



Housing & Property Services Permissions Application Form

Please note - It is your responsibility to check if the work you want to carry out needs formal planning permission or building warrant before you apply. You can do this by:

- visiting the following Moray Council web pages:
 Planning Permission www.moray.gov.uk/doineedplanningpermission
 Building Control www.moray.gov.uk/buildingwarrantexemptions
- emailing development.control@moray.gov.uk or buildingstandards@moray.gov.uk;
- contacting the duty Planning or Building Standards Officer on 0300 1234561 Monday – Friday 2-4pm for free general advice and guidance.

Tenant's Full Name			
Address		Postcode	
Email address			
Telephone number			

Carrying out alterations to your home – this includes anything other than internal decoration											
What alteration / improvement do you want to make? Please enter a brief description											
Where will the work be done and will anything else in this area be affected?											
Why do you want to do this work?											
Who will carry out the work? If you intend doing the work please tell us.											
If applicable, please provide measurements.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Length</td> <td></td> </tr> <tr> <td>Width</td> <td></td> </tr> <tr> <td>Height</td> <td></td> </tr> <tr> <td>Overall square meters</td> <td></td> </tr> <tr> <td>Distance from boundary if external</td> <td></td> </tr> </table>	Length		Width		Height		Overall square meters		Distance from boundary if external	
Length											
Width											
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Overall square meters											
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If applicable, what kind of material will be used for the work? e.g. wood, brick, laminate, plaster etc.											
For external structures, what kind of foundation or base will be built?											
If an external structure, wall, fence or gate, what type of finish will it have? (harled, wood, treated, metal etc.)											
What is the estimated cost of the work?											

Please enclose any sketch, drawing or plan that relates to your application. Please show the

position of the house and garden if applicable.

Keeping a caravan in the garden area		
What are the measurements of the caravan?	Length	
	Width	
	Height	

Please enclose any sketch, drawing or plan showing where you propose to store the caravan. Please show the position of the house and outline of the garden.

Running a Business	
What kind of business do you intend to run from your home?	
What, if any, kind of materials would this involve storing in your house, shed, garage, or garden area?	
What quantity of these materials would you expect to store?	
Will customers be calling at your home?	
Will this be during the day/evening or both?	

<p>I understand that:</p> <ul style="list-style-type: none"> • I need Moray Council Housing Service permission for any alternation or improvement to my property/garden that is not just basic internal decoration. This includes permission to run a business from the property. • No work can start at the property until Moray Council, as my landlord, has granted permission. • Depending on the type of permission applied for, Moray Council may attach certain conditions and specifications that I will need to comply with. • Moray Council will not be liable for any damage caused by the proposed work. • It is my responsibility to check if any planning or building regulation consent is needed for work I would like to carry out to the property. If it is, the Housing Service will need a copy of the consent before they can grant this permission. • I may have to accept responsibility for any future repairs relating to any approved application. 			
Signature of tenant		Date	
Signature of joint tenant		Date	
Area Housing Officer - Name			
Area Housing Officer - Signature		Date	

Please return the completed application to us at Housing & Property, Moray Council, PO Box 6760, Elgin IV30 9BX. We will reply in 28 days.