

Stuart Kemp
4 Towerview Court
Auchtermuchty
Fife
KY14 7AN

**Economy, Planning and
Employability Services**

Claire Docherty
03451 55 11 22
development.central@fife.gov.uk

Your Ref: Email Submission
Our Ref: 09/00991/NMV1

Date 15th April 2021

Dear Sir/Madam

Application No: 09/00991/NMV1
Proposal: Erection of two storey dwellinghouse (Non Material Variation to replace the approved cobbles with paving slabs and to allow the omission of the rebuilding of the pier and the retention of the existing tarmacadam finish to 09/00991/WFULL)
Address: Forget Me Not Cottage Mid Causeway Culross Fife

I acknowledge receipt of your application for Non-Material Variation dated 13th April 2021. However, I regret that I cannot accept your application as valid for the following reasons:-

1. Can you provide the applicant's contact address please.
2. No fee was included. Please arrange payment of the correct fee of £110. On 1st April 2016 we introduced a new fee structure for processing non-material variations. These are detailed on our website at www.fifedirect.org.uk/planning under Planning Costs and How to Pay - Scale of Fees

Unfortunately we are unable to accept cash or cheques as a payment method, unless you are a registered charity. If this is the case please email us at development.central@fife.gov.uk regarding payment.

You can pay for using the following method:

Fife Council Online Payments

You can access the payment section by using the PAY button from Fife Council home screen or using by the links on our web pages at www.fife.gov.uk/planning and selecting the relevant payment section - Planning Payments.

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

Please enter the planning application reference number into the Reference box - add the amount you intend to pay i.e. £110.00 - and in the Optional Description box enter Site Address for the Proposal with Postcode.

Please make sure that you are in the correct payment screen if you need to pay for both a Planning Application and a Building Warrant. We require all of the above information to allow us to match your payment with your application. If we do not have the information this will delay the validation of your application.

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 from the **What Plans do I Need?** section.

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 Claire Docherty

Yours faithfully,

Claire Docherty
Technician, Development Management

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)

