



SUPPORTING INFORMATION CHECKLIST

This checklist details some of the additional information that may be required by Moray Council, as Planning Authority to determine certain applications. You will be required to submit some of the following additional information and are advised to include the details at the time of submission of the application where possible to ensure that your application can be considered for validation and registration purposes and then progressed towards its formal determination.

Please note that you may be asked to submit additional information at a later date by the case officer, for example the submitted information as provided is insufficient or to assist consideration of the proposal by consultees, etc. Failure to submit within 28 days of a request (or other period as may be specified) could result in an application being recommended for refusal. If any of the requirements below apply to your proposal please contact the relevant department or external body listed.

If you require any additional information on what is required to be submitted for a valid application please e-mail development.control@moray.gov.uk or contact the **Duty Planning Officer between 2pm and 4pm Monday to Friday.**

We also offer a local [Pre-application advice/meeting service](#) which we encourage you to use. This service will identify the constraints of a site, policies that are applicable to the proposal and the supporting information that should accompany a planning application.

There is a separate pre-application advice process for major developments, see link below:

[Major Developments Pre-application Advice](#)

These are chargeable services.

Requirements	Description
MLDP Policy EP4 Private Water Supply	Applications involving connection to an existing private water supply or provision for a new private water supply.
	<p>Applicants will be required to show that the water supply will consistently meet current legal standards and be of sufficient quantity for the development. This will include a requirement to submit the most recent bacteriological and chemical sample results. The samples should be representative of the supply and should have been taken within the previous 12 months. The applicant should also be able to demonstrate that established users of any existing supply in the locality will not be adversely affected in terms of both water quality and quantity by the development. The location and nature of the proposed private water supply source and treatment should also be shown on the location or site plan as part of the submission. A National Grid Reference for each supply source should be provided (and all works associated) e.g. the source, holding tank and supply pipe shown accurately on the application plan, information about the source e.g. well, borehole spring.</p> <p>Early contact with the Private Water Team to discuss proposals and standards is strongly encouraged. Please e-mail: privatewatersupplies@moray.gov.uk</p>
MLDP Policy EP8 Contaminated Land Assessment	Assessment of Potentially Contaminated Land
	<p>The applicant is required to demonstrate that a site is suitable for the proposed use, and that the site does not represent a risk of pollution of the environment. Applications will be screened for potentially contaminative former uses of the site. If the Council has grounds to suspect that a proposed development site may be contaminated, a contamination assessment report and/or remediation plan will be required. The exact content of the report, and at what stage certain information is required to be submitted, will vary according to the nature of the former contaminative use, the proposed development, and the condition of the site at the time of the application. In some cases, intrusive site investigation will be required to demonstrate suitability for use or to determine remediation requirements before consent can be granted and, in such cases, the appropriate reports should be submitted with the application.</p>

	<p>Early contact with the Contaminated Land Team to discuss proposals and standards is strongly encouraged.</p> <p>Please e-mail: contaminated.land@moray.gov.uk</p>
<p>MLDP Policy EP8 Noise Impact Assessment</p>	<p>A Noise Impact Assessment (NIA) could be required for your application depending on either the noise generated from your development or noise generated from nearby existing sources that may affect your development.</p> <p>For example, such developments as;</p> <ul style="list-style-type: none"> • Public House/Restaurants/Nightclubs • Industrial Developments • Supermarkets • Windfarms and Hydro Schemes • Proposed development near existing significant transportation sources such as road, rail or aircraft noise • Recreational and sporting venues • Traffic Schemes <p>Although your proposal may not fall into these categories or necessarily require a NIA you may still need to consider the impact of noise on your development or neighbouring properties. If you are proposing development where the neighbouring properties fall into any of the above or comparable categories, or you are proposing the installation of plant or machinery such as air source heat pumps, wind turbines, refrigeration units or air conditioning units, extracted ducted ventilation units, single wind turbines etc.</p> <p>Early contact with Environmental Health to discuss proposals and scope of Assessment is strongly encouraged.</p> <p>Please e-mail environmentalhealth@moray.gov.uk</p> <p>Any proposal is expected to mitigate the impact of noise from the development upon the surrounding area and that details of all required/proposed mitigation measures should also be included in the submission.</p>
<p>MLDP Policy EP8 Air Quality Assessment</p>	<p>An Air Quality Assessment may be required if the development will affect (or impact upon) local air quality through an increase in pollution for example changes in traffic, industrial processes etc. or when a proposed development leads to new, regular exposure of the public to poor air quality.</p>

