



# REQUEST FOR MEETING FOR PRE-APPLICATION ADVICE FOR MAJOR APPLICATIONS

For Official Use Only

PE Reference	
Date of Pre App Meeting	

Please complete all sections of this form using **BLOCK CAPITALS** and where possible submit the form electronically to [development.control@moray.gov.uk](mailto:development.control@moray.gov.uk)

Guidance notes can be downloaded from: [www.moray.gov.uk](http://www.moray.gov.uk)

1. Applicant Details	Agent Details (if applicable)
Name:	Name:
Address and Postcode:	Address and Postcode:
Daytime/Mobile Telephone:	Daytime/Mobile Telephone:
Email Address:	Email Address:

2. Site Address of Proposed Development (including postcode and grid reference, if available)

3. Description of Proposed Development (please provide a general description of your proposal, including the nature and scale of the development and gross floor space of building where proposed, continue on separate sheet if required)

**4. The following details of the proposed development need to be submitted to enable an assessment to be made: (please tick if enclosed).**

Plans of the site	<input type="checkbox"/>	Architectural approach/Materials	<input type="checkbox"/>
Photographs of the site and surroundings	<input type="checkbox"/>	Preliminary Plans – design of all buildings and structures/site layout	<input type="checkbox"/>
Details of existing use and ownership	<input type="checkbox"/>	Drainage details	<input type="checkbox"/>
Access/Parking/servicing – Transport Assessment form <a href="#">TA Form (web)</a>	<input type="checkbox"/>	Quality Audit	<input type="checkbox"/>

**5. Other relevant comments/additional information**

**6. Preferred Meeting Dates (Please note submission of this form and the supporting information must be received by us a minimum of 3 weeks before the date of a pre-application meeting).**

I agree that the information provided may be exchanged internally and externally by the Moray Council for the purposes of undertaking consultation on and preparation of pre-application advice. I understand that any formal pre-application response may be published on the Council’s website at [www.moray.gov.uk](http://www.moray.gov.uk). I confirm that I understand that any advice provided will be given on the basis of the professional opinion of the officer(s) concerned, based on the information provided and the planning policies and site constraints prevailing at the time. Any views expressed are not intended to prejudice the Council’s determination of any subsequent formal planning application.

Signature	Date
Printed Name	

**Please send your completed forms and plans preferably by email to:**

**Email:** [development.control@moray.gov.uk](mailto:development.control@moray.gov.uk)  
**Beverly Smith** **Manager (Development Management)** Development Management, Development Services, Environmental Services Department, The Moray Council, Council Offices, High St, Elgin, Moray IV30 1BX  
**Telephone:** **01343 563276**

**If you have any queries regarding the filling in of this form, please contact the duty planning officer between 2pm and 4pm at the Moray Council HQ.**