



## DO I NEED PERMISSION TO OPERATE A SHORT TERM LET?

If you are considering or are already operating a short term let, you should be sure that you have obtained all the necessary permissions to enable you to operate within the law.

Each case requires individual consideration and assessment of whether a Planning Application is required based on the Town and Country Planning (Scotland) Act 1997 as amended.

Completing this questionnaire will enable Moray Council as Planning Authority to advise you if planning consent is required

<b>Name</b>			
<b>Address</b>			
<b>Telephone No</b>			
<b>E-mail</b>			
<b>Address of property</b>			
Is the property a house or flat	<b>HOUSE</b>		<b>FLAT</b>
Is the short term let already operating?	<b>EXISTING</b>		<b>PROPOSED</b>
Where is the short term let operated from? E.g. whole house is let, room in house, annexe or separate structure etc?	<b>WHOLE HOUSE LET</b>		<b>ROOM IN HOUSE (if yes is breakfast supplied)</b>
	<b>ANNEXE</b>		<b>SEPARATE STRUCTURE</b>
Are the rooms/buildings/structures solely used for this purpose?			
How long has the short term let been operating from this property?			

Have any alterations/extensions been done or are proposed to the property in relation to the short term let?	
Is the site subject to any planning conditions which restrict the use? If yes, provide details	
<b>NOTE: If you are carrying out alteration or extensions to the property, you should provide a location plan and dimensioned sketches with this questionnaire.</b>	
Is there any signage displayed at the property that relates to the short term let?	
<b>Please provide any further relevant information.</b> <i>For example, further information about the short term let that you think might be relevant</i> <b>(Please use separate sheet if required)</b>	
<b>Send to</b>	Development Management Environmental Services Council Offices High Street Elgin Moray IV30 1BX
<b>E-mail</b>	<a href="mailto:Development.control@moray.gov.uk">Development.control@moray.gov.uk</a>

**Note:** This questionnaire only relate to the requirement of Planning Permission and Consents. You should discuss any other consent that may be required such as licensing and building warrants with the relevant departments within Moray Council. There is a building standards duty officer available daily between 2 and 4 o'clock at the Council Offices or through the Contact centre on 03001234561.

**Our response is based on the information provided in this questionnaire, however should the nature or level of the business change, you should contact us again.**