

Miss Sarah Stevenson  
1 Grange Flats  
Grange Road  
Burntisland  
United Kingdom  
KY3 0AA

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## Planning Services

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Petra Surplus  
development.central@fife.gov.uk

Your Ref: 100652198-001  
Our Ref: 23/03258/FULL

Date 30th November 2023

Dear Sir/Madam

**Application No:** 23/03258/FULL  
**Proposal:** Change of use from flatted dwelling (Sui Generis) to community centre (Class 10)  
**Address:** 2 Grange Flats Grange Road Burntisland Fife KY3 0AA

I acknowledge receipt of your application for Full Planning Permission dated 20th November 2023. However, I regret I cannot accept your application as valid for the following reasons:-

1. Please submit a location plan to a scale of 1:2500 or 1:1250 with the boundary of the site to be developed clearly outlined in one continuous red line showing a north point and at least two named roads and surrounding buildings. Properties shown should be numbered or named. The purpose of the location plan is to ensure that the exact location of the application site is clear. Please also ensure the location plan contains an appropriate Ordnance Survey licence/serial number.
2. Please note: Listed building consent is also required for this proposal. Under Section 6 of the Planning (Listed Building and Conservation Areas) (Scotland) Act 1997 (the LBCA Act), no person can carry out or arrange any work to demolish a listed building or to alter or extend a listed building in any way which would affect its character as a building of special architectural or historic interest, unless the work is authorised. Section 8 states that any person who breaks Section 6 will be guilty of an offence. If you do not submit one, it may also DELAY THE DECISION on this application. You can apply online at <https://www.eplanning.scot/> Further guidance is also available from our website at [www.fife.gov.uk/planning](http://www.fife.gov.uk/planning)
3. The fee submitted with your application was £600.00. The application requires a balance of £600.00 still to be paid.

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

Unfortunately we are unable to accept cash or cheques as a payment method for planning applications, unless you are a registered charity. If this is the case please email us at [development.central@fife.gov.uk](mailto:development.central@fife.gov.uk) regarding payment.

You can pay for using the following method:

#### Fife Council Online Payments

You can access the payment section by clicking Pay for Planning Application on our website at [www.fife.gov.uk/planning](http://www.fife.gov.uk/planning) under Apply & pay for Planning Permission - Planning Costs and How to Pay.

Enter the application reference number in the Reference box and add the amount you intend to pay i.e. £300.00

If you need to pay for both a Planning Application and a Building Warrant, please make sure that you have selected the correct choice in the Pay For section. We require all of the above information to allow us to match your payment with your application. If we do not have the information, this will delay the validation of your application.

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](http://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 Petra Surplus

Yours faithfully,

Petra Surplus  
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)*