



## Legal and Democratic Services

**The Moray Council**  
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Our Reference: DW/LR161  
Your Reference:

29 September 2016

Dear Mr Mackay,

### **Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013**

#### **Notice of Review: Planning Application 16/00344/APP – Erect Single Storey Office Building on Land 170M Northwest of Damhead Farm, Kinloss**

At the meeting of the Moray Local Review Body (MLRB) this morning, the MLRB agreed to defer consideration of the above Notice of Review to a Hearing Session.

In terms of Regulation 1 (1 and 2) of Schedule 1 of the Regulations 2013, the MLRB have determined that a Hearing Session should be held on Thursday 27 October 2016 at 9:30am within the Council Chamber, Council Offices, High Street, Elgin to consider the specified matter of access (in terms of Policies T2 and ED7) and that the Applicant (or their Agent) and a representative of The Moray Council's Transportation department be invited to appear at the Hearing Session.

You are required, in terms of Schedule 1 Regulation 1 (4), to notify the MLRB, in writing, within 14 days of the date of this letter if you intend to appear at the Hearing Session. Therefore, this should be sent to the Clerk of the MLRB, via the details above, on or before Friday 14 October 2016.

If you accept the invitation to be heard, you are required to forward a copy of your Hearing Statement to the Clerk of the MLRB – who will forward the Statement to all other parties invited – by 4pm on Monday 17 October 2016. In terms of Schedule 1 Regulation 4, a Hearing Statement comprises of:-

- (i) a written statement which fully sets out the case relating to the specified matter(s) which a person proposes to put forward at a Hearing Session;
- (ii) a list of documents (if any) which the person putting forward such case intends to refer to or rely on;
- (iii) a copy of every document (or relevant part of a document) on that list (at (ii) above) which is not already available [i.e. not submitted as part of any previous procedure(s) of the Review]; and

- (iv) a list of any other persons (witnesses) who are to speak at the Hearing Session in respect of such case, any matters which such persons are particularly to address and any relevant qualifications of such persons to do so.

I enclose, for your information, a copy of the Hearing Session Procedure (including meeting procedure).

An agenda, together with all the relevant documents in respect of all Notices of Review to be considered at the meeting on Thursday 27 October 2016 will be made available approximately 7 days prior to the meeting on the Council's website at [www.moray.gov.uk/moray\\_standard/page\\_40962.html](http://www.moray.gov.uk/moray_standard/page_40962.html) and for public inspection at the Access Point, Council Offices, Elgin.

Should you require any further information or clarification in regard to the arrangements for the Hearing Session, please do not hesitate to contact me on the above details.

Yours sincerely,

Darren Westmacott  
Committee Services Officer  
Clerk to the Moray Local Review Body