

Jessica Richardson
Astley Signs
Redforrest House
Queens Court North
Gateshead
Tyne and Wear
NE11 0BP

Planning Services

Emma Baxter
development.central@fife.gov.uk

Your Ref: 100471244-001
Our Ref: 21/02959/ADV

Date 20th September 2021

Dear Sir/Madam

Application No: 21/02959/ADV
Proposal: Display of two internally illuminated logo signs, one non-illuminated fascia sign, one internally illuminated projecting sign, ten non-illuminated poster signs and one internally illuminated totem sign

Advertisement of the following types : Projecting Sign
Item 1a - Internally illuminated logo
Item 1b - Non-illuminated letters
Item 2 - Internally illuminated projecting sign
Item 3-8 - Non-illuminated wall and post mounted signage
Item 9 - Non-illuminated banner frame
Item 10 - Face illuminated totem

Address: 10 Low Road Auchtermuchty Cupar Fife KY14 7AU

I acknowledge receipt of your application for Advertisement Consent dated 14th September 2021. However, I regret that I cannot accept your application as valid for the following reasons:-

1. You have not submitted a location plan. Please submit a location plan to a scale of 1:2500 or 1:1250 with the boundary of the site to be developed clearly outlined in red showing a north point and at least two named roads and surrounding buildings or where the application site is in the countryside, the situation of the application site in relation to the locality and 'neighbouring land'. Properties shown should be numbered or named. The purpose of the location plan is to ensure that the exact location of the application site is clear. Please also ensure the location plan contains an appropriate Ordnance Survey licence/serial number.
2. The block plan you have submitted do not seem to be to the correct scale as annotated. This means we are unable to measure your plans electronically and accurately assess your proposed works. Please note that a page size is not

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applicable in terms of electronic plans as the plans should be created to the correct page size when exported.

3. You have not submitted detailed plans and elevations at 1:50 or 1:20 for sign 1B. Please submit such plans demonstrating its size, method of construction, type of illumination (if relevant), colour and materials.

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 Emma Baxter

Yours faithfully,

Emma Baxter
Planning Assistant

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)

