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**Economy, Planning and  
Employability Services**

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Mags Doyle  
03451 55 11 22  
development.central@fife.gov.uk

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

Date 8th January 2021

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. SUDS details will likely be required in support of this application. Please contact our Flooding, Shoreline & Harbours team at consultations.hfc@fife.gov.uk to confirm the level of detail required.

If this is the case, you must also complete the SUDS Compliance and Independent Check certificates (a Roads Construction Consent number is not required at this stage) which are contained within appendices 1 and 2 of Fife Council's Sustainable Drainage Systems (SUDS) - Design Criteria Guidance Note. A copy of this note which provides detailed guidance relating to SUDS is available to view online at:  
[http://publications.fifedirect.org.uk/c64\\_SuDSGuidanceFinalNov2016.pdf](http://publications.fifedirect.org.uk/c64_SuDSGuidanceFinalNov2016.pdf)

**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

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

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](http://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](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 Mags Doyle

Yours faithfully,

Mags Doyle  
Planning Assistant, Development Management

*From 1<sup>st</sup> 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)*