

Monday, 13 July 2026

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LICENSING PANEL

You are summoned to a meeting of the Licensing Panel which will be held in Committee Room 1, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Tuesday, 21 July 2026 at 10.00 am.**



Phil Martin
Chief Executive

To: Members of the Licensing Panel

Councillors: Mark Walker, David Jackson and Tim Sumner.

Recording of Proceedings – The law allows the public proceedings of Council, Executive, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Democratic Services officers know prior to the start of the meeting.

AGENDA

1. **Apologies for Absence**
To receive any apologies for absence.
2. **Declarations of Interest**
To receive any declarations of interest from Members of the committee on any items to be considered at the meeting.
3. **Minutes of the Previous Meeting**
There are no minutes to agree as this will be the first meeting of the civic year.
4. **Application for a new Premises Licence - I&A Restaurants Ltd T/A McDonalds for the premises located at Ducklington Lane in Witney (Pages 3 - 34)**
Purpose:
To determine an application for a new premises licence made by I&A Restaurants Ltd T/A McDonald's.

Recommendations:

That the Licensing Panel is asked, in light of the representation received, to consider the application and determine whether to:-

- grant the application as requested.
- grant the application subject to such conditions that are necessary to promote the licensing objectives.
- refuse to specify a person in the licence as the premises supervisor.
- refuse the application in whole or in part where it is necessary in order to promote the licensing objectives

(END)

 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	LICENSING PANEL – TUESDAY 21ST JULY 2026
Subject	APPLICATION FOR A NEW PREMISES LICENCE – I&A RESTAURANTS LTD MCDONALDS FOR THE PREMISES LOCATED AT DUCKLINGTON LANE IN WITNEY.
Wards affected	Witney
Accountable member	N/A
Accountable officer	Andrea Thomas – Licensing Officer Email: andrea.thomas@westoxon.gov.uk
Summary/Purpose	To determine an application for a new premises licence made by I&A Restaurants Ltd T/A McDonald's
Annexes	Annex A - Application Form Annex B – Plans and location Annex C – Representations
Recommendation(s)	That the Licensing Panel is asked, in light of the representation received, to consider the application and determine whether to:- • grant the application as requested. • grant the application subject to such conditions that are necessary to promote the licensing objectives. • refuse to specify a person in the licence as the premises supervisor. • refuse the application in whole or in part where it is necessary in order to promote the licensing objectives
Corporate priorities	Ensure that services delivered by the Council are delivered to the highest standard
Key Decision	NO
Exempt	NO
Consultees/ Consultation	A 28 day consultation has been undertaken with all Responsible Authorities, Ward Members, and Town Council and advertised in accordance with the Licensing Act 2003.

1. BACKGROUND

- 1.1** The Licensing Act 2003 ("the Act") allows applicants to apply for new Premises Licences, Premises Licence variations, Club Premises Certificates and Personal Licences. This application is for a New Premises Licence.
- 1.2** The Application was received on the 26th May 2026. The Applicant is I&A Restaurants Ltd T/A McDonalds, for a premises licence to be located at McDonalds, Ducklington Lane, Witney
- 1.3** A copy of the application can be found in **Annex A**.
- 1.4** Hours applied for Late Night Refreshment

	Late Night Refreshment	Opening Hours
Monday to Sunday	2300hrs to 0500hrs	24hrs Restricted to drive through orders and deliveries between 2300hrs - 0500hrs

2. SITE DESCRIPTION

- 2.1** A copy of the plan of the premises and its location can be found in **Annex B**.

3. REPRESENTATIONS

Responsible Authorities under the Licensing Act 2003

- 3.1** The following Responsible Authorities submitted no objection to the application: Oxfordshire Fire Service, Planning Services WODC, Thames Valley Police and Technical Pollution Services WODC.
- 3.2** Cllr McCarroll and Witney Town Council have submitted representations which can be found in **Annex C**.

Representations from local residents

- 3.3** There have been 11 representations from local residents. These are listed at **Annex C**.

Views of the Licensing Authority

- 3.4** Of the concerns raised, which we consider are not relevant in the representations, are:
- Matters to do with traffic, including road safety:
 - Matters involving parking
 - Matters relating to other premises
 - Matters concerning food smells and light pollution

The Licensing Authority does not consider these concerns for the following reasons.

Traffic and parking concerns cannot be taken into consideration under the Licensing Act 2003 and would be dealt with under Planning Legislation. Planning and Licensing are two separate

jurisdictions, and it is up to the business operator to ensure that they adhere to both and have requirements in place.

