







# Property Enquiry Certificate Application Form



Property Enquiry Certificates are administered by offices throughout Aberdeenshire. Please refer to the PEC guidance notes and when you have completed this form, send it to the office for the area in which the property concerned is located.

	<b>Banff &amp; Buchan</b>	The Town House, Low Street, Banff AB45 1AY E-mail: <a href="mailto:bb.pec@aberdeenshire.gov.uk">bb.pec@aberdeenshire.gov.uk</a>	Phone: 01261 813200 Fax: 01261 813281
	<b>Buchan</b>	Arbuthnot House, Broad Street, Peterhead AB42 1DA E-mail: <a href="mailto:bu.pec@aberdeenshire.gov.uk">bu.pec@aberdeenshire.gov.uk</a>	Phone: 01779 477363 Fax: 01779 483727
	<b>Formartine</b>	45 Bridge Street, Ellon AB41 9AA E-mail: <a href="mailto:fo.pec@aberdeenshire.gov.uk">fo.pec@aberdeenshire.gov.uk</a>	Phone: 01358 726429 Fax: 01358 726450
	<b>Garioch</b>	Gordon House, Blackhall Road, Inverurie AB51 3WA E-mail: <a href="mailto:ga.pec@aberdeenshire.gov.uk">ga.pec@aberdeenshire.gov.uk</a>	Phone: 01467 620981 Fax: 01467 624285
	<b>Kincardine &amp; Mearns</b>	Viewmount, Arduthie Road, Stonehaven AB39 2DQ E-mail: <a href="mailto:km.pec@aberdeenshire.gov.uk">km.pec@aberdeenshire.gov.uk</a>	Phone: 01569 768273 Fax: 01569 766549
	<b>Marr</b>	Viewmount, Arduthie Road, Stonehaven AB39 2DQ E-mail: <a href="mailto:ma.pec@aberdeenshire.gov.uk">ma.pec@aberdeenshire.gov.uk</a>	Phone: 01569 768227 Fax: 01569 766549

# Property Enquiry Certificate Application Form



**Property Details**

Property Address\* .....

.....

Postcode \* .....

Grid Reference .....

**Enquirer Details**

Company Name .....

Contact Name\* .....

Address .....

.....

Email Address .....

Phone No\* .....

Fax No .....

Reference No .....

A map / plan is essential for a new build, countryside or industrial development.

Boundary / Location Map enclosed \*    Yes        No   

\*the above fields must be completed to enable us to process your request

**Standard information provided for BASIC search Fee £74.00**

- **Planning (site only)**
- **Building Standards**
  - **Environmental Health**
  - **Roads**

**Optional extra information for ENHANCED search**

- Planning Applications – Adjacent Sites and Significant Development in the Vicinity**      **additional fee of £10.00**
- Water / Drainage**      **additional fee of £26.00**

I have enclosed the total fee of £

You should make your cheque payable to Aberdeenshire Council.

Please indicate how you would prefer your Property Enquiry Certificate to be returned.

Email          First Class Mail          Legal Post   

Detach this form and return to the correct area office.





# Property Enquiry Certificate Guidance Notes

A Property Enquiry Certificate (PEC) is a document produced by Aberdeenshire Council to collate various elements of information about the status of a property.

The PEC is usually requested as part of a property search for conveyancing activities.

The PEC provides information as to whether the property is subject to any statutory orders or notices as well as particulars relating to the Council's range of services and responsibilities.

Aberdeenshire Council's PEC Service offers the following:

- a high quality, reliable product
- issuing of a search within 5 working days of receiving a valid search request
- reasonable and competitive charges - our fee is payable by cheque (from £74.00) with search request
- a Basic PEC and an Enhanced PEC in order to meet the varied requirements of our customers.

## **A BASIC search includes a search on the property address supplied for the following:**

- **Planning (Site Only):**

Current and historic Planning Application information including decision, date and proposal, the search period being the 5 years immediately prior to the date of this request. Information is provided on Local Plan policy and other constraints and includes, for example, whether the property is designated as a Listed Building or Scheduled Ancient Monument, whether it is in an area designated as a Conservation Area, whether it is within any international, national or local Natural Environment designations, whether a Tree Preservation Order (TPO) affects the site, whether there are specifically recorded public access routes or designations or whether it is subject to an Enforcement Notice.

- **Building Standards:**

Building Standards information relative to the property in question; the search period being again the 5 years immediately prior to the date of this request.

- **Environmental Health:**

Information about Smoke Control Areas, Private Housing, Contaminated Land, Radon Gas and Notices in terms of the Civic Government and Environmental Protection Act. An additional service is offered for some Commercial Premises.

- **Roads:**

Information derived from a search of the Statutory List of Public Roads relating to whether any carriageways and footways adjacent to the property have been adopted and are maintained by the Roads Service. Information is provided relating to future road schemes.

**An ENHANCED search comprises the basic PEC and may include any of the following options:**

- **Planning:**

Current and historic Planning Application information including decision, date and proposal, the search period being the 5 years immediately prior to the date of this request on adjacent sites, and significant development in the vicinity.

- **Water and Drainage:**





Information from Scottish Water on whether public water mains and sewers are actually connected to the property, and whether other infrastructure of a strategic nature such as trunk mains and distribution pipes are located within the property.

## FEES

<b>BASIC search options:</b>	<b>£74.00</b>
<b>ENHANCED search options:</b>	
<b>Planning Applications – Adjacent Sites and Significant Development in the Vicinity</b>	<b>£10.00</b>
<b>Water / Drainage</b>	<b>£26.00</b>

Certificates can be issued via email as an attached pdf if requested, or by first class mail or legal post.

To request this service, please download the PEC Request Form from: [www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk) or collect a form from any of our Area Offices and post with a cheque, made payable for the correct amount to Aberdeenshire Council, to the office for the area in which the property is located. For further information please contact your Area Office.

 Banff & Buchan	The Town House, Low Street, Banff AB45 1AY E-mail: <a href="mailto:bb.pec@aberdeenshire.gov.uk">bb.pec@aberdeenshire.gov.uk</a>	Phone: 01261 813200 Fax: 01261 813281
 Buchan	Arbuthnot House, Broad Street, Peterhead AB42 1DA E-mail: <a href="mailto:bu.pec@aberdeenshire.gov.uk">bu.pec@aberdeenshire.gov.uk</a>	Phone: 01779 477363 Fax: 01779 483727
 Formartine	45 Bridge Street, Ellon AB41 9AA E-mail: <a href="mailto:fo.pec@aberdeenshire.gov.uk">fo.pec@aberdeenshire.gov.uk</a>	Phone: 01358 726429 Fax: 01358 726450
 Garioch	Gordon House, Blackhall Road, Inverurie AB51 3WA E-mail: <a href="mailto:ga.pec@aberdeenshire.gov.uk">ga.pec@aberdeenshire.gov.uk</a>	Phone: 01467 620981 Fax: 01467 624285
 Kincardine & Mearns	Viewmount, Arduthie Road, Stonehaven AB39 2DQ E-mail: <a href="mailto:km.pec@aberdeenshire.gov.uk">km.pec@aberdeenshire.gov.uk</a>	Phone: 01569 768273 Fax: 01569 766549
 Marr	Viewmount, Arduthie Road, Stonehaven AB39 2DQ E-mail: <a href="mailto:ma.pec@aberdeenshire.gov.uk">ma.pec@aberdeenshire.gov.uk</a>	Phone: 01569 768227 Fax: 01569 766549