

Austin-Smith:Lord
Omkar Deshmankar
Allan House
25 Bothwell Street
Glasgow
United Kingdom
G2 6NL

Planning Services

Lorraine Gardiner
development.central@fife.gov.uk

Your Ref: 100646500-001
Our Ref: 23/02911/FULL

Date 22nd January 2024

Dear Sir/Madam

Application No: 23/02911/FULL
Proposal: Alterations and extension to existing medical practice including erection of bin storage facilities and associated landscaping and drainage works
Address: The Cannons Surgery Ajax Way Methil Leven Fife

I acknowledge receipt of your application for Full Planning Permission dated 16th October 2023. However, I regret I cannot accept your application as valid for the following reasons:-

1. Thank you for submitting additional information in relation to Flood Risk and SUDS. Unfortunately, I will still require the completed and signed appendices as outlined below:

"You must complete the SUDS Compliance and Independent Check certificates (a Roads Construction Consent number is not required at this stage) which are contained within appendices 1 and 2 of Fife Council's Sustainable Drainage Systems (SUDS) - Design Criteria Guidance Note. Appendices 5 and 8 are also required to be completed."

"You must also complete the Flood Risk Assessment Compliance and Independent check certificates (a Roads Construction Consent number is not required at this stage) which are contained within appendices 3 and 4 of Fife Council's Sustainable Drainage Systems (SUDS) - Design Criteria Guidance Note."

A copy of this note which provides detailed guidance relating to SUDS and Flood Risk is available to view online at:

<https://www.fife.gov.uk/kb/docs/articles/readyfife/flooding-advice>

Please contact fife Council Flooding, Shoreline and Harbours (email address: Consultations.HFC@fife.gov.uk) if you require any further assistance.

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

2. You have not completed the Low Carbon checklist. From the 1st April 2019, this needs to be fully completed in order to validate your planning application in accordance with our Local Development Plan - FIFEplan. The checklist can be found on our website at <https://www.fife.gov.uk/kb/docs/articles/planning-and-building2/planning/development-plan-and-planning-guidance/planning-guidance-under-Adopted-Supplementary-Guidance-Low-Carbon-Fife>.
3. Although not required for validation, 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 or alternatively an email confirming that there has been no change in the ownership since the submission of additional information would suffice.
4. It is noted that you advised of a change of applicant and land ownership. In this case, please provide the full name and address for the applicant and confirm by virtue of invalid reason 3 above the correct land ownership certificate/email by return covering letter. This is so the details can accurately be updated to the system.

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 Lorraine Gardiner

Yours faithfully,

Lorraine Gardiner
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)*