Matters regarding other premises cannot be taken into account when determining this application under the Licensing Act 2003

Food smells and light pollution are again dealt with under other planning and environmental legislation.

4. NATIONAL GUIDANCE

- 4.1** The Secretary of State's Guidance requires Licensing Authorities, following receipt of relevant representations, to make judgements about what constitutes a public nuisance and what is necessary, in terms of Conditions attached to a specific Premises Licence, to prevent it.
- 4.2** Where the Act provides for mandatory conditions to be included in a Premises Licence, it is the duty of the Licensing Authority issuing the Licence to include those conditions in the Licence.

5. FINANCIAL IMPLICATIONS

- 5.1** There are no financial implications arising directly from the consideration of this Application. However, any appeal to the magistrates' court against the refusal of the Application or against the imposition of conditions could result in the Council having to bear the legal costs of defending its decision.

6. LEGAL IMPLICATIONS

- 6.1** There is a right of appeal to the magistrates' court within 21 days of the Council's decision, should the Council refuse the Application or against the conditions imposed on the Licence.

7. BACKGROUND PAPERS

- 7.1** West Oxfordshire District Council's Statement of Licensing Policy – 2021
- 7.2** Home Office S.182 Statutory Guidance published December 2023.

(END)

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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	WITNEY MCDONALDS 24/7	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant?		Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.
☐ Yes ☒ No		

Applicant Details

* First name	Mark	
* Family name	Lougheed	
* E-mail	REDACTED	
Main telephone number	REDACTED	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	03917552	
Business name	I&A Restaurants Ltd T/A McDonalds	If your business is registered, use its registered name.
VAT number	- 738191809	Put "none" if you are not registered for VAT.
Legal status	Private Limited Company	

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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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 (£)

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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

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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...

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	Documents that demonstrate entitlement to work in the UK

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start?	22 / 06 / 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.

Single story fast food outlet with a drive-thru operation.

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

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes ☒ No

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

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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

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Continued from previous page...

Will the provision of late night refreshment take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Delivery and Drive-Thru operation only between the hours of 11pm and 6am with no customers in the restaurant itself

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 late night refreshments 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

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☐ Yes ☒ No

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)

N/A

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

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ADULT ENTERTAINMENT

Continued from previous page...

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

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

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

Continued from previous page...

Restaurant will only be open for McDelivery and Drive-Thru customers between the hours of 23:00 and 06:00

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.

As above.

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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)

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

The premises operates as a food and non-alcoholic drink business and does not sell or supply alcohol. The nature of the operation, combined with the controls in place, ensures that the four licensing objectives can be actively promoted at all times.

In accordance with the planning permission, The main restaurant shall only be open for customers between the following times: 06:00am to 23:30pm Monday to Sunday. Between the hours of 23:30pm and 06:00am the site shall be limited to use for a drive-thru and home delivery services only.

The premises is operated in a safe, well-managed and orderly manner, with digital CCTV already installed and operational, clear internal layouts, supervised access points and trained staff always present. These measures support the prevention of crime and disorder and ensure a high standard of public safety for staff and delivery couriers.

The operation is carefully managed to minimise any impact on the local area. Delivery couriers are required to collect orders promptly and leave quietly, signage is to be displayed to remind them to respect neighbours, and noise and waste are controlled, particularly during late-night hours. This ensures the prevention of public nuisance.

Children are protected by the nature of the business and the operating controls in place. The premises does not sell alcohol, is supervised by trained staff and does not permit public access during 23:30-06:00 other than those in vehicles in the drive-thru, ensuring that children are not exposed to any risks associated with late-night trading. This promotes the protection of children from harm.

b) The prevention of crime and disorder

The premises operates solely as a food and non-alcoholic drink business and does not sell or supply alcohol.

The public only has access to the restaurant via a vehicle in the drive-thru between the hours of 23:30 and 06:00. During these hours, the premises will only have doors open for authorised delivery couriers. Delivery drivers use an exclusive access door to the restaurant, separate from any public entrance, which further reduces the risk of disturbance, unauthorised access or disorder.

The premises is managed by responsible staff who are trained to deal with delivery couriers in a calm and professional manner. Any delivery courier behaving in an aggressive, abusive or disruptive way will be refused service and asked to leave

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immediately.

A CCTV system is already installed and operational, covering all public areas, the serving and collection points, and the entrance and exit doors, including delivery driver pick-up areas. CCTV footage is retained for a minimum of 28 days and is made available to the police or authorised officers on request.

