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KY1 2BD

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## Planning Services

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Steven Hollywood  
development.central@fife.gov.uk

Your Ref: 100652833-001  
Our Ref: 23/03416/FULL

Date 21st December 2023

Dear Sir/Madam

**Application No:** 23/03416/FULL  
**Proposal:** Change of use to games area (Class 11)  
**Address:** 45 High Street Leven Fife KY8 4NE

I acknowledge receipt of your application for Full Planning Permission dated 4th December 2023. However, I regret I cannot accept your application as valid for the following reasons:-

1. The fee submitted with your application was £300. The application requires a balance of £3300 still to be paid.

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.

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

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 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)*