment are highly likely to be attending events in the town, for example at Witney Corn Exchange (public Arts Centre) where additional funds would help secure a variety of entertainment.

### **Environmental Considerations and Rewilding Project**

The Council notes the proximity of the Wychwood Forest Trust Gibbet's Hill rewilding project at and emphasises the need to fully consider and protect this important environmental asset. The following should be secured by condition or obligation where appropriate:

- Protection of biodiversity and avoidance of harmful impacts on habitats adjoining or linked to the rewilding site;
- Measures to minimise light pollution, particularly from external lighting, signage and drive-thru operations, using low-spill and directional lighting design; and
- Opportunities for ecological enhancement and habitat creation within the site, consistent with local biodiversity priorities.

## **PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL**

**Held on Tuesday, 6 January 2026**

**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:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	None	

### **P7 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

### **P8 DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or officers.

### **P9 PUBLIC PARTICIPATION**

There was no public participation.

### **P10 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.

### **P11 APPLICATION FOR A NEW PREMISES LICENCE - THE CORN ROOM, 64 CORN STREET WITNEY**

The Committee received the application from The Corn Room for a new premises licence.

Members had no objection to the application however, raised a concern for the protection of children due to the serving of alcohol until the closure of the establishment at midnight on

weekend nights in a residential area, particularly on a Sunday with this being the night before the start of the school week and the potential for disturbance to sleep.

**Resolved:**

That, the Council makes the above response to this application.

**P12 ADDRESS MANAGEMENT - 3 NEW DWELLINGS WEST END WITNEY**

The Committee received the request from West Oxfordshire District Council address management team regarding the naming of three New Dwellings West End.

Following discussion Members had No Objection to the request to the use of “Phoenix Row”.

**Resolved:**

1. That, the correspondence be noted and,
2. That, a no objection response be submitted.

**P13 HIGHWAYS ASSET RESPONSE TEAM (HART)**

The Committee received and considered the correspondence from Oxfordshire County Council in respect to the introduction of a Highways Asset Response Team (HART) which had been deferred to the Committee. (Minute FC725 Full Council 8 December 2025 refers).

Members welcomed the initiative which would deal with small maintenance tasks. It was agreed that all Council members be asked to raise a FixMyStreet report for issues in their wards and forward these to the Committee Clerk for collation and onward submission to OCC Highways in order that they be monitored.

**Resolved:**

1. That, the correspondence be noted and,
2. That, all Members of the Council be requested to provide details of issues to the Committee Clerk by 20 January 2026 and,
3. That, Officers report back to the Committee on the outcome of each of the issues submitted to OCC.

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The meeting closed at: 6.37 pm

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Chair







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- 5.1      **WTC/011/26**      Plot Ref :- 25/03011/FUL      Type :- FULL  
 Applicant Name :- .      Date Received :- 06/01/2026  
                  Parish :- Central      Date Returned :-  
                  Location :- 1 Kernahan Way      Agent  
                  Proposals :- Change of use of conservatory to create a dog grooming business.  
                  Observations :-
- 
- 5.2      **WTC/012/26**      Plot Ref :- 25/02939/LBC      Type :- LISTED BUI  
 Applicant Name :- .      Date Received :- 06/01/2026  
                  Parish :- Central      Date Returned :-  
                  Location :- 74 High Street      Agent  
                  Proposals :- Internal and external alterations to include works to roof and  
                  windows, along with reinstatement of chimney (retrospective)  
                  Observations :-
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- 5.3      **WTC/013/26**      Plot Ref :- 25/02977/LBC      Type :- LISTED BUI  
 Applicant Name :- .      Date Received :- 06/01/2026  
                  Parish :- Central      Date Returned :-  
                  Location :- Flat 1 Weavers Barn      Agent  
                  Proposals :- Internal and external alterations to replace existing windows in rear  
                  and front elevations.  
                  Observations :-
- 
- 5.4      **WTC/014/26**      Plot Ref :- 25/03122/HHD      Type :- HOUSEHOL  
 Applicant Name :- .      Date Received :- 06/01/2026  
                  Parish :- South      Date Returned :-  
                  Location :- 1 Wilmot Close      Agent  
                  Proposals :- Demolition of existing garage and erection of two storey side  
                  extension and single story rear extension.  
                  Observations :-
- 
- 5.5      **WTC/015/26**      Plot Ref :- 25/03152/S73      Type :- NON  
 Applicant Name :- .      Date Received :- 06/01/2026  
                  Parish :- South      Date Returned :-  
                  Location :- McDonalds -Ducklington Lane      Agent  
                  Proposals :- Non compliance of condition 1 of permission 12/0119/P/S73 to  
                  enable the the restaurant to trade 24 hours a day, seven days a  
                  week  
                  Observations :-
-

