



Legal and Democratic Services

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Our Reference:
Your Reference:

LR/LR217

9 January 2019

Dear Ms Halliday

Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013 [‘the Regulations’]

Notice of Review: Planning Application 18/00795/APP – Erect new rendered blockwork garage and install patio door in house at Bundon, Findhorn, Forres, IV36 3TE

At the meeting of the Moray Local Review Body (MLRB) on 20 December 2018, the MLRB agreed to defer consideration of the above Notice of Review to a Hearing Session in terms of Regulation 13.

The Hearing Session will be held on Thursday 28 February 2019 at 2:00 pm within the Council Chamber, Council Offices, High Street, Elgin to consider any technical questions which may be asked by the MLRB in relation to specific flood detail regarding water displacement as a result of the development and the perceived impact to neighbouring properties. The Applicant (or their Agent) and a representative from the Moray Flood Risk Management Team are invited to appear at the Hearing Session.

In terms of Para 1(4), Schedule 1 of the Regulations, you are required to notify the MLRB if you intend to appear at the Hearing Session. This notification should be sent to the Clerk of the MLRB, by email or post at the above address, **on or before 24 January 2019**.

You are required to forward, by email or post at the above address, a copy of your Hearing Statement to the Clerk of the MLRB **by 4pm on Monday 18 February 2019**. In terms of Para 4 (5), Schedule 1 of the Regulations, a Hearing Statement comprises of:-

- (a) 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;
- (b) a list of documents (if any) which the person putting forward such case intends to refer to or rely on; and
- (c) 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.

If you intend to refer to or rely on any documents when presenting your case, you must in terms of Para 4 (1)(b), Schedule 1 of the Regulations provide :-

- (i) a list of all such documents *[as per (b) above]*; and
- (ii) a copy of every document (or relevant part of a document) on that list which is not already available *[i.e. not submitted as part of any previous procedure(s) of the Review]*

I enclose, for your information, a copy of the Hearing Session Procedure (including meeting procedure). Please note that each stage of the procedure is time restricted.

An agenda, together with all the relevant documents in respect of the hearing 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 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,

Lissa Rowan
Committee Services Officer
Clerk to the MLRB