	<p>Although your development may not fall within the above category you will still have to consider the effect the development has on nearby properties.</p> <p>The proposal is expected to mitigate the impact of the development upon air quality within the surrounding area and that details of all required/proposed mitigation measures should also be included in the submission.</p> <p>Early contact with Environmental Health to discuss proposals and scope of Assessment is strongly encouraged.</p> <p>Please e-mail environmentalhealth@moray.gov.uk</p>
MLDP Policy EP7 Flood Risk Assessment	Assessment of Flood Risk
	<p>A Flood Risk Assessment (FRA) will be required where a proposed development falls within the medium to high flood risk area as identified on SEPA's indicative flood risk maps, or where flooding has been identified as a potential issue. An FRA will assess the risk of flooding on property and life at the proposed development site and to sites up and downstream. The FRA is site specific and the scope will depend on the nature of the watercourse and the proposed development.</p> <p>The risk of flooding from any and all sources i.e. river (fluvial), coastal, surface water (pluvial) and ground water must be assessed. A coastal FRA will require consideration of the risk of flooding from high tide levels and also through wave action at the site.</p> <p>The development is expected to mitigate and not exacerbate the risk of flooding both to itself and up and downstream and that details of all required/proposed mitigation measures should also be included as part of the assessment.</p> <p>Please contact SEPA for early advice at planningaberdeen@sepa.org.uk</p> <p>See link below to SEPA's website to access SEPA's flood maps and their Flood Risk Assessment Checklist: SEPA advice for Developers</p> <p>See link below to the Advisory note prepared by the Moray Flood team for planning Applicants on Flood Risk and Drainage.</p>

	Advisory note for Planning Applicants on Flood Risk And Drainage
MLDP Policy E4 & Supplementary Guidance on Trees & Development Trees & Development	<p>Tree Survey and Landscape Plan</p> <p>If there are trees in or adjacent to the site that could be affected by the proposed development a tree survey is required.</p> <p>Information should include an appropriately scaled plan to accompany a schedule to identify the species, size, age, health and condition of trees on the site, and identify trees to be retained and trees to be removed.</p> <p>As part of the required landscape plan for the development, this should be to an appropriate scale and identify trees to be removed and trees to be retained (including measures for their protection) together with, details of all proposed new (and/or replacement planting) including location, number, species, size, planting distances and density, and the arrangements for the long-term maintenance of all planting.</p> <p>If the site is located within a Conservation Area or affected trees are subject to a Tree Preservation Order, a tree survey will always be required. You can check if the site is located within a Conservation Area and where Tree Preservation Orders have been imposed.</p> <p>For further detailed advice on carrying out a Tree Survey see our Supplementary Guidance on Trees and Development: Trees and Development</p>
MLDP Policy E2 & E3 Species Habitat Survey	<p>Species/Habitat Surveys (or Ecological Appraisals)</p> <p>Where proposals are located or impacted upon you are required to identify any habitats or species that may be affected by the development, a species/habitat assessment is required. The nature and range of survey(s) required will depend on the particular conditions of the site and the type of development but could include:</p> <ul style="list-style-type: none"> • Badgers; • Bats; • Otter and Water Vole (where there is a watercourse on or adjacent to the site); • Breeding and over-wintering birds; • Raptors;

	<ul style="list-style-type: none"> • Red squirrels; • GWTDEs; • Peatland; and/or • Vegetation species identified in Local Bio-diversity Action Plans. <p>For habitat surveys, the minimum standard is a Phase 1 Habitat survey. Where this identifies important habitats on site, a further, more detailed survey will be required to determine where any potential adverse impact occurs. Details of proposed mitigation will require to be submitted.</p> <p>For species surveys (including european and nationally protected species), need to specify what is required here – including information to satisfy relevant “tests” under relevant legislation and identify all required/proposed mitigation measures to address impact(s) on species.</p> <p>A separate guidance note is being prepared to cover this issue in more detail.</p> <p>Ground Water Dependent Terrestrial Ecosystems (GWDTE)</p> <p>If applying for a site that includes any notable areas of wet grassland, marsh or boggy heath, SEPA may ask for a GWDTE assessment to be undertaken to inform the possible effect on wetland habitat. Such assessments would need to be carried out (usually by a trained ecologist) prior to SEPA finalising any consultation response and have not previously been made the subject of a suspensive planning condition.</p> <p>Advice can be obtained from the SEPA website at Groundwater abstractions</p>
MLDP Policy PP1 Economic Statement/Economic Need	<p>Economic Statement</p> <p>Depending on the type of development you are proposing, you may be asked to provide an Economic Statement or Economic Need justification. This will usually be required if the development or redevelopment benefits from your proposal, including details of any new jobs to be created or supported, any community benefits and reference to any development or regeneration strategies that lies behind or may be supported by the proposals.</p> <p>To fully reflect the provisions of Policy PP1, the</p>

