



Environmental Services Department

Environmental Services,
Moray Council,
PO Box 6760
Elgin, Moray, IV30 1BX
Telephone 0300 123 4561
copydocuments@moray.gov.uk

For Official Use Only

Ref. No.....

Date Rec.....

Revision – April 2019

REQUEST FOR COPY DOCUMENTS

NameYour Reference.....

Address.....

Contact Telephone Number.....

Address of Property/Site

Type of Property (e.g. house, flat, garage, shop etc).....

PLANNING APPLICATION REQUEST

Reference Number(s).....

Documents requested:

Planning Consent ☐

Decision Plans ☐

BUILDING WARRANT APPLICATION REQUEST

I am/am acting on behalf of *

Owner ☐

Occupier ☐

Tenant ☐

Other (please specify) (**see note 4**)

Reference Number(s) (**see Note 3**)

Documents requested:

Building Warrant ☐

Completion Certificate ☐

Approved Plans ☐

Acceptance of Completion Certificate ☐

Other (please specify) ☐

I have read and understand the guidance notes on the back of this form regarding the process and fees.

Signed Date

**Delete as appropriate*

For Official use only

Admin Assistant Date Contacted

Fee Required: Date Mailed Out:

Target Date: File Requested:

File Reference : 008

Please note that documentation cannot be issued until fees have been paid.

GUIDANCE NOTES

1. Fees

Copies of Decision Notices, plans on an application and approved Building Warrant documentation can be provided at a charge.

A fee will be charged for the retrieving, collating and copying of information to cover the cost of staff time which is currently;

Copy Documents where the Reference Number is provided - **£30.00.**

Copy Documents where no Reference Number is provided - **£50.00.**

Where files are held on microfiche an additional fee will be applied to the above fee, this is currently - **£10.00.**

The charges for copying documents are:-	A1 - £12.00
	A2 - £10.00
	A3 - £0.50
	A4 - £0.25

For example

A 2-page A4 decision notice will be £30.00 for staff time plus 25p for each page – total £30.50 (an additional £20.00 will be added if no reference number is provided).

All copies of plans will be marked with the 'Copyright' stamp.

2. Processing of Application

On receipt of your request we will identify the file and the availability of the documents requested for copying. You should note that if our files are in digital format then we may only be able to provide a digital copy.

We will contact you within 7 working days to advise you of the fee. On receipt of payment we will proceed to providing your document copies and will contact you again once they are ready for collection/posting/emailing. This is normally within 5 days but you should note that depending on the workload within the department at the time, the location of the file and number of documents to be copied etc. In some circumstances the time period taken for producing the documents may be up to 15 working days.

3. Reference Number

Please note that if a reference number is not provided a property history check will require to be carried out and this may cause a delay in the documents being issued to you.

If the property was known as something else at the time of building (eg plot number, site adjoining, etc.) this information should be provided along with the applicant/agent information.

4. Entitlement to Copies of Building Warrant Documents

There are restrictions within legislation that prevent copies of plans and documents being disclosed to anyone other than an interested party. An interested party means any owner, occupier, tenant or prospective owner, occupier or tenant. For buildings where copying could raise security concerns written consent from the owner will also be required.