



# Building Standards

Environmental Services  
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## Pre-Application Document Check

Moray Council offers a pre-application document check service to assist customers in making sure that their application is valid, contains all the necessary documents, reports and certificates and that the correct information and details are shown on the plans.

### **Who is the service aimed at?**

Anyone can use the service. It doesn't matter whether you are an experienced agent or a first time applicant the service is available for everyone who feels it would be a benefit.

### **What benefits does the service offer?**

One of the key factors to delays in the overall time taken to obtain building warrant approval is attributed to a lack of information being received with the application or incorrect or missing details. If Building Standards Officers have all the information they need to fully assess your application and the plans contain all the relevant details then a more comprehensive verification can take place. The time taken to process your warrant application could therefore be considerably reduced.

### **Is there a fee for the service?**

The fee for the service is £77.25.

### **How to I apply for the service?**

Anyone wishing to take advantage of this service should simply drop into the Council HQ to see the Building Standards Duty Officer who is available each day between 2:00 and 4:00 pm. If this time is not suitable an alternative can be arranged at a mutually suitable time. To make an appointment please contact us on 01343 563253.