	statement should address how the development contributes sustainable economic growth, a low carbon economy and safeguards the natural and built environment.
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MLDP Policy EP5 Surface Water Drainage: Sustainable Urban Drainage Systems (SUDS)	<p>Assessment of Drainage Impacts</p> <p>A Drainage Impact Assessment (DIA) requires to be submitted for most applications (see below). The scope and detail required in the DIA will depend on the scale and type of development and the sensitivity of the area. It is site specific and provides information on the existing site drainage and how this is affected by the development and the proposed drainage system required to dispose of waste and surface water. The required information should include or outline the drainage strategy for the development and details regarding the location, design specifications (with relevant drainage calculations for all required/proposed drainage infrastructure to be provided on the site.</p> <p>The Assessment should address the arrangements for the disposal of both foul and surface water (including roads drainage) on and off the site together with identification of the relevant organisation(s) responsible for the maintenance of all drainage infrastructure.</p> <p>For developments intended to be constructed in two or more phases, a DIA will be required for the whole site. A more detailed DIA for each phase may be subsequently required and the scope of this should be agreed with the Moray Flood Team.</p> <p>A DIA may be required for the following applications:</p> <ul style="list-style-type: none"> • Development of more than 5 houses; • Development of less than 5 houses that lie within a sensitive area; • Non-householder extension over 100m²; or • Changes of use involving new buildings and hard standing areas; and where the application forms part of a larger development where a DIA has not already been submitted for the development. <p>Applications should incorporate Sustainable Drainage Systems (SUDS) as the preferred method of surface water disposal. Full details of all SUDS should be provided, including a report and supporting calculations to confirm that the proposed drainage system will be effective in all weather conditions, and not exacerbate</p>
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	<p>flooding from watercourses or existing piped drainage systems.</p> <p>For developments intended to be constructed in two or more phases, an outline SUDS design will be required for the whole site. Detailed information for the SUDS design for each phase will then be required.</p> <p>See link below to the Advisory note prepared by the Moray Flood team for planning applicants on Flood Risk and Drainage:</p> <p>Advisory note for Planning Applicants on Flood Risk And Drainage</p> <p>See link below to standing advice from SEPA on Sustainable Drainage Systems (SUDS):</p> <p>SEPA's Planning advice on Sustainable Drainage Systems (SUDS)</p>
<p>MLDP Policy T1 Transport Assessment</p>	<p>A Transport Assessment (TA) will be required as part of any planning application where the development or redevelopment is likely to have transport implications, no matter the size. The coverage and detail of the TA should reflect the scale and the likely extent of transport impacts of the proposed scheme.</p> <p>Applicants are urged to carry out early consultation with Moray Council Transportation prior to the submission of development proposals regarding the impact of the development upon all modes of transport upon the local road network. In the first instance Transport Assessment Form must be completed and submitted to allow officers to consider the requirement or otherwise for a TA.</p> <p>If a TA is required the scope must be agreed with the Transport Development team prior to submission of the application and the TA should then be included with the formal application. The TA should identify all required/proposed transportation improvements to mitigate the impact of the development both on and off the site.</p> <p>As a general guide, development exceeding the following thresholds will require a TA:</p> <ul style="list-style-type: none"> • Food Retail Use - 1000m² GFA • on-Food Use - 1000m² GFA • Cinemas + Conference facilities -1000m² GFA

