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Planning Services

Steven Hollywood
development.central@fife.gov.uk

Your Ref: 100650280-001
Our Ref: 23/03199/FULL

Date 5th December 2023

Dear Sir/Madam

Application No: 23/03199/FULL
Proposal: Alterations and refurbishment including replacement forecourt canopy and installation of new pump islands and forecourt interceptor and installation of carwash and jetwash bays and kiosk extension and external cladding and erection of boundary fencing and formation of parking
Address: Garvock Service Station Halbeath Road Dunfermline Fife KY12 7RS

I acknowledge receipt of your application for Full Planning Permission dated 14th November 2023. However, I regret I cannot accept your application as valid for the following reasons:-

1. We will require 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>

Please contact our Flooding, Shoreline & Harbours team at consultations.hfc@fife.gov.uk if you require any further assistance.

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

2. You have not submitted manufacturer's details/specifications of proposed E.V. Chargers or forecourt Interceptor (brochure extract will suffice). Please ensure the position(s) are clearly annotated on the proposed floor plans.
3. It is not clear what the design or materials are. Please forward details, including colour, if appropriate of the proposed cladding to shop exterior and the proposed boundary fencing.
4. The Land Ownership Certificate submitted with the original application is now out of date as it was dated more than 21 days ago. This is a legislative requirement. Please provide written confirmation that the details of land ownership have not changed since the original Certificate was signed and dated.

Alternatively please provide an updated Land Ownership Certificate. Forms can be downloaded online by selecting the Paper forms link and is contained within the application forms package at <https://www.eplanning.scot/>

5. Revised or fresh applications for development of the same character or description within 6 months of the date an earlier application was withdrawn.
Free Go: Revised application within 6 months of previously withdrawn 23/01266/FULL (23/01266/FULL registered 7/7/23, withdrawn 8/8/23)

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.

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 Steven Hollywood

Yours faithfully,

Steven Hollywood

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