



Legal and Democratic Services

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Our Reference: DW/LR161
Your Reference:

7 July 2016

Dear Mrs Smith,

Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013

Notice of Review: Planning Application 16/00344/APP – Erect Single Storey Office Building on Land 170M Northwest of Damhead Farm, Kinloss

Notice is hereby given that a Notice of Review has been submitted on behalf of the Applicant, seeking a review of the decision by the Planning Authority.

The grounds for review and associated documents can be viewed on The Moray Council's website at http://www.moray.gov.uk/moray_standard/page_65978.html or <http://public.moray.gov.uk/eplanning/> and entering the planning application reference number. A copy of the documents can also be made available for inspection, on request, at the Access Point, Council Offices, Elgin.

To help inform the Moray Local Review Body [MLRB] and place them in the position that the Appointed Officer was in during the original decision making process, can you please provide the following documents in respect of the above application:-

- (i) decision notice; and
- (ii) the report of handling and any documents referred to in it.

These should be sent to the Clerk of the MLRB, via the details above, on or before Friday 22 July 2016.

If you have any queries, please do not hesitate to contact me on the above details.

Yours sincerely,

Darren Westmacott
Committee Services Officer
Clerk to the MLRB