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Omkar Deshmankar
Allan House
25 Bothwell Street
Glasgow
United Kingdom
G2 6NL

Planning Services

Steven Hollywood
development.central@fife.gov.uk

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

Date 14th February 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. 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.

As the applicant details have changed since the original land ownership certificate was submitted, so must the land ownership certificate. Please update and submit via PSAD.

2. Appendix still required; 3, 5, and 8.

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 - 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)*