

Ms Anna Binning
9 Bishopgate
Cupar
Fife
KY15 4BD

Planning Services

Claire Docherty
development.central@fife.gov.uk

Your Ref: 100647075-001
Our Ref: 23/03033/FULL

Date 7th November 2023

Dear Sir/Madam

Application No: 23/03033/FULL
Proposal: Replacement roof tiles and guttering
Address: 9 Bishopgate Cupar Fife KY15 4BD

I acknowledge receipt of your application for Full Planning Permission dated 30th October 2023. However, I regret I cannot accept your application as valid for the following reasons:-

1. Please provide a manufacturers specification detailing the dimensions of the installed roof tiles. Your roofing company should be able to assist you with this.

Please note that existing and proposed elevations would also have been required for this application however, in this instance, as there is a related ENF case (23/00337/ENF) we have copied over the photo showing the previous roof (google street view image from 2020) and the photo showing the newly installed replacement roof so that they appear on this current application (23/03033/FULL).

2. Please also provide details of the replacement guttering, ie materials, sizes, colour etc.

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 - 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 Claire Docherty

Yours faithfully,

Claire Docherty
Technician, Development Management

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