The number of delivery couriers permitted inside the premises at any one time is controlled to prevent overcrowding and ensure safe and orderly operation. Any waiting is managed inside the premises, preventing congestion outside and reducing disturbance to neighbouring properties.

Staff will actively monitor the area immediately outside the premises and will encourage delivery couriers to collect orders promptly and leave the area quietly, particularly during late hours. Clear signage will be displayed reminding couriers to respect local residents.

c) Public safety

In line with the planning permission, the restaurant is only trading via the drive-thru and delivery channels between the hours of 23:30 and 06:00.

During these hours, only authorised delivery couriers and staff are to be permitted in the building which significantly reduces risks associated with crowding, intoxication or unmanaged public access.

Delivery couriers use a designated, exclusive access door for collections. This allows staff to control entry, manage the flow of couriers and prevent unauthorised persons from entering the premises. Access will be supervised by trained staff.

The internal layout of the premises provides clear, unobstructed walkways and safe waiting areas inside the restaurant for couriers, reducing the risk of trips, slips or collisions. The number of delivery couriers allowed inside the premises at any one time can be controlled to prevent overcrowding and to ensure safe movement within the building.

The premises is well lit both internally and externally, including the courier access point, to ensure visibility and safety during night-time operation. The CCTV system is fully operational and covers all relevant areas, providing additional security and reassurance to staff, drive thru customers and couriers.

Staff are trained in health and safety procedures, including emergency evacuation, first aid and accident reporting and managing any unsafe behaviour. Fire exits are clearly marked and kept unobstructed at all times.

d) The prevention of public nuisance

During 23:30 and 06:00 only authorised delivery couriers and staff are present in the building, which significantly limits the potential for noise, disturbance and antisocial behaviour.

All delivery couriers use a designated, exclusive access door for collections. This allows staff to manage arrivals and departures in a controlled manner and prevents groups of couriers from congregating outside the premises. Couriers will wait and collect inside the restaurant only.

Staff actively monitor the external area and will require delivery couriers to collect orders promptly and leave the area quietly, particularly during night-time hours. Clear signage will be displayed reminding couriers and drive-thru customers to respect local residents and to avoid shouting, engine noise or playing loud music.

The premises is operated with doors kept closed as far as reasonably practicable to minimise the escape of noise. Any background music inside the premises, if used, is kept at a low level and is not audible outside.

Waste and recycling are handled in a controlled manner and no external waste disposal, or cleaning activities that could

Continued from previous page...

cause noise will take place between 23:30-06:00

e) The protection of children from harm

The premises operates solely as a food and non-alcoholic drink business and does not sell or supply alcohol. This creates a safe environment for children during daytime and early evening trading hours.

We do not anticipate that children will use the restaurant in the extended hours period covered by this licensing application, we do however take their safety extremely seriously and we will continue to employ the same practices to ensure that they are protected from harm at all times when visiting the restaurant. All of our restaurant staff are required to attend comprehensive safety training.

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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.

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- 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.

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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.

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NOTES ON REGULATED ENTERTAINMENT

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

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

Continued from previous page...

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

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

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

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

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00*

Band E - £125001 and over £635.00*

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

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

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

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

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

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

450.00

DECLARATION

Continued from previous page...

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my

* licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

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

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

* Full name	Mark Lougheed										
* Capacity	Operations Supervisor										
* Date	<table><tr><td> 23 </td><td>/</td><td> 05 </td><td>/</td><td> 2026 </td></tr><tr><td>dd</td><td></td><td>mm</td><td></td><td>yyyy</td></tr></table>	23	/	05	/	2026	dd		mm		yyyy
23	/	05	/	2026							
dd		mm		yyyy							