5 . 6      **WTC/016/26**      Plot Ref :- 25/03155/HHD      Type :- HOUSEHOL  
Applicant Name :- .      Date Received :- 13/01/2026  
Parish :- Central      Date Returned :-  
Location :- 36 Davenport Road      Agent  
Proposals :- Erection of two storey side and rear extension, conversion of loft to  
create additional living space, and erection of front porch.  
Demolition of existing detached garage, and associated works

Observations :-

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5 . 7      **WTC/017/26**      Plot Ref :- 25/02993/ADV      Type :- ADVERTISIN  
Applicant Name :- .      Date Received :- 13/01/2026  
Parish :- West      Date Returned :-  
Location :- Land East Of Isabelle      Agent  
Spencer  
Proposals :- Installation of two fascia signs and one projecting sign, all internally  
illuminated.

Observations :-

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5 . 8      **WTC/018/26**      Plot Ref :- 25/03016/FUL      Type :- FULL  
Applicant Name :- .      Date Received :- 13/01/2026  
Parish :- South      Date Returned :-  
Location :- 13 Market Square      Agent  
Proposals :- External window and roof repairs, with rear elevation facade  
remedial works

Observations :-

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**Minute Ref 6**

**Tue 6 January 2026**

**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**

<b>E</b> WTC/001/26	Approved	23 Ducklington Lane
<b>E</b> WTC/078/25	Approved	1 QUEEN EMMAS DYKE
<b>E</b> WTC/112/25	Approved	114 HIGH STREET
<b>E</b> WTC/113/25	Approved	114 HIGH STREET
<b>E</b> WTC/114/25	Approved	75A HIGH STREET
<b>E</b> WTC/115/25	Approved with Conditions	CAR PARK REAR OF 58 WEST END
<b>E</b> WTC/116/25	Approved	3 BRIDGE STREET
<b>E</b> WTC/117/25	Approved	85 HIGH STREET
<b>E</b> WTC/118/25	Approved	59 CURBRIDGE ROAD
<b>E</b> WTC/119/25	Approved	MYSTORE SELF STORAGE, BOOK END
<b>E</b> WTC/121/18	Approved	SAINSBURY SUPERMARKET
<b>E</b> WTC/121/25	Approved	42 STANWAY CLOSE
<b>E</b> WTC/122/25	Approved	40 SPITFIRE DRIVE
<b>E</b> WTC/124/25	Approved	UNIT 3, WHARTON BUILDINGS
<b>E</b> WTC/125/25	Approved	10 CRUNDEL RISE
<b>E</b> WTC/126/25	Approved	110 QUARRY ROAD
<b>E</b> WTC/127/25	Approved	15 TOWER HILL
<b>E</b> WTC/128/25	Approved	33 KESTREL CRESCENT
<b>E</b> WTC/129/25	Approved	20 VINER CLOSE
<b>E</b> WTC/130/25	Approved	2 VINER CLOSE
<b>E</b> WTC/133/25	Approved	11 PENS CLOSE