	<ul style="list-style-type: none"> • Leisure facilities - 1000m² GFA • Business Use - 2500m² GFA • Industry - 5000m² GFA • Distribution + warehousing - 10,000m² GFA • Hospitals - 2500m² • Higher + further education - 2500m² GFA • Stadia - 1500m² • Housing - 100 dwellings <p>Where there are likely to be impacts on the Trunk Road network, applicants must contact Transport Scotland to ensure that the scope for the TA meets the Trunk Road Authority's requirements.</p> <p>Advice on the preparation of TA's for development impacting on the trunk road is available at:</p> <p>Transport Assessment 2012</p> <p>Early contact with Moray Transportation to discuss proposals and scope of Assessment is strongly encouraged.</p> <p>Please e-mail Transport.Develop@moray.gov.uk and contact development_management@transport.gov.scot</p>
<p>MLDP Policy T2 & T5 & Moray Council parking Standards & all guidance referred to here (as adopted as material considerations for planning applications)</p> <p>Provision of Access & Car Parking</p>	<p>Access and Car Parking</p> <p>Details of access onto the public road and car parking for proposed development will be required as part of any submission and must be shown on a scaled drawing.</p> <p>Where a new or altered access onto the public road is proposed, the planning application boundary must include the access, visibility splays and any associated engineering works and must be shown on a scaled drawing. Evidence of control of the land which would be required to provide the visibility splays should also be provided.</p> <p>Guidance on development on the Transportation service's requirements for development in the countryside, which includes details of access standards and visibility splays can be found on the Moray Council website at:</p> <p>Transportation Service Requirements for Small Developments in the Countryside</p>

	<p>The information contained in the link below includes diagrams showing how to construct/form a visibility splay, how to provide details about the layout and construction of an access, etc.</p> <p>Applicants are encouraged to complete the transportation requirements checklist for small developments in the countryside and contact Moray Council Transport Development team in advance of submitting a planning application if they have specific queries relating to the suitability of an access proposal and the requirement for the provision of visibility splays. A copy of the checklist can be found on the Moray Council website at:</p> <p>Transportation Requirements Checklist</p> <p>Developments in the countryside may require additional infrastructure to enable a safe and suitable access including the provision of an access lay-by for visiting service vehicles. Many development proposals in the countryside are accessed using single track public roads and additional passing place(s) may be required.</p> <p>Construction details for access lay-bys and passing places and a diagram explaining the types of access and infrastructure on single track roads can be found at:</p> <p>Single Track Roads Typical Infrastructure</p> <p>Developments are required to provide adequate and suitably located parking spaces to ensure the safe and efficient operation of the development. In the majority of cases the parking provision for a development will be predominantly off-road and take the form of either dedicated parking spaces for individual use, as in a residential development, or in a car park for the general use of visitors/customers/staff/etc.</p> <p>Details of the parking requirements for developments, including parking for cycles and motorcycles and facilities for service vehicles can be found at:</p> <p>Moray Council Parking Standards (2011)</p>
<p>MLDP Policy BE2 & 3</p> <p>Structural Engineers Report – Demolition of a Listed</p>	<p>Structural Report</p> <p>An up to date written structural survey (by an appropriately qualified professional person) i.e. chartered structural engineer should assess the stability of the</p>

Building or Building within a Conservation Area	<p>building and its capability for retention and re-use. The report should describe the extent to which the existing walls are capable of being retained as existing and explain where significant rebuilding or underpinning would be required.</p> <p>The written survey must be supported by annotated drawings of the existing structure (floor plans, sections showing ground levels and elevations), to show the extent of any structural problems identified.</p> <p>A labelled photographic survey should be submitted with the application showing all external elevations.</p>
MLDP Policy PP2 & Supplementary Guidance Sustainability Statement	<p>Sustainability Statement</p> <p>To support the transition to a low carbon future, developments require to demonstrate, by submitting a sustainability statement, how their development has been designed to reduce greenhouse gas emissions and adapt to the impacts of climate change.</p> <p>A sustainability statement should be submitted for developments over 10 houses and buildings in excess of 500 sqm. The statement should be based on a checklist of criteria and provide evidence to explain what consideration has been given to specific issues and how this has been integrated into the proposal.</p> <p>The Checklist issues include:</p> <ul style="list-style-type: none"> • site layout and design, • renewables, • green infrastructure, • active travel, • resource efficiency, • climate change adaption, • surface water management and flooding. <p>Supplementary Guidance on Climate Change, giving greater details about the checklist criteria and worked examples of sustainability statements, is available at: Sustainability Checklist</p>
MLDP Policy H9 & H8 Supplementary Guidance on Affordable & Accessible Housing	<p>Affordable Housing</p> <p>For Affordable Housing (for new housing over 4 units) the requirements are:</p> <ul style="list-style-type: none"> • 25% of total number of residential units to be provided as affordable housing;

- details to confirm mix and designs of affordable housing has been agreed with Housing & Property Manager, Moray Council;
- evidence to confirm the details of arrangements for the long-term delivery and management of affordable housing (for example social rented accommodation provided at an affordable rent and managed by a registered social landlord, or other rent model to deliver affordable accommodation by private or social housing sector); and
- where appropriate, details to demonstrate exceptional circumstances (development costs or project viability issues) to justify any off-site provision or commuted payment in lieu of on-site provision of accommodation.

