

# 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 Aberdeenshire Council, Planning and Economy, Environment and Infrastructure Services, Viewmount, Arduithie Road, Stonehaven, AB39 2DQ. Email: [planning@aberdeenshire.gov.uk](mailto:planning@aberdeenshire.gov.uk) Any queries, please phone 01467 534333.

# Property Enquiry Certificate Application Form



## Property Details

Property Address\* .....

.....

Postcode\* .....

Grid Reference\* .....

## Enquirer Details

Company Name .....

Contact Name\* .....

Address .....

.....

Email Address .....

Phone No\* .....

Reference No .....

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

Boundary / Location Map enclosed\*    Yes     No

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

**Standard information provided for BASIC search – fee of £76.59**

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

**ENHANCED search – fee of £86.94**

- Standard information as above
- Planning Applications – Adjacent Sites and Significant Development in the Vicinity
- Roads Adoption Plan

Total Fee £     Payment by card, telephone 01467 534333

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

Email     First Class Mail



# 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 card with search request;
- a Basic PEC and an Enhanced PEC 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 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 also:**

- **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.

- **Roads Adoption Plan**

## **FEES**

BASIC search option: £76.59

ENHANCED search option: £86.94

- Planning Applications – adjacent sites and significant development in the vicinity
- Roads Adoption Plan

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

To request this service, please download the PEC Request Form from our [website](#) or collect a form from any of our area offices and post to Aberdeenshire Council, Planning and Economy, Environment and Infrastructure Services, Viewmount, Arduthie Road, Stonehaven, AB39 2DQ. Email: [planning@aberdeenshire.gov.uk](mailto:planning@aberdeenshire.gov.uk)

For further information please phone 01467 534333.

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