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

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

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

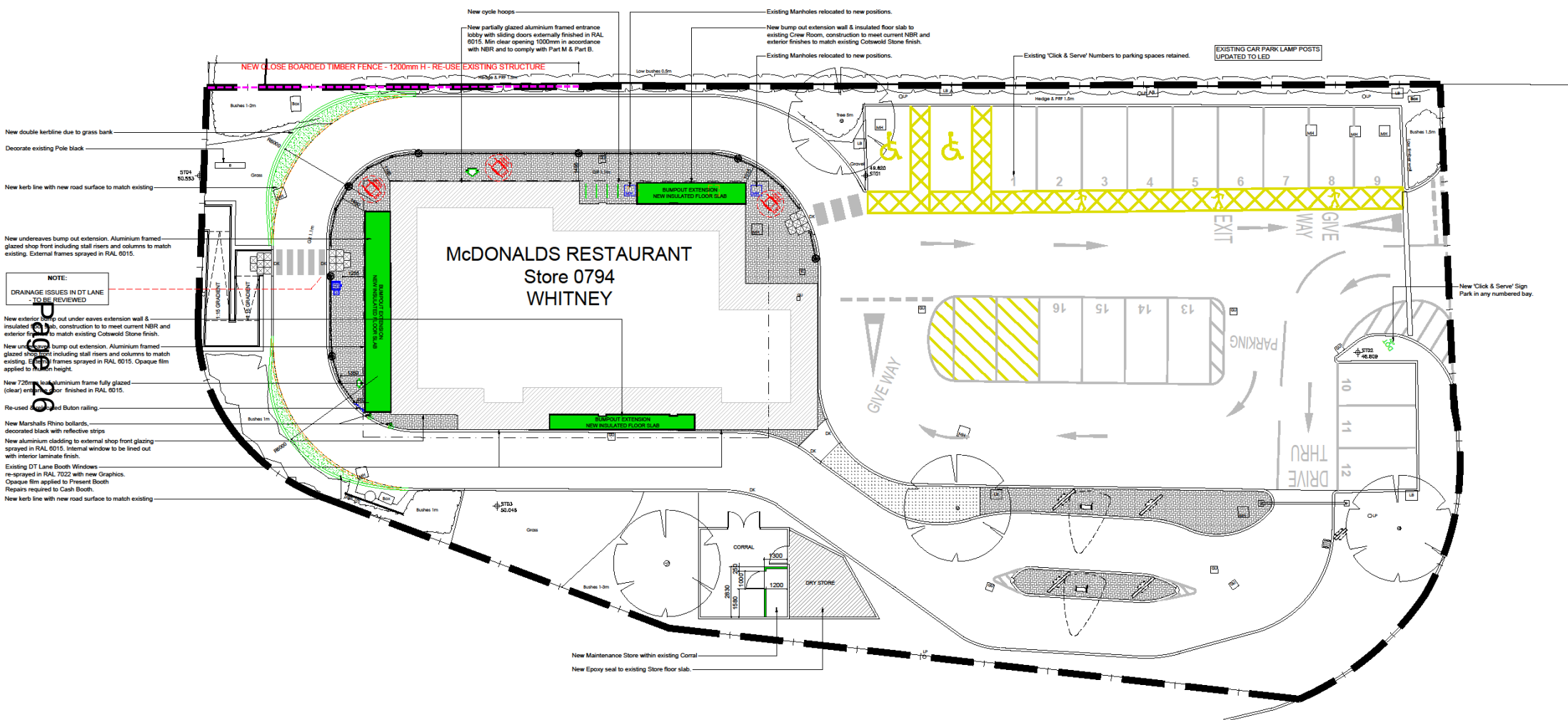
IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

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

OFFICE USE ONLY

Applicant reference number	WITNEY MCDONALDS 24/7
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	☐







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McDonalds Representations

Sharon Wickson

Good morning

I'm emailing in regards to the extension of the opening hours as we live at the back of McDonald's and it's already noisy and we feel that the extension will be not suitable for us to live with as it's a supporting living house for 3 vulnerable adults.

Jill and Philip Hickman

To whom it may concern

I am writing to strongly oppose the planning permission for the above establishment.

As residents whose house backs onto the Ducklington Lane, we already suffer from noise pollution. To increase this, together with the little boy racers, who frequently rev up and down the lane is inexcusable. Also the need to address the TVP's inadequacy to deal with any traffic issues on Ducklington Lane is a serious concern - even when it's been reported to them. To sum it up, it is a real and very reasonable cause for extreme anxiety and lack of consideration.

I hope you take resident's concerns on board and not allow this additional opening.

Margaret Collett

We live in Colwell Drive just up from the road crossing which is in front of McDonalds and we object to them being given a 24 hours opening license.

We already have to put up with people walking home from late night drinking in Witney and feel that if McDonalds were given this 24 hour opening it would create more noise and disturbance.

Amanda Woollard

I live on the estate behind the perimeter of Tesco Express.

I object to 24 hour opening of McDonald's due to the following reasons:

Noise, we already have to put up with cars screeching around the petrol station forecourt at all hours of the night, with loud exhausts & sounding their horns. I believe people calling into McDonald's will increase the amount of cars pulling into the forecourt & Tesco carpark to consume their food & drink. We already have alot of noise from the garage when it's closed at night, people cutting through , shouting when they are drunk.