EXAMPLE: if development total is 50 units, 13 units (12.5 units but rounded up) to be on-site affordable accommodation.

For further information see link below to Supplementary Guidance:

[Affordable Housing](#)

For further information please contact Graeme Davidson graeme.davidson@moray.gov.uk or on 01343 563506.

Accessible Housing

The Accessible Housing SG requires information to show that the application provides detail to demonstrate that:

- 10% of private sector housing (rounded up) is being built to wheelchair accessible standards;
- 50% of wheelchair accessible units are being delivered as single-storey dwellings with no accommodation in the upper roof space i.e. a bungalow; and
- Include evidence to confirm that proposed accessible housing units meet wheelchair accessible standards.

EXAMPLE: if development total is 100 units, 10 units to be wheelchair accessible standard of which 5 units to be bungalows.

See link to supplementary guidance for further information:

	<p>Accessible Housing</p> <p>For further information please contact Fiona Geddes Fiona.geddes@moray.gov.uk or on 01343 563 588.</p>
<p>MLDP Policy E3 Bat Survey</p>	<p>Bat Survey</p> <p>A Bat Survey will be required where a development may have an impact on a habitat for bats (conversions, alterations to existing roof space).</p> <p>Bats are European Protected Species and the law protects them and their roosts. Where it is suspected that new development could possibly impact on bats, the Planning Authority require applicants to carry out a Bat Survey to determine the full effects, if any, on bats.</p> <p>Information on this legal requirement and an explanation why the Bat Survey is required, is available on our website</p> <p>Ideally surveys should be carried out during the summer months (usually May to August) when bats are active. However, in certain circumstances Preliminary Roost Assessments (previously known as winter surveys) may be acceptable for householder developments where all relevant areas of the building can be accessed, and there is no evidence of bats, and the built structure, or building, provides no suitable locations for roosting bats. If evidence of usage by bats is found or there is bat roost potential, and it cannot be ascertained with certainty how bats are using the building, during a Preliminary Roost Assessment, further survey work (i.e. an activity (emergent) survey) would be required in the summer months. Surveyors should make their clients aware of the limitations of Preliminary Roost Assessments prior to undertaking them and the possible need for further survey work.</p> <p>Please note that Bat Surveys cannot be provided as a condition to a planning consent.</p> <p>For further advice on the legislative position on bats and timing of a survey including details about the information and content for a Bat Survey or Preliminary Roost Assessment please contact Craig Wilson on 01343 563565.</p>
<p>MLDP Policy PP3 & BE3</p>	<p>Design Statements</p>

	<p>undertaken via a Post-Excavation Research Design (PERD). This should include a project design for the post-excavation work, a costed assessment for this work, and costed proposals for the publication of results. The PERD must be submitted to the planning authority for approval. Once the PERD has been agreed, written confirmation must be provided to the planning authority demonstrating that an agreement is in place between the applicant and the archaeological contractor, committing the applicant to fund the post-excavation work and for said work to be completed by an agreed date.</p> <p>Should a Standing Building Survey be required, the level will be set by the Planning Authority. The four different levels are:</p> <p>Photographic survey All external and internal elevations of the buildings and structures together with the setting of the buildings and structures and any unusual features of the existing buildings and structures shall be photographed. The photographic viewpoints must be clearly annotated on a plan to accompany the survey. The photographs and plan must be in a digital format.</p> <p>Level 1 Standing Building Survey A full photographic survey of the interior and exterior of the building, including all exterior elevations and the building's setting, with the addition of measured floor plans and elevations and a written account of the building's plan, form, function, age and development sequence. Surveys must be submitted in a digital format.</p> <p>Level 2 Standing Building Survey A full analytical record, which will include detailed photographs of decorative and structural elements, a detailed written description and account of the building's origins, development, use and the evidence on which this has been based. Readily available historic documentation will be examined and measured drawings will be made of relevant sections, elevations and key architectural features. Surveys must be submitted in a digital format.</p> <p>Level 3 Standing Building Survey The highest level of investigation and record which comprises a detailed study involving: measured plans, elevations and sections, detailed photographs, a full written description and informed analysis as well as detailed historical research. Surveys must be submitted</p>
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	<p>in a digital format.</p> <p>For further information please contact Bruce Mann archaeology@aberdeenshire.gov.uk or on: 01467 534 912</p>
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