

Andrew Allan Architecture Ltd
Andrew Allan
AYE House
Admiralty Park
Dunfermline
UK
KY11 2YW

Planning Services

Jacob Latto
development.central@fife.gov.uk

Your Ref: 100650166-001
Our Ref: 23/03071/FULL

Date 2nd November 2023

Dear Sir/Madam

Application No: 23/03071/FULL
Proposal: Porch extension to front of dwellinghouse
Address: 10 Arkaig Drive Crossford Dunfermline Fife KY12 8YN

I acknowledge receipt of your application for Full Planning Permission dated 1st November 2023. However, I regret I cannot accept your application as valid for the following reasons:-

1. You have not submitted proposed elevations to a scale of not less than 1:100.

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.

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

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 Jacob Latto

Yours faithfully,

Jacob Latto
Trainee Planning Assistant

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