



## DEVELOPMENT ENQUIRY FORM WINDOWS IN CONSERVATION AREAS

**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**

<b>Name</b>			
<b>Address</b>			
<b>Telephone No</b>			
<b>E-mail</b>			
<b>Address of application site if different from above</b>			
<b>Windows to be altered or replaced on:</b> <i>(guidance <a href="#">here</a>)</i>	Principal elevation	Side elevation	Rear elevation
<i>If your proposal is to alter existing windows please provide details of the extent of the works proposed:</i>			
<b>Details of Existing Windows</b> (please provide details for all windows affected)			
<b>The manner in which the windows opened and closed</b>			
<b>The number, orientation and colour of the panes glass</b>			
<b>The dimensions and colour of the frame</b>			

<b>Window materials</b>	
<b>Details of Proposed Windows (please provide details for all windows affected)</b>	
<b>The manner in which the windows opened and closed</b>	
<b>The number, orientation and colour of the panes glass</b>	
<b>The dimensions and colour of the frame</b>	
<b>Window materials</b>	
<b>Are any works to doors proposed?</b>	

Send the completed form 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)

**Please provide the following:**

- a location plan to a scale of 1:2500 or 1:5000) with the proposal site outlined in red.
- Site plan (1:500 or 1:200);
- Existing elevations or photograph (1:50 or 100);
- proposed elevations (1:50 or 100);
- sections of the proposed windows (1:20)
- details of the existing windows;
- a windows schedule;
- sections of the proposed windows

**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 on 03001234561.

**Our response is based on the information provided in this enquiry form, however, should your proposals change, you should contact us again.**