

Stuart King Architecture
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Fife
KY11 8US

Planning Services

Mags Doyle
development.central@fife.gov.uk

Your Ref: 100442445-002

Our Ref: 21/02183/LBC

Date 3rd August 2021

Dear Sir/Madam

Application No: 21/02183/LBC
Proposal: Change of use of offices (Class 4) to form 3 flat dwellings
(Sui Generis)
Address: 43 East Port Dunfermline Fife KY12 7JE

I acknowledge receipt of your application for Listed Building Consent dated 6th July 2021. However, I regret that I cannot accept your application as valid for the following reasons:-

1. Your application did not contain a scale bar to allow the drawings to be calibrated. Please submit replacement plans with an accurate scale bar annotated.
2. Please advise there will be no change to existing windows

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

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

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 Mags Doyle

Yours faithfully,

Mags Doyle
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)*