

Alastair Barclay, Quantity Surveying &  
Building Consultan...

Alastair Barclay  
Smiddy House  
Shiresmill  
By Blairhall  
Dunfermline  
Scotland  
KY12 8ER

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## Planning Services

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Petra Surplus  
development.central@fife.gov.uk

Your Ref: 100649731-002  
Our Ref: 23/03020/FULL

Date 31st October 2023

Dear Sir/Madam

**Application No:** 23/03020/FULL  
**Proposal:** Erection of domestic garage  
**Address:** 79 Hope Street Inverkeithing Fife KY11 1LN

I acknowledge receipt of your application for Full Planning Permission dated 26th October 2023. However, I regret I cannot accept your application as valid for the following reasons:-

1. Please note: Listed building consent is also required for this proposal (for every part of the development). Under Section 6 of the Planning (Listed Building and Conservation Areas) (Scotland) Act 1997 (the LBCA Act), no person can carry out or arrange any work to demolish a listed building or to alter or extend a listed building in any way which would affect its character as a building of special architectural or historic interest, unless the work is authorised. Section 8 states that any person who breaks Section 6 will be guilty of an offence. If you do not submit one, it may also DELAY THE DECISION on this application. You can apply online at <https://www.eplanning.scot/> Further guidance is also available from our website at [www.fife.gov.uk/planning](http://www.fife.gov.uk/planning)
2. Your block plan did not contain a 1:500 scale bar to allow the drawings to be calibrated. Please submit replacement plans with an accurate scale bar annotated.

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.

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

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](http://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 Petra Surplus

Yours faithfully,

Petra Surplus  
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)*