## **NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council**

**Minute Ref 6**

**Tue 6 January 2026**

**District Ref**

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

Page No : 2

### **GRANTED PLANNING PERMISSIONS**

<b>E</b> WTC/135/25	Approved	4 WOODFORD MILL, MILL STREET
<b>E</b> WTC/136/25	Approved	29 HIGH STREET
<b>E</b> WTC/137/25	Approved	113 WADARDS MEADOW
<b>E</b> WTC/139/25	Approved	19A WOODLANDS ROAD
<b>E</b> WTC/140/25	Approved	168 WADARDS MEADOW

### **REFUSED PLANNING PERMISSIONS**

<b>C</b> WTC/107/25	Refused	46 MARKET SQUARE
<p>District COMMENT 1 By reason of the scale, design and form of the proposed alterations and extensions needed to create the proposed dwelling, the proposal will have a harmful impact on the significance, character, appearance and setting of Long Barn a grade II curtilage listed building, the setting, character and views out from the principal listing building 46 Market Square and Neighbouring listed buildings and the setting, character and appearance of the Witney and Cogges Conservation Area. This harm is considered to be at the higher end of 'less than substantial' and would not be outweighed by any discernible public benefits. Consequently, the proposal is contrary to policies OS2, OS4, H2, EH9, EH10, EH11, EH12 and EH16 of the West Oxfordshire Local Plan 2031, Section 16 of the National Planning Policy Framework, Section 14 of the WODC Design Guide 2016, the Witney and Cogges Conservation Area Appraisal and Sections 66(1) and 72(1) of the Planning (Listed Building and Conservation Areas) Act 1990.</p> <p>2 By reason of its scale, siting and design the proposed development will appear cramped and incongruous within this location and would result in a detrimental impact on the residential amenity and living conditions for future occupants. The proposal is therefore considered contrary to Policies OS2 and OS4 of the West Oxfordshire Local Plan 2031, the West Oxfordshire Design Guide, the National Design Guide and the relevant paragraphs of the NPPF.</p> <p>3 Insufficient information has been provided in relation to ecology impact assessments, noise and nuisance assessments and the submission fails to demonstrate that the Long Barn is not capable of being used or redeveloped for employment uses and no substantial community benefits would be achieved by the proposed development, therefore it is contrary to Policy E1, EH3 and EH8 of the West Oxfordshire Local Plan 2031.</p>		<p>Local COMMENT Witney Town Council does not object to this application in principle. Members are supportive of the introduction of residential use in this location as they feel it would be a positive contribution to the area.</p>
<b>C</b> WTC/108/25	Refused	46 MARKET SQUARE
District COMMENT By reason of the scale, design and form of		Local COMMENT Witney Town Council does not

## **NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council**

**Minute Ref 6**

**Tue 6 January 2026**

**District Ref**

' C ' Contrary to District 'CD' Contrary Delegated

' D ' Delegated

' E ' Endorsed by District 'ED' Endorsed Delegated

Page No : 3

### **REFUSED PLANNING PERMISSIONS**

the proposed alterations and extensions needed to create the proposed dwelling, the proposal will have a harmful impact on the significance, character, appearance and setting of Long Barn, a grade II curtilage listed building, the setting, character and

views out from the principal listing building, 46 Market Square. This harm is considered to be at the higher end of 'less than substantial' and would not be outweighed by any discernible public benefits. Consequently, the proposal is contrary to the duty to Section 16(2) of the Planning (Listed Building and Conservation Areas) Act 1990 and Section 16 of the NPPF.

object to this application in principle. Members are supportive of the introduction of residential use in this location as they feel it would be a positive contribution to the area. However, given the listed building status, Members request that Witney Town Council be re-consulted should the opinion of the Conservation/ Heritage Officer not concur.

