



PRE-APPLICATION ADVICE FORM FOR LOCAL DEVELOPMENTS

for Official Use Only

Application Reference	
Date Received	

Please complete all sections of this form using **BLOCK CAPITALS** and where possible submit the form electronically to development.control@moray.gov.uk

Guidance notes can be downloaded from: www.moray.gov.uk

There is a fee for the provision of this service. Please refer to the councils web site for scale of fees.

1. Applicant Details	Agent Details (if applicable)
Name:	Name:
Address:	Address:
Daytime/Mobile Telephone:	Daytime/Mobile Telephone:
Email Address:	Email Address:

2. Address of Proposed Development (including postcode and grid reference, if available)

3. Interest in the Property/Land (e.g. are you the owner/occupier/developer/prospective purchaser)

4. Description of Proposed Development (please give as much relevant information as possible)

5. Trees and Woodland
Are there any trees or woodland within, or immediately surrounding, the property/land?
YES <input type="checkbox"/> NO <input type="checkbox"/>

6. The following details should be submitted to enable an assessment to be made

ESSENTIAL	HELPFUL
All dimensions/scales shown in metric <input type="checkbox"/>	Photographs of the site <input type="checkbox"/>
A location plan (scale 1:1250 or 1:2500) <input type="checkbox"/>	Site layout plans and site sections (scale of 1:500 or 1:200) <input type="checkbox"/>
The proposed site outlined in red and any other land owned/controlled by the applicant outlined in blue <input type="checkbox"/>	A draft Design Statement and/or Design and Access Statement <input type="checkbox"/>
A plan showing indicative details of site access and drainage provision <input type="checkbox"/>	Sketches and/or elevation drawings (scale 1:100 or 1:50) of the proposed development (only required if you are seeking detailed design advice) <input type="checkbox"/>

7. Other relevant comments/additional information

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8. Declaration

I can confirm that all information submitted in support of this application is, to the best of my knowledge, true and accurate and I understand that any advice provided under this service will be given on the basis of the professional opinion of the officer(s) concerned, based on the information provided and the planning policies and site constraints prevailing at the time, and any views expressed are made without prejudice to the Council's determination of any subsequent formal planning application.	
Signature	Date
Printed Name	

Please send completed application forms, along with all accompanying plans/documentation, to:

Post: **Manager (Development Management)** Environmental Services, The Moray Council, High St, Elgin IV30 1BX
Email: development.control@moray.gov.uk

If you have any queries regarding the filling in of this form, please contact the duty planning officer between 2pm and 4pm at the Moray Council HQ.

Disclaimer

While we will make every effort to ensure that any pre-application advice is as accurate and comprehensive as possible, any advice given by officers in response to a pre-application advice request does not constitute a formal decision of The Moray Council as Planning Authority and is given without prejudice to the determination of a planning application and any views expressed are not binding and are not intended to prejudice the Moray Council's formal determination of any subsequent planning application.

Freedom of Information

There is a possibility that, under the Freedom of Information Act, we will be asked to provide information regarding enquiries for pre-application advice and copies of any advice provided or correspondence entered into. This information may only be withheld if its disclosure could prejudice commercial interests, inhibit the free and frank provision of advice or exchange of views during the planning process, or could prejudice the effective conduct of public affairs. Those seeking pre-application advice should provide a covering letter that sets out the reasons why, and for how long, any information relating to the case needs to remain confidential.

It will be for us to decide whether information can be treated as exempt from disclosure and it should be recognised that the thrust of the legislation is to make information accessible unless there is a pressing reason why not. Each case will be assessed on its merits. The passage of time may remove the need for exemption as information becomes less sensitive. Generally, notes and correspondence relating to pre-application discussions will not be treated as confidential, particularly once a formal application has been submitted and the case is in the public domain.