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David Hill
32 Millbank
Cupar
UK
KY15 5DP

**Economy, Planning and
Employability Services**

Keith Foster
03451 55 11 22
development.central@fife.gov.uk

Your Ref: 100437445-001
Our Ref: 21/02181/CLP

Date 26th July 2021

Dear Sir/Madam

Application No: 21/02181/CLP
Proposal: Certificate of lawfulness (proposed) for installation of replacement doors and windows, installation of rooflight and installation of replacement cladding to existing dormer extension
Address: Lavender Cottage South Street Falkland Cupar Fife

I acknowledge receipt of your application for Certificate of Lawfulness - Proposed Use dated 6th July 2021. However, I regret that I cannot accept your application as valid for the following reasons:-

1. The fee submitted with your application was £0.00. The application requires a balance of £101.00 still to be paid.

Unfortunately we are unable to accept cash or cheques as a payment method for planning applications, 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.

Please enter the planning application reference number into the Reference box - add the amount you intend to pay i.e. £202.00 - 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.

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

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 Keith Foster

Yours faithfully,

Keith Foster
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)