



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 Planning Application 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			
<i>(please provide details)</i>			
Existing Use of building(s) i.e. Industrial, Commercial, Dwelling?			
<i>(please provide details)</i>			
Dimensions of Buildings?	Height Ridge		Breadth
	Height to Eaves		Width
Floor area?	Trading		Non Trading
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			
<i>(please provide details)</i>			
What machinery /equipment is used in relation to the business?			
<i>(please provide details)</i>			
What materials/ingredients are being used by the business?			
<i>(please provide details)</i>			
Provide details of fumes, odours and noise that are caused by any works in relation to the business			
<i>(please provide details)</i>			
What waste is produced by the business and how is it disposed of?			
<i>(please provide details)</i>			
Is there any signage displayed at the property that relates to the business?			
<i>(please provide details)</i>			
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 the Property?			
How many vehicles operate from the property?	Family/ personal		
	Business		
How many 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?	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? <i>(please provide details below)</i>			

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.