



THE MORAY COUNCIL
DEPARTMENT OF COMMUNITY SERVICES
HOUSING DIVISION

PERMISSION APPLICATION

TENANT(S) NAME(S) _____	SIGNATURE(S) _____
ADDRESS _____	_____
_____	DATE _____

Please complete the section that applies to your request. To avoid delay, please give all relevant information and submit any extra documents required. **NB:** You may have to accept responsibility for any future repairs relating to these works.

<p>1. <u>Carrying Out Alterations to Your Home</u></p> <p>a. What do you want to change or install? _____</p> <p>b. Where will the work be done (e.g. kitchen, bathroom)? _____</p> <p>c. Who is to carry out the work? _____</p> <p>d. Why do you want to carry out this work? _____</p> <p>e. What is the estimated cost? _____</p>
<p>2. <u>Any Other Alterations?</u></p> <p>Please provide full details and sketch if appropriate. _____</p>
<p>3. <u>Keeping Lodgers or Bed and Breakfast Guests</u></p> <p>a. How many bedrooms do you have? _____</p> <p>b. Who usually lives in your home? (Please list everyone and give relationship & age, e.g. mother 40 yrs, daughter 15 yrs) _____</p> <p>c. How long will the room(s) be let? (e.g. permanent/summer season) _____</p> <p>d. How many persons will be accommodated? _____</p> <p>e. How much do you propose to charge per week? _____</p>
<p>4. <u>Keeping Pets</u></p> <p>a. What kind of pet do you want to keep? _____</p> <p>b. How many pets do you want to keep? _____</p> <p>c. Where will the pet(s) be kept? _____</p>
<p>5. <u>Erecting a TV Aerial</u></p> <p>a. Where do you want to have the aerial fixed (please enclose a sketch)? _____</p> <p>b. Who will carry out the work? _____</p>

6. Putting up a Garage or Shed

Please note you may need permission under Building Control/Planning regulations. An "Informal Determination" form should be completed, and is available from Area Offices, or Planning & Building Standards, Environmental Services, Council Offices, High Street, Elgin.

- a. What is the size of the proposed garage/shed? _____
- b. How high will it be? _____
- c. What kind of material will be used (e.g. timber/concrete block)? _____
- d. What kind of foundation or base will be built? _____
- e. Please enclose a sketch showing where you plan to build the garage/shed. Show the position of the house and outline of the garden.

7. Putting up a Greenhouse or Cold Frame

- a. What is the size of the proposed greenhouse/cold frame? _____
- b. How high will it be? _____
- c. What kind of foundation or base will be built? _____
- d. Please enclose a sketch showing where you plan to build the greenhouse/cold frame. Show the position of the house and outline of the garden.

8. Putting up a Fence or Wall

- a. What type of fence or wall do you want to build? _____
- b. How high will it be when finished? _____
- c. What kind of finish will be used (e.g. harled, wood preservative)? _____
- d. What is the estimated cost? _____
- e. Please enclose a sketch showing where you plan to build the fence/wall. Show the position of the house and outline of the garden.

9. Running a Business

- a. What kind of business do you want to run from your home? _____
- b. What, if any, kind of materials may be stored in your house, shed, garage, or garden area? _____
- c. What quantity of materials do you expect to store? _____
- d. Will customers be calling personally at your home? _____

10. Keeping a Caravan within the Garden Area

- a. What are the measurements of the caravan? _____ long _____ wide _____ high
- b. Please enclose a sketch showing where you plan to store the caravan. Show the position of the house and outline of the garden.