

Muir Walker & Pride
Mercat House
1 Church Street
St Andrews
Scotland
KY16 9NW

Planning Services

Steven Hollywood
development.central@fife.gov.uk

Your Ref: 100653393-001
Our Ref: 23/03382/FULL

Date 18th December 2023

Dear Sir/Madam

Application No: 23/03382/FULL
Proposal: Erection of dwellinghouse and boundary fence including formation of associated garden ground (Includes demolition of existing outbuilding)
Address: 22 Melbourne Place Bridge Street St Andrews Fife KY16 9EY

I acknowledge receipt of your application for Full Planning Permission dated 29th November 2023. However, I regret I cannot accept your application as valid for the following reasons:-

1. The Location plan does not include the shared access to the proposed new dwelling within the red line of the site boundary. Please update the Location plan and block plan to include the shared access within the red line.
2. Please provide a statement detailing how surface water will be dealt with within the development site.

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 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)*