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Planning Services

Steven Hollywood
development.central@fife.gov.uk

Your Ref: 100657908-002
Our Ref: 24/00171/CAC

Date 2nd February 2024

Dear Sir/Madam

Application No: 24/00171/CAC
Proposal: Conservation area consent for substantial demolition
Address: 2 Westgate Crail Anstruther Fife KY10 3RF

I acknowledge receipt of your application for Conservation Area Consent dated 22nd January 2024. However, I regret I cannot accept your application as valid for the following reasons:-

1. Please note that your location/block plan appears to breach Ordnance Survey copyright. You may wish to submit a location/block plan which contains an appropriate copyright acknowledgement and licence/serial number. If the plan is not derived from Ordnance Survey data, you are required to state the source of the plan.
2. You have not submitted a block plan. Please provide a block plan to a scale of not less than 1:500; with the site boundary outlined to match the location plan showing a north point. Please ensure that the position of the proposed works are clearly annotated on this plan.
3. You have not submitted existing elevations to a scale of not less than 1:100.
4. Please provide photos of the existing structure to be demolished
5. To prevent unsightly gaps appearing in a conservation area, all demolitions should provide a supporting statement to cover the reasons for the demolition. At least one of the following;
 - If the building does not make a positive contribution to the character of the conservation area it should include a statement outlining the evidence to support this.

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Fife House, North Street, Glenrothes, KY7 5LT

- If the building cannot be repaired - a detailed survey highlighting the issue (or issues) which cannot be repaired.
- If the building could be repaired but it is not economically possible to achieve - a detailed survey together with a priced schedule of work for repairing the building and evidence of the value of the building once repaired. Also, it will normally be important to show that the building has been marketed for a reasonable period, normally not less than six months.
- If once the site is redeveloped it will offer significant community benefits - a statement explaining the benefits and how they cannot be achieved if the building is kept.

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 - 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)