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Scotland
KY15 4HS

Planning Services

Lorraine Gardiner
development.central@fife.gov.uk

Your Ref: 100646933-001
Our Ref: 23/02791/FULL

Date 23rd October 2023

Dear Sir/Madam

Application No: 23/02791/FULL
Proposal: Change of use of ancillary annexe to short term let
(retrospective)
Address: New Lulgate Lucklawhill Balmullo St Andrews Fife

I acknowledge receipt of your application for Full Planning Permission dated 3rd October 2023. However, I regret I cannot accept your application as valid for the following reasons:-

1. It is appreciated that the floor plan has been taken from the 1991 application, however it does not meet present day validation standards. In this case would you be able to provide a scale bar to the drawing, which reflect the annotated scale to the title box. In addition to this it is not clear from the drawings, which part of the building is subject to the change of use proposal. Please provide further drawing annotation to show the area of retrospective use.
2. Once the drawing has been amended a further assessment shall be made for the fee based on the indicated floor area.
3. Please provide a Block Plan of the site, that clearly shows the existing parking arrangements for the retrospective use. This block plan should be scaled at no less than 1:500.
4. Although this is not part of validation, we should highlight that 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 £162.00. The application cannot be determined until this charge is paid.

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

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 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 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. £162.00.

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.

5. 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 or email confirmation that there has been no change to the ownership since the submission of this additional information.**

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 Lorraine Gardiner

Yours faithfully,

Lorraine Gardiner
Graduate Planner

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