



DO I NEED PERMISSION TO OPERATE SMALL BUSINESS FROM HOME?

If you are considering or are already operating a business from you home, you should be sure that you have obtained all the necessary permissions to enable you to operate within the law.

Each case requires individual consideration and assessment of whether a Planning Application is required based on the Town and Country Planning (Scotland) Act 1997 as amended.

Completing this questionnaire will enable Moray Council as Planning Authority to advise you if planning consent is required

Name			
Address			
Telephone No			
E-mail			
What is the nature of your business			
Is the business already being run from your property	EXISTING		PROPOSED
How long has the business been operating from this property			
Where in the property is the business conducted? E.g. rooms in house, garage etc.			
Are the rooms/buildings solely used for this purpose			
When are the rooms/buildings used for this purpose	DATES		
	TIMES		
How many people (including you) are employed by the business			

How many of these work at the property?				
How many of these people Do Not live at the property?				
How many vehicles operate from the property?	FAMILY/PERSONAL			
	BUSINESS			
How many car parking spaces are there within the property?				
Are there on street parking restrictions?				
Do Customers Visit the premises?	YES		NO	
When do customers visit the premises?	DAYS OF THE WEEK			
	TIMES			
	NO. OF CLIENTS			
Does the business involve animals?				
Number of animals involved	DOGS		CATS	
	OTHER		DETAILS OF OTHER	
Details of the type of business?	DOG WALKING		DOG GROOMING	
	BOARDING		OTHER	
If other please provide details				
Are the animals boarded over night	YES		NO	
Are goods delivered to the property?				
When are they delivered				
Where are the goods stored?				
What alterations/extensions have been (or intended to be) done to the property in relation to the business?				
NOTE: If you are carrying out alteration or extensions to the property, you				

should provide a location plan and dimensioned sketches with this questionnaire.	
What machinery/equipment is used in relation to the business?	
What materials/ingredients are being used by the business?	
Provide details of fumes, odours and noise that are caused by any works in relation to the business	
What waste is produced by the business and how is it disposed of?	
Is there any signage displayed at the property that relates to the business?	
Please provide any further relevant information. <i>For example, further information about the business, any adverse effects on neighbours etc.</i> (Please use separate sheet if required)	

Send to Development Management
Environmental Services
Council Offices
High Street Elgin
Moray
IV30 1BX

E-mail Development.control@moray.gov.uk

Note: This questionnaire only relate to the requirement of Planning Permission and Consents. You should discuss any other consent that may be required such as licensing and building warrants with the relevant departments within Moray Council. There is a building standards duty officer available daily between 2 and 4 o'clock at the Council Offices or through the Contact centre on 03001234561.

Our response is based on the information provided in this questionnaire, however should the nature or level of the business change, you should contact us again.