

Exotic Vets Ltd
Dr Kevin Eatwell
51 St Andrews Close
West Linton
United Kingdom
EH467HT

Planning Services

Steven Hollywood
development.central@fife.gov.uk

Your Ref: 100649828-001
Our Ref: 23/03029/FULL

Date 10th November 2023

Dear Sir/Madam

Application No: 23/03029/FULL
Proposal: Change of use and formation of hardstanding to allow the siting of containers (5 units) to operate as a Veterinary Clinic (Class 1A)
Address: Fife Zoo Birniefield Kinloch Collessie Cupar

I acknowledge receipt of your application for Full Planning Permission dated 27th October 2023. However, I regret I cannot accept your application as valid for the following reasons:-

1. You have not submitted a block plan. Please provide a block plan to a scale of not less than 1:500; with the site boundary outlined to match the location plan showing a north point. Please ensure that the position of the proposed works are clearly annotated on this plan.
As detailed in your PreApp advice (23/02304/PREAPP) there are parking requirements for such a development;
2 spaces per consultation room (if appointments offered), 1 space per practitioner, and 1 space per 3 other staff. Please show at least 6 parking spaces on the proposed block plan.
2. Please provide a statement detailing how surface water will be dealt with within the development site.
3. You have not completed the Low Carbon checklist. From the 1st April 2019, this needs to be fully completed in order to validate your planning application in accordance with our Local Development Plan - FIFEplan. The checklist can be found on our website at <https://www.fife.gov.uk/kb/docs/articles/planning-and-building2/planning/development-plan-and-planning-guidance/planning-guidance-under-Adopted-Supplementary-Guidance-Low-Carbon-Fife>.
4. Your Fee for this application has been calculated as Fee category 22. A material change in use of land (a) £500 per 0.1 hectare of site area.

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

Site area (based on redline from location plan) = 306 sq. metres (0.03ha)

Total fee required= £500

It would be prudent to wait until your application is valid until I send a refund, as your site area may change due to other information requested, such as parking provision. This is normal practise.

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)*