



Economy, Enterprise and Operations

Growth, Planning and Climate,
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<i>For Official Use Only</i>
Ref. No.....
Date Rec.....
Revision – March 2026

REQUEST FOR COPY DOCUMENTS

Name of Individual(s): Your Reference:
or Company

Address:

Phone Number:

Email:

Site/Property Address:
(Include Plot number if originally part of a plotted development)

PLANNING APPLICATION REQUEST

Reference Number(s):

Documents requested: Planning Decision Decision Plans Other
(Please specify below)

BUILDING WARRANT APPLICATION REQUEST

I am/am acting on behalf of: Owner Occupier Tenant

Other (please specify)
(see note 4)

Reference Number(s) (see Note 3)

Documents requested:

- Building Warrant incl. any Amendments of Warrant, Approved Plans and Completion Certificate
- Building Warrant only
- Approved Plans only
- Amendment of Warrant only
- Completion Certificate only
- Other (please specify)

I have read and understand the guidance notes on the back of this form regarding the process and fees.

Signed Date

Please note that documentation cannot be issued until fees have been paid.

GUIDANCE NOTES

Note: - Planning and Building Warrant applications between 1975 and 2000 are held on microfiche. Unfortunately, due to the age of some of the documents the reproduction quality cannot be guaranteed.

1. **Fees – please click on the link below for current charges:**

http://www.moray.gov.uk/moray_standard/page_105699.html

2. **Processing of Application**

On receipt of your request and the retrieval of the file(s) we will contact you to advise you of the fee required. Once notified of receipt of the payment the documents will be issued.

3. **Reference Number**

Please note that if a reference number is not provided a property history check may require to be carried out and this may cause a delay in the documents being issued to you.

If the property was known as something else at the time of **building (eg plot number, site adjoining, etc.)** this information should be provided along with the applicant/agent information.

4. **Entitlement to Copies of Building Warrant Documents**

There are restrictions within legislation that prevent copies of plans and documents being disclosed to anyone other than an interested party. An interested party means any owner, occupier, tenant or prospective owner, occupier or tenant. For buildings where copying could raise security concerns written consent from the owner will also be required.