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## Planning Services

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Lorraine Gardiner  
development.central@fife.gov.uk

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

Date 13th November 2023

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 and subsequent information received on 27<sup>th</sup> October 2023.

Apologies for the delay in this assessment, but I regret I cannot accept your application as valid for the following reasons:-

1. The scale to drawing no. 222069-ASL-XX-00-DR-A-0116 (Proposed floor plan) does not match the annotated scale in the title box. If this could be amended to show the correct scale to allow measurement and calibration of the plans.
2. The scale to drawing no. 222069-ASL-XX-00-DR-A-0119 (Proposed elevations) does not match the annotated scale in the title box. If this could be amended to show the correct scale to allow measurement and calibration of the plans.
3. The scale to drawing no. 222069-ASL-XX-00-DR-A-0121/122 (Proposed Sections) does not match the annotated scale in the title box. If this could be amended to show the correct scale to allow measurement and calibration of the plans.
4. The scale to drawing no. 222069-ASL-XX-00-DR-A-0124 (Proposed 3D Views) does not match the annotated scale in the title box. If this could be amended to show the correct scale to allow measurement and calibration of the plans.
5. You have not submitted a proposed block plan to compare against the existing block plan. Please provide a 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

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ensure that the position of the proposed works are clearly annotated on this plan.