



# DEVELOPMENT ENQUIRY (DOMESTIC)

There is a fee for the provision of this service.  
Please refer to the Councils web site for Pre-Application Advice & Development Enquiries scale of fees.

Send the completed form and fee to  
**Development Management, Environmental Services, Council Offices, High Street Elgin, Moray IV30 1BX**  
 E-mail: - [Development.control@moray.gov.uk](mailto:Development.control@moray.gov.uk)

**NOTE – For replacement or alteration of windows please complete WINDOWS ENQUIRY FORM**

**Please complete all the questions that are relevant to your proposal**

<b>Name</b>					
<b>Address</b>					
<b>Telephone Number</b>		<b>e-mail</b>			
<b>Mobile Number</b>					
<b>What is proposed</b>					
<b>Address of development</b>					
<b>Is your property</b>	<b>Terraced House</b>	<input type="radio"/>	<b>Detached house</b>	<input type="radio"/>	<i>(please tick as appropriate)</i>
	<b>A Flat</b>	<input type="radio"/>			
<b>Is the property</b>	<b>Listed</b>	<input type="radio"/>	<b>Within a Conservation area</b>		<input type="radio"/>
<b>Does the development involve - (please tick as appropriate)</b>					
	the erection of a single storey extension				
	the erection of more than a single storey extension i.e. two storeys				
	an alteration to the roof				
	the formation of any deck or raised platform				
	the formation of any hardstanding within the curtilage of the property				
	the installation of solar panels on a building				
	Conversion of existing garage – <b><i>please provide details</i></b>				
	<b><i>No of existing bedrooms</i></b>		<b><i>No of parking spaces within curtilage</i></b>		
	the erection of a building within the curtilage of the property <i>i.e. shed/garage</i>				
	<b><i>Please provide details</i></b>				
	Installation of a free standing wind turbine				
	Please provide details of the dimensions of the turbine and confirm how many other turbines are present within the curtilage already				

	<b>any other development within the curtilage of the property i.e. a solar array</b>	
	<i>Please provide details</i>	
	the provision or alteration to any means of enclosure <i>i.e. fence/wall</i>	
	<i>Please provide details</i>	
	Has your property been extended or enlarged since it was built?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>Please provide details</i>	

**Please provide detailed plans showing the following information where relevant:**

- A site location plan to a scale of 1:500 with the boundary of your property outlined in red and the position of the extension/new build clearly shown.
- The drawings to a suitable metric scale i.e. 1:100 or 1:50 showing external measurements (length, width and height) of the proposed development i.e. floor plans and elevations
- The floor area of the existing dwellinghouse in metres (external measurement).
- Height of original dwelling
- The distance of the development from the site boundaries in metres
- The eaves and ridge heights of the development in metres
- Existing and proposed roof finish.
- Location of proposed hard surface and materials to be used.
- In the case of decking – its location, height from ground level and height of any means of enclosure.
- In the case of a flat – alterations to any existing door or window opening.
- If the development involves the provision of a balcony or roof terrace.
- The height and location of any means of boundary enclosure.
- Location, height and size of solar panels.
- Photographs of the existing property are helpful.
- Identify any trees to be removed.
- In the case of a garage conversion please provide a plan showing the parking provision within the curtilage of the dwellinghouse.