The cash point alarm goes off on a regular basis, the forecourt cleaners use generators for their jet hoses , before 6am. So we put up with alot already.

Rubbish, our estate is used as a cut through constantly , for people to get to Tesco & McDonald's so we get alot of rubbish dumped & we never get our estate cleaned as it is! The worst part is the hedge from McDonald's to the Astro turf pitch , it's disgusting, there are rats, ive seen plenty. They also use Pure gym car park as an eating area & dump their rubbish. Tesco

carpark has two bins in that small area & rubbish is still chucked out of car windows, I believe this would get worse.

Anti- social behaviour, McDonald's open all night will be a hub for youngsters to gather when everywhere else is closed. People walking from town will be able to go there for the same reason, so that route from town could cause more noise for residents.

Smell, if it's hot at night & I want my windows open i dont want to smell hot fat etc. They did have big drain issues , the smell was horrific , has that been sorted?

Samantha Lyon

I am writing as a local resident living directly opposite the premises to formally object to the new premises licence application referenced above. My objection is grounded strictly in the failure of this proposal to uphold the Licensing Objectives, specifically The Prevention of Public Nuisance and The Prevention of Crime and Disorder.

The proposal to serve late-night refreshment through external service hatches represents a significant and detrimental shift from previous operational models. While a drive-through restricts customers to their vehicles, an open-air pedestrian service hatch actively invites people to gather, loiter, and consume food in the immediate vicinity outside the restaurant during noise-sensitive hours.

I object to this application based on the following critical points:

1. The Prevention of Public Nuisance (Noise and Sleep Disturbance)

As a near neighbour, my household will be directly impacted by the ambient noise generated by customers congregating on foot around the external hatches. Sound travels significantly further at night when background street noise drops. People eating, socializing, and slamming car doors in an open-air environment into the early hours of the morning will cause severe sleep disturbance and ongoing public nuisance to surrounding residential properties.

2. The Prevention of Crime and Disorder

The local area has historically suffered from antisocial behavior, and the site has previously been identified as a localized crime hotspot. In prior planning discussions, statutory consultees—including Thames Valley Police—raised serious concerns regarding crime and disorder risks at this location. While those concerns were previously mitigated by limiting operations or focusing on drive-through-only service, this new mechanism completely changes the risk profile. External hatches create an uncontrolled outdoor gathering point, which is a known catalyst for anti-social behavior, loitering, and late-night friction.

Request to Re-Consult Statutory Consultees

Given that an external pedestrian walk-up hatch alters the public order and nuisance dynamics entirely compared to an indoor or drive-through operation, the original mitigations agreed upon by the applicant are no longer relevant. I strongly urge the Licensing Authority to re-approach and formally re-consult statutory consultees, most notably Thames Valley Police and Environmental Health. They must be given the opportunity to review this specific pedestrian-hatch setup, as it fundamentally compromises the licensing objectives and effectively grants a licence to generate public nuisance in a residential neighbourhood.

Wally Jackson

we would like to object in the strongest terms at the licensing application by MacDonalds in Ducklington Road in Witney as we are concerned about the increase in traffic noise and general noise pollution at the lights of the crossroads of Ducklington Lane and Station Lane.

We already have to tolerate loud music from cars, revving engines and vehicles in general speeding away from the lights at excessive acceleration. This will only worsen if MacDonalds is open 24/7 and has licence to dispense in the late hours or all night.

It is also quite likely that a younger element will continue to make use of the B&Q car park after the shop is closed as their favourite skid pan and or meeting point if MacDonalds is more accessible later at night.

Lynn Wraight

I live on Colwell Drive, opposite B&Q.

Do you not think we already have enough to put up with? Burglar alarms from the industrial park at all hours, car alarms from B&Q, idiots with stupidly noisy exhausts who drive about aimlessly seemingly intent on making everyone's life a misery, then add to that cars and bikes sitting at the traffic lights revving their engines, it's already a very noisy place to live but at least it quietens down through the night.

McDonalds opening 24 hours will make a bad situation worse, when the pubs turn out people will make their way to McDonalds so the noise issue in the area will be worse than it is now, there's already a lot of rubbish/food just chucked on the ground and now it's summer there's a lot of broken glass kicking about as well (not from McDonalds granted but still a pain in the arse for dog walkers).

There will almost certainly be people congregating and chatting (shouting) to friends and if you think because it'll be 'drive through only' it will reduce the noise impact I'm afraid you're being delusional.

