

Miss Sally-Anne Featherstone
Westend Cottage
1 Main Street
Low Valleyfield
Dunfermline
Fife
KY12 5TF

Planning Services

Kathleen Illingworth
development.central@fife.gov.uk

Your Ref: 100642352-001
Our Ref: 23/02507/FULL

Date 8th September 2023

Dear Sir/Madam

Application No: 23/02507/FULL
Proposal: Erection of two storey extensions to rear and side of dwellinghouse and replacement roof and formation of new openings
Address: 1 Main Street Low Valleyfield Dunfermline Fife KY12 8TF

I acknowledge receipt of your application for Full Planning Permission dated 6th September 2023. However, I regret I cannot accept your application as valid for the following reasons:-

1. I note the proposed site plan at a scale of 1:100. However, the purpose of the site plan is also to demonstrate the proposal in relation to the adjacent buildings. I would therefore be grateful if you would submit a site/ block plan at a scale of 1:500 or 1:200 that demonstrates the layout of the site, in relation to the adjacent buildings, showing a north point, the proposed buildings, hard surfaces, boundary treatments, car parking, access, open spaces, trees and planting areas. A scale bar should also be included on the drawing.
2. In drawing 03 - PROPOSED SITE PLAN, you have outlined the extent of the listed building in red. Whilst this may be helpful the red-line conflicts with the red-line application site - please therefore either remove the red-line or use another colour to indicate the extent of the listed building.
3. Please submit an existing first floor plan at a scale of 1:100.
4. You have not submitted existing and proposed window elevations at a scale of 1:20. If applicable please submit existing and proposed astragal details at a scale of 1:1.
5. You have not submitted proposed door elevations at a scale of 1:20. If applicable please submit proposed astragal details at a scale of 1:1.

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

6. Please provide details of the proposed air source heat pump - a brochure extract will suffice.

In addition, planning legislation dictates that a Land Ownership Certificate must be dated within 21 days of the date an application is valid. If you submit additional information 21 days or more after the date given on the original Certificate, you must also **provide an updated Land Ownership Certificate.**

Processing of your application can only begin once your application is valid and all the information requested should be **submitted electronically**, to avoid further delays in processing your application.

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 can no longer accept email submissions.**

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** before submitting 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 Kathleen Illingworth

Yours faithfully,

Kathleen Illingworth
Planner, Development Management

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