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**Economy, Planning and
Employability Services**

Lauren McNeil
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development.central@fife.gov.uk

Your Ref: 100323116-002
Our Ref: 20/02961/LBC

Date 7th December 2020

Dear Sir/Madam

Application No: 20/02961/LBC
Proposal: Listed Building Consent for internal and external alterations including erection of single storey extension and installation of door to rear and erection of boundary wall to side of dwellinghouse
Address: Ferry Lodge Ferry Road Earlsferry Leven Fife

I acknowledge receipt of your application for Listed Building Consent dated 30th November 2020. However, I regret that I cannot accept your application as valid for the following reasons:-

1. It appears you have not given the applicant's address on the application form submitted. This is a legislative requirement. Please provide details of the applicant's address.
2. The Land Ownership Certificate submitted with the original application is now out of date as it was dated more than 21 days ago. This is a legislative requirement. Please provide an updated Land Ownership Certificate. Forms can be downloaded online by selecting the Paper forms link and is contained within the application forms package at <https://www.eplanning.scot/>.
3. It appears you have not submitted proposed door elevations at a scale of 1:20 of the proposed french door to replace the existing rear window. If applicable please submit proposed astragal details at a scale of 1:1. Please also provide a BS/RAL reference of the proposed colour details of the proposed door.
4. It appears you have not submitted manufacturer's details/specifications of the proposed rooflights. Please note a brochure extract will suffice however please ensure dimensions are annotated.

Planning Services
Fife House, North Street, Glenrothes, KY7 5LT

5. It appears you have not submitted existing elevations of internal features to be removed. Please note photographs would suffice however please ensure the full elevation of walls to be removed are shown.

Please Note: any subsequent documents or information should be sent to us via the online planning portal at <https://www.eplanning.scot/>. **We will only accept additional information** to your application using the Post Submission Additional Documents (PSAD) process. **We will no longer accept emails.**

Additional information received after 21 days will invalidate any Land Ownership Certificate – if this was completed. This must be dated within 21 days, and is a legislative requirement. Furthermore, any information that is not **submitted electronically**, will also delay your application.

We strongly advise that you read our guidance on submitting applications on our website at www.fife.gov.uk/planning - and the section **Apply & Pay for Planning Permission** prior to resubmitting additional information. You can also download a copy of Fife Council's Validation Standards from our website at https://www.fifedirect.org.uk/uploadfiles/publications/c64_ValidationChecklist

I would be grateful if you would attend to these matters within 14 days from the date of this letter to enable the Case Officer to begin consideration of your application. If you require any further information please contact Lauren McNeil

Yours faithfully,

Lauren McNeil
Graduate Planner

From 1st July 2019, Fife Council will be increasing some administration charges for paper submissions. The charges are detailed as follows: Householder Applications - £25.00; Non Householder Applications - £60.00; Major Applications - £120.00.

More details on these changes are available at <http://www.fife.gov.uk/planning> Planning Costs and How to Pay > Planning Scale of Fees - from July 2019 (Publication)