

Fife Council  
Nicola Pereira  
Bankhead Central  
1 Bankhead Park  
Glenrothes  
Scotland  
KY7 6GH

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## Planning Services

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Petra Surplus  
development.central@fife.gov.uk

Your Ref: 100654436-002  
Our Ref: 23/03464/LBC

Date 19th December 2023

Dear Sir/Madam

**Application No:** 23/03464/LBC  
**Proposal:** Listed building consent for internal works to office building  
**Address:** City Chambers Kirkgate Dunfermline Fife KY12 7ND

I acknowledge receipt of your application for Listed Building Consent dated 8th December 2023. However, I regret I cannot accept your application as valid for the following reasons:-

1. You have not submitted a valid location plan. 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 only one continuous red line showing a north point and at least two named roads and surrounding buildings. We cannot accept the colour red on any other parts of the location plan and/or multiple red lines.
2. You have not submitted a valid block plan. Please provide a block plan to a scale of not less than 1:500; with the site boundary clearly outlined in only one continuous red line to match the location plan and showing a north point.
3. Your existing and proposed floor plans did not contain a scale bar to allow the drawings to be calibrated. Please submit replacement plans with an accurate scale bar annotated.

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.

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

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)*