

Progress Planning Consultancy
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Planning Services

Lorraine Gardiner
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Your Ref: 100644040-001
Our Ref: 23/02877/FULL

Date 7th November 2023

Dear Sir/Madam

Application No: 23/02877/FULL
Proposal: Change of use from trampoline centre (Class 11) to comparison (non-food) retail and ancillary (food/non-food) retail of which not more than 100 square metres net retail floorspace shall be for retail sale of food (all Class 1A) and installation of access ramp
Address: MFI 2 - 3 Pentland Park Glenrothes Fife KY6 2AL

I acknowledge receipt of your application for Full Planning Permission dated 13th October 2023 and I apologise for the delay in this assessment. However, I regret I cannot accept your application as valid for the following reasons: -

1. The proposed ground and first floor plans have reference to "trampoline park" for clarity, can you amend the drawing to show the proposed internal layout. Please accept our apologies as this was not picked up on the previous application 23/01247/FULL.
2. Although not required for validation, 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 alternatively an email confirmation will suffice.**

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.**

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

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)*