

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

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## Planning Services

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Emma Baxter  
development.central@fife.gov.uk

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

Date 30th 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  
**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. Your block plan did not contain a scale bar to allow the drawings to be calibrated. This means we are unable to measure your plans electronically and accurately assess your proposed works. Please submit replacement plans with an accurate scale and scale bar annotated.

**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](http://www.fife.gov.uk/planning) - and the section **Apply & Pay for Planning**

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

**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 1<sup>st</sup> October 2021, Fife Council will be increasing some administration charges for paper submissions. The charges are detailed as follows: Householder Applications - £30.00; Non Householder Applications - £80.00; Major Applications - £180.00.*

*More details on these changes are available at <https://www.fife.gov.uk/planning>  
Planning Costs and How to Pay > Planning Scale of Fees (Publication)*