Kinga Piotrowska

I have just found out that McDonald's have applied for planning permission to operate 24/7 and it was granted; they also applied for late night refreshment license and I would like to raise my concerns.

I live quite close to McDonald's and many times I have witnessed some disturbance with groups of young men gathering near petrol station or McDonald's at night, people racing cars down Ducklington Lane and revving engines at traffic lights. No doubt, if McDonald's is opened even longer, these issues will get even worse and the residents then will have to keep their windows closed at night to avoid noise pollution, which is especially bad in summer.

Please let me know if you have any questions

Michael Collins

I have tried several times to make my objection comments on your site but I just keep getting the message error occurred when submitting my comments so as a last resort please can you pass these comments on to the relevant party.

McDonald's planning application to open 24 hours should have been put before a full elected committee of councillors as stated in the many letters of objections from residents & the public as they would be answerable at the ballot box,

After the comments of objection by Thames Valley Police, Witney Town Council & many members of the public a watered down agreement between McDonald's & WODC planners permitting the DriveThrough & delivery operations only, was passed by delegated unelected WODC planning officers who seem to have ignored all of the objections.

It was Thames Valley Police who raised the fact that McDonald's would have to apply for this late night licence. Please ask to see their original objection comments.

Residents should be allowed the right to get a decent night's sleep.

McDonald have never adhered to any recommendations in previous planning consents,

They do not pick up litter from outside the restaurant boundary, they don't control the cooking odours.

Putting up signs asking late night customers to respect neighbours is a complete joke.

Please reject this licence as we have put up enough since they opened, at present at 11.30 pm the noise, smells, light pollution & anti social behaviour finally stop.

They are simply bad neighbours who don't care less about residents or the local environment, just profit.

Lisa Collins

Having tried unsuccessfully to submit my comments on your website, I would ask that this email be passed on to the relevant party.

I would like to object to the late night licensing application made by McDonalds.

I have lived opposite the premises since its opening and have on many occasions experienced a negative impact on the amenity of those of us living nearby.

The noise disturbance at unsociable hours has a detrimental impact on sleep quality.

The premises have often been used as a gathering point for people in cars and on motorbikes resulting in noise from engines revving, screeching tyres, loud music and shouting.

No amount of polite notices requesting that customers keep noise to a minimum out of respect to neighbours will make a difference to this. These problems are something the staff there have never been able to control.

The cooking odour is always present but has been noticeably unpleasant during the recent hot weather. Over the years the smell has consistently been an issue with the extraction system itself being extremely noisy and often left running all night long.

The light pollution from signage is excessive and again very often left on all night.

Nearby residents have no option but to keep windows closed, use earplugs and blackout blinds in order to sleep. At the moment we can hope for some respite once the premises are closed, if lights are turned off and if there are no late night gatherings. We stand no chance if this application is granted and McDonalds is allowed to open 24hrs, even if it is 'just' as a drive through.

The issue of litter is an ongoing problem which has never been kept on top of, resulting in more sightings of rats in and around our homes and neighbourhood.

I would ask you to kindly consider the impact on the amenity of residents if the Drive Thru/delivery service was allowed to operate opposite our homes

Councillor McCarroll

I've been canvassing on this over the last few weeks, there are clear strong objections to a late license which I hope some have shared direct with you.

Some primary concerns around the noise and gangs late at night. Other concerns include the pervasive smell with the prevailing wind, either grease from the premises (or other days from the Sewage works!) so residents on Colwell and Mallard are particularly against this.

For balance, I few found few in favour and some not fussed either way.

But I think the concerns raised by TVP, and the reason this has come to licensing needs to have primacy; it is a hot spot and will attract more attention in a residential area.

This is not the town centre where residents move expecting more night time noise and disruption.

Please note my strong objection to a license being granted to the applicant.

I will endeavour to attend committee when this is brought.

Witney Town Council

Witney Town Council has no objection to this application.

Members nevertheless wish to raise concerns regarding the potential for public nuisance arising from the proposed 24-hour operation. In particular, consideration should be given to

the possible impacts of late-night activity, including noise, anti-social behaviour, and littering in the surrounding area.

The Council encourages the applicant and the Licensing Authority to ensure that appropriate measures are in place, and that the premises are subject to ongoing monitoring and review, to mitigate any such impacts should they arise.

These observations are made in relation to the licensing objectives set out in the Licensing Act 2003, specifically the prevention of public nuisance and the prevention of crime and disorder.