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| --- | --- |
|  | **DEVELOPMENT ENQUIRY FORM (NON-DOMESTIC)** |
| **There is a fee for the provision of this service.****Please refer to the council’s web site for Pre-Application Advice & Development Enquiries scale of fees.** |
| Each case requires individual consideration and assessment of whether a PlanningApplication is required based on the Town and Country Planning (Scotland) Act 1997 as amended.Completing this enquiry form will enable Moray Council as Planning Authority to confirm if planning consent is required |
| **Please only complete the questions that are relevant to your proposal** |
|  |
| **Name** |  |
| **Address** |  |
| **Telephone No** |  |
| **E-mail** |  |
|  |
| **Address of Proposal site** |  |
| **Grid reference** | Easting |  | Northing |  |
| **Details of Proposal/Development** |
|  *(please provide details)* |
| **Existing Use of building(s)** **i.e. Industrial, Commercial, Dwelling?** |
|  *(please provide details)* |
| **Dimensions of****Buildings?** | Height Ridge |  | Breadth |  |
| Height to Eaves |  | Width |  |
| **Floor area?** | Trading |  | NonTrading |  |
| **If extension proposed** | Existing floor area |  |  |
| **Distance from****Boundary?** |  |
| **Formation of new** **Access?** | **Yes** |  | **No** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Creation of a hardstanding** | **Yes** | **No** |  |
| Area |  |
| Materials |  |
| Use i.e. car parking, storage etc. |  |
| Drainage arrangements including surface water drainage |
|  *(please provide details)* |
|  What machinery /equipment is used in relation to the business? |
|  *(please provide details)* |
|  What materials/ingredients are being used by the business? |
|  *(please provide details)* |
|  Provide details of fumes, odours and noise that are caused by any works in relation to the business |
|  *(please provide details)* |
|  What waste is produced by the business and how is it disposed of? |
|  *(please provide details)* |
|  Is there any signage displayed at the property that relates tithe business? |
|  *(please provide details)* |
|  |
|  **Will the business be operated from a dwellinghouse? – please answer all** **questions that apply** |
| Where in the dwelling would the business be i.e. room 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 theProperty? |  |
| How many vehicles operate from the property? |  **Family/** **personal** |  |
|  **Business** |  |
| How may car parking spaces are there within the boundary of the property? |  |
| Are there on street parking restrictions? |  |
| Do Customers visit the premises? | **Yes** |  | **No** |  |
| When do customers visit the Premises?Premises |  **Days of the Week** |  |
|  |  **Times** |  |
|  |  **No. of Clients** |  |
|  **Does the business involve animals? – answer all that apply** |
|  Number of animals involved |  **DOGS** |  |  **CATS** |  |
|  |  **OTHER** |  |  Details of other |
|  Details of 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 property | **Yes** |  | **No** |  |
|  When are they delivered |  |
|  Where are goods stored |  |
|  What alterations/extensions have been (or intended to be) done to the property in relation to the business? (*please provide details below)*   |
|  |
| **NOTE: If you are carrying out alteration or extensions to the property, you should provide a location plan and scaled drawings with this enquiry form.** |
|  |
| **Please provide any further relevant information.** *For example, further information about the business, any adverse effects on* *neighbours etc.* **(Please use separate sheet if required)** |
|  |

**Send the completed form to**

**Development Management, Environmental Services, Council Offices, High**

**Street Elgin, Moray IV30 1BX**

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

**Please provide a location plan to a scale of 1:500 with the proposal site outlined in red and the position of any new builds to be clearly shown.**

**Any proposed new buildings will require floor plans and elevations to a scale of 1:100 or 1:50**

**Note:** This form only relate to the requirement of Planning Permission and relevant 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 enquiry form, however should the nature or level of the business change, you should contact us again.**