

Graham + Sibbald  
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UK  
G2 5QY

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## Planning Services

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Emma Baxter  
development.central@fife.gov.uk

Your Ref: 100541817-001  
Our Ref: 22/01040/FULL

Date 7th April 2022

Dear Sir/Madam

**Application No:** 22/01040/FULL  
**Proposal:** Roadside service development including erection of petrol station and associated retail building (Class 1), drive-thru restaurant (Class 3), formation of site access and parking, landscaping and ancillary works  
**Address:** Kathellan Home Farm Kelty Fife KY4 0JR

I acknowledge receipt of your application for Full Planning Permission dated 31st March 2022. However, I regret that I cannot accept your application as valid for the following reasons:-

1. Your development proposal falls within the Coal Mining Development Referral Area. All planning applications for non householder development falling within the Coal Mining Development Referral Area require a Coal Mining Risk Assessment report to be submitted to ensure that the proposed development will be safe and stable. Your application cannot be validated until this has been received.

A Coal Mining Risk Assessment report will contain site specific information on any past, current and proposed surface and underground coal mining activity together with other safety and ground stability information.

Information can be obtained through any of the existing reports produced by The Coal Authority's Property Search Services Department (Tel: 0845 762 6848 or via The Coal Authority website: <http://coal.decc.gov.uk/>)

The site specific information for the proposed development must then be considered by a competent person to assess the risks and propose any mitigation / remediation measures to address the risks. The definition of a competent person can be found on the Coal Authority website.

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Fife House, North Street, Glenrothes, KY7 5LT

Further information is available on-line at [www.coal.gov.uk/services/planning](http://www.coal.gov.uk/services/planning) where you will find flowcharts of the process and a set of Frequently Asked Questions together with other related materials

2. We will require detailed information on SUDS, including calculations, along with details of treatments to be submitted as part of this planning application.

You must complete the SUDS Compliance and Independent Check certificates (a Roads Construction Consent number is not required at this stage) which are contained within appendices 1 and 2 of Fife Council's Sustainable Drainage Systems (SUDS) - Design Criteria Guidance Note. Appendices 5 and 8 are also required to be completed.

A copy of this note which provides detailed guidance relating to SUDS is available to view online at:

<https://www.fife.gov.uk/kb/docs/articles/readyfife/flooding-advice>

Please contact our Flooding, Shoreline & Harbours team at [consultations.hfc@fife.gov.uk](mailto:consultations.hfc@fife.gov.uk) if you require any further assistance.

3. Please submit existing site levels
4. The Council is required to advertise planning proposals where there are no premises situated on neighbouring land. The cost of this is then charged to the applicant under the Town and Country Planning (Charges for Publication of Notices (Scotland) Regulations 2009. As there are no premises situated on the neighbouring land in respect of the above planning application it requires to be advertised. The charge for this is £155.00. The application cannot be determined until this charge is 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](mailto: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 clicking Pay for Planning Application on our website at [www.fife.gov.uk/planning](http://www.fife.gov.uk/planning) under Apply & pay for Planning Permission - Planning Costs and How to Pay.

Enter the application reference number in the Reference box and add the amount you intend to pay i.e. £155.00

If you need to pay for both a Planning Application and a Building Warrant, please make sure that you have selected the correct choice in the Pay For section. 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.

**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 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

*Please Note: Application and administration fees are **due to increase from 1<sup>st</sup> April 2022**. Information received from this date will be subject to this fee increase.*

*Current fee information is available at <https://www.fife.gov.uk/planning>  
Planning Costs and How to Pay > Planning Scale of Fees (Publication)*