



# Economy, Environment & Finance

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<i>For Official Use Only</i>
Ref. No.....
Date Rec.....
Revision – April 2024

## REQUEST FOR COPY DOCUMENTS

Your Reference

Name

Address

Phone Number

Email

Site/Property Address

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### PLANNING APPLICATION REQUEST

Reference Number(s).....

**Documents requested:**     Planning Consent      Decision Plans      Other (Please specify below)

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### BUILDING WARRANT APPLICATION REQUEST

I am/am acting on behalf of \*     Owner      Occupier   
 \*Delete as appropriate

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)

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

Signed ..... Date .....

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

#### GUIDANCE NOTES

**Note:** - Planning and Building Warrant applications between 1975 and 2000 are held on microfiche and can only be reproduced in sections at A4. Due to the age of some of the documents held on microfiche unfortunately of the reproduction quality cannot be guaranteed.

You should note that if our files are in digital format then we may only be able to provide a digital copy.

*Please see over for fees*

## 1. Fees

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

<b>Digital and Paper Document Copy Document Requests</b>				<b>Fees</b>
Copy Documents – Planning Decisions Notice, Building Warrants & Certificate of Completion and approved plans				£75.00
This charge is applicable to each reference number provided. This charge includes administration fee and includes up to 10 Documents. For Charges for extra plans and documents, documents over 10 pages and additional charges for paper requests - See below.				
Search Retrieval Fee – No Reference Number given				£50.00
Extra plans and documents £10 per item (max pages of documents – 10)				£10.00
Extra plans and documents with over 10 pages				£20.00
<b>Additional Charges relating to requests for Copies in Paper</b>				
A4 Plans	£0.40 plus p&p	A3 plans	£0.60 plus p&p	
A2 Plans	£11.50 plus p&p	A1 plans	£13.50 plus p&p	
<b>Examples</b>				
<b>Example 1 - £115</b> Building Warrant including 12 Approved Plans Completion Certificate Reference Number provided Documents emailed out  <b>Admin fee and up to 10 documents - £75</b> <b>4 additional documents - £40</b>		<b>Example 2 - £125</b> Completion Certificate No Reference Number provided Documents emailed out  <b>Admin charge to include CC - £75</b> <b>No ref number - £50</b>		
<b>Example 3 - £102 plus P&amp;P</b> Decision Notice including 2 A1 Approved Plans Reference Number provided Documents mailed out  <b>Admin fee of £75</b> <b>Decision notice A4 paper copy £0.40</b> <b>2 A1 plans £13.50 each = £27</b> <b>Postage and packaging</b>		<b>Example 4 - £75</b> 1 Approved Plan Reference Number provided Documents emailed out		

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

## 2. Processing of Application

On receipt of your request and and the retrieval of the file(s) we will contact you to advise you of the fee required. Once notified of receipt of the payment the documents will be issued.

## 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.