

KS Architectural
Khrum Syed
Suite 01
Saffronhall Studios
2 Saffronhall Lane
Hamilton
United Kingdom
ML3 6LS

Planning Services

Lorraine Gardiner
development.central@fife.gov.uk

Your Ref: 100636639-001
Our Ref: 23/02271/FULL

Date 23rd August 2023

Dear Sir/Madam

Application No: 23/02271/FULL
Proposal: Erection of workshop for car valeting (sui generis)
Address: Brenwood Suzuki Mitchelston Industrial Estate Waverley
Road Kirkcaldy Fife

I acknowledge receipt of your application for Full Planning Permission dated 16th August 2023. However, I regret I cannot accept your application as valid for the following reasons:-

1. Although there may be existing drainage on site for the existing building the introduction of a new building may create issues in relation to surface water management. It is noted that you have indicated how the building would connect to the existing drainage layout, however there is a requirement to provide further 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>

If you feel that this information is not needed and that the existing site drainage is sufficient then it would be prudent to clarify your flooding detail and requirements with the Flooding, Shoreline & Harbours team at consultations.hfc@fife.gov.uk. Once you have clarified matters with the

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

Flooding Team, please submit confirmation of the outcome to the Planning Authority for validation purposes.

2. You have not completed the Low Carbon checklist. From the 1st of April 2019, this needs to be fully completed in order to validate your planning application in accordance with our Local Development Plan - FIFEplan. The checklist can be found on our website at <https://www.fife.gov.uk/kb/docs/articles/planning-and-building2/planning/development-plan-and-planning-guidance/planning-guidance-under-Adopted-Supplementary-Guidance-Low-Carbon-Fife>.
3. Although not required for validation, procedurally 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 confirm by email that there has been no change in the ownership of the site since the date of the original submission.**

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)