

Guardbridge Hotel
Ms Claire Dawson
Guardbridge Hotel
1 Old St Andrews Rd
Guardbridge
St Andrews
Scotland
KY16 0UD

Planning Services

Benet Davis
development.central@fife.gov.uk

Your Ref: 100651034-002
Our Ref: 23/03234/LBC

Date 8th December 2023

Dear Sir/Madam

Application No: 23/03234/LBC
Proposal: Listed building consent for replacement windows and internal alterations
Address: Guardbridge Hotel 1 Old St Andrews Road Guardbridge St Andrews Fife

I acknowledge receipt of your application for Listed Building Consent dated 17th November 2023. However, I regret I cannot accept your application as valid for the following reasons:-

1. Further details of the windows is required. Please submit existing and proposed window details, including elevation drawings to a scale of 1:20. If multiple windows are the same dimensions and design one drawing of the type will suffice. Please label drawings to reflect the window designations on the existing plans. Please also include existing and proposed sections and astragal details at a scale of 1:1. Photos of existing windows as well as brochure extract of the proposed windows would also be helpful for assessing the proposal, if available.

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.**

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 Benet Davis

Yours faithfully,

Benet Davis
Graduate Planner, 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)*