### **OTHER PLANNING DETAILS**

WTC/123/25

Withdrawn

THE COACH HOUSE, CHURCH GREEN

**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/26/00010/PRMA

Date: 7th January 2026

Dear Town Clerk,

## **LICENSING ACT 2003**

### **Application for New Premises Licence (Off Sales)**

We have received an application for **DhyeyDev Brothers Limited 52 High Street Witney Oxfordshire OX28 6HQ** 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 **4th February 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  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?

☐ 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

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

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

Are you:

☒ 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

Business name  If your business is registered, use its registered name.

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

Legal status



**Continued from previous page...**

Your position in the business

Home country

The country where the headquarters of your business is located.

**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 director, has operated 3 licensed premises in the greater london area

**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](#)

Add another applicant

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?

01 / 02 / 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.

Elongated retail unit, with space for 2 refrigeration units, that will display chilled beer, wine and spirits. The counter will have a closed tobacco cupboard and vapes for sale and next to the counter, there will be spirits and wines for sale.

**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

10

**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

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

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...

SUNDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

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.

n/a

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

Name

First name	<input type="text" value="Sarin Mahendrabhai"/>
Family name	<input type="text" value="Patel"/>
Date of birth	<div><div></div><div>dd</div><div>mm</div><div>yyyy</div></div>

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)

LN20092001

Issuing licensing authority  
(if known)

MERTON

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.

No adult entertainment services will be available on the premises

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start 07:00

End 23:00

Start

Page 35

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="07:00"/>	End <input type="text" value="23:00"/>
Start	<input type="text"/>	End <input type="text"/>
WEDNESDAY		
Start	<input type="text" value="07:00"/>	End <input type="text" value="23:00"/>
Start	<input type="text"/>	End <input type="text"/>
THURSDAY		
Start	<input type="text" value="07:00"/>	End <input type="text" value="23:00"/>
Start	<input type="text"/>	End <input type="text"/>
FRIDAY		
Start	<input type="text" value="07:00"/>	End <input type="text" value="23:00"/>
Start	<input type="text"/>	End <input type="text"/>
SATURDAY		
Start	<input type="text" value="07:00"/>	End <input type="text" value="23:00"/>
Start	<input type="text"/>	End <input type="text"/>
SUNDAY		
Start	<input type="text" value="07:00"/>	End <input type="text" value="23:00"/>
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

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

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.

We will ensure that all staff are fully trained on the Licensing Act 2003, including age verification, responsible alcohol sales, and conflict management. Regular staff meetings will review policies to maintain compliance. CCTV will be installed to cover all entry and exit points, with recordings kept for a minimum of 31 days and made available to authorities upon request. Clear signage will be displayed reminding customers of legal drinking ages, zero tolerance to antisocial behaviour, and our commitment to safety.

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

All staff will operate a "Challenge 25" policy, requesting ID from anyone who appears under 25. Acceptable ID will include passports, photocard driving licences, or PASS accredited cards. No alcohol will be sold to intoxicated or disorderly customers. CCTV will operate during all opening hours, and any incidents will be recorded and reported to the police when necessary. We will also maintain a refusal log to record any attempted underage or suspicious purchases.

**c) Public safety**

The premises will be kept clean, well lit, and free of obstruction. Emergency exits will remain unlocked and clearly marked at all times. Electrical equipment and fire extinguishers will be regularly inspected. Staff will be trained in fire safety and emergency procedures. We will also ensure safe storage of alcohol and other goods to prevent accidents.

**d) The prevention of public nuisance**

We will display notices asking customers to leave quietly and respect neighbours. Deliveries will be scheduled during normal working hours to avoid disturbance. Rubbish will be stored securely and collected regularly to prevent litter or odours. We will ensure no alcohol is consumed outside the premises, and will take steps to discourage loitering.

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

A strict "Challenge 25" policy will be enforced, and all staff will receive training on preventing underage sales. No alcohol advertising will target minors. Alcohol will not be placed near sweets or soft drinks to discourage appeal to children. Any unaccompanied minors behaving inappropriately will be asked to leave, and incidents will be recorded in the refusal log.

**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)

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**

