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**Economy, Planning and
Employability Services**

Daniel Farmer
03451 55 11 22
development.central@fife.gov.uk

Your Ref: 100295901-001
Our Ref: 20/01858/FULL

Date 5th October 2020

Dear Sir/Madam

Application No: 20/01858/FULL
Proposal: Erection of meeting room with canopy and associated external alterations
Address: Toll Centre East Toll Park Kirkcaldy Road Burntisland Fife KY3 9HA

I acknowledge receipt of your application for Full Planning Permission dated 21st August 2020. However, I regret that I cannot accept your application as valid for the following reasons:-

1. You have not completed the Low Carbon checklist. From the 1st April 2019, this needs to be fully completed in order to validate your planning application in accordance with our Local Development Plan - FIFEplan. The checklist can be found on our website at www.fife.gov.uk/planning - Apply for Planning Permission or downloaded directly from https://www.fifedirect.org.uk/uploadfiles/publications/c64_c64_LowCarbonChecklist.docx
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 The Land Ownership Certificate submitted with the original application is now out of date as it was dated more than 21 days ago.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/>

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.**

Planning Services
Fife House, North Street, Glenrothes, KY7 5LT
03451 55 11 22

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 Daniel Farmer

Yours faithfully,

Daniel Farmer
Planning Assistant, 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)