



**The Moray Council, Transport Development Team
Environmental Services
PO Box 6760, Elgin, IV30 9BX**

FORM CC1

Road Construction Consent Application Form

Please fill in every section of this form. Write in ink and in block capitals. If you do not send all the information it may take longer to process your application. Please read all the included notes before you fill in this form.

As the roads authority for their area, Moray Council requires that anyone wishing to construct a new road or extend an existing road must obtain Road Construction Consent in accordance with Section 21 of the Roads (Scotland) Act 1984.

From July 2013 Moray Council has approved a level of fees for inspections associated with Road Construction Consent. Please see up to date information at the Council website: www.moray.gov.uk – Road Construction Consent.

1. Your details

Name:

Address and Postcode:
.....
.....

Daytime Phone Number:

E-mail Address:

2. Your agents details

Name:

Contact Name:

Address and postcode:
.....
.....

Phone number:

Fax number:

E-mail address:



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3. Location of the proposed new road/extension

Address and postcode:

.....

.....

4. Description of the proposed works (eg new or extension and tick relevant boxes below)

.....

.....

.....

Residential Road Service verges Industrial Road

5. Planning Application Reference Number

.....

Moray Council will normally issue a Road Construction Consent for a period of 3 years. A maximum of 1 extension beyond the original consent period will be subject to review.

6. The anticipated date of start and completion of the roadworks is:

Start: ___/___/___

Completion: ___/___/___

7. State interest in land (eg owner, tenant):

.....

8. Neighbour Notification (Please tick one box.)

In order to allow a minimum notification period of 28 days for documents to be made available at the Council Access Point Network, applications **must be submitted a minimum of 10 working days prior to the notification start date.** Non-compliance with this requirement will mean the Neighbour Notification will not be valid.

- I shall provide a copy of the neighbour notification form and a copy of the location plan of the development to the neighbours listed below who I have to inform about the proposals by law.
- I own all the neighbouring land so I do not have to tell anyone about the proposals.
- I am unable to tell the neighbours as I do not know who the owners are.

Proposed Notification Start date ___/___/___



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Note Form CC2 should be submitted to Moray Council as soon as a Neighbour Notification is issued.

Moray Council requires applicants to notify neighbours, including land owners, with a common boundary of the proposed new road/extended road and/or the development site. In addition neighbours within 200 metres of any proposed new access from an existing public road should also be notified. Where necessary please attach any additional neighbour information to this form. The Transport Development Team can provide advice for specific neighbour notification requirements.

Please mark on the location plan the neighbours who will be notified, using the letters as below.

Name	Address	Date you sent the form
1 The owner _____	_____	___/___/___
The Occupier _____	_____	___/___/___
2 The owner _____	_____	___/___/___
The Occupier _____	_____	___/___/___
3 The owner _____	_____	___/___/___
The Occupier _____	_____	___/___/___
4 The owner _____	_____	___/___/___
The Occupier _____	_____	___/___/___
5 The owner _____	_____	___/___/___
The Occupier _____	_____	___/___/___

9. Declaration

The information I have given on this application form is correct.
I have enclosed the necessary plans and associated documents (see guidance notes).
I shall issue form CC2 to neighbours, including landowners, in accordance with the above requirements and provide Moray Council a copy immediately thereafter.

You or your agents signature: _____ **Date:** ___/___/___

It is your responsibility to ensure that you have any necessary planning permission, listed building consent, conservation area consent or a building warrant for your proposal. You can get advice and forms from Moray Council – www.moray.gov.uk