

M A Design
Mark McClelland
3 Haig Place
Windygates
United Kingdom
KY8 5EE

**Economy, Planning and
Employability Services**

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

Your Ref: 100380507-001
Our Ref: 21/00803/FULL

Date 25th March 2021

Dear Sir/Madam

Application No: 21/00803/FULL
Proposal: Change of use from office to 2no. flatted dwellings
Address: 63 - 65 High Street Leven Fife KY8 4NF

I acknowledge receipt of your application for Full Planning Permission dated 15th March 2021. However, I regret that I cannot accept your application as valid for the following reasons:-

1. Your Land Ownership Certificate indicates that you own all land and buildings within the red line boundary on your location plan. From this plan it appears you own all the flatted dwellings within this red line boundary. Please confirm this. Alternatively, you can annotate on the location plan which flatted dwelling this application relates to, or fill in Certificate B of the Land Ownership Certificate.
2. Please confirm the existing use class of the office (Class 2/Class 4).
3. Please submit existing and proposed elevations to a scale of not less than 1:100. Alternatively, please confirm that there will not be any changes to the exterior of the property as a result of the proposed changes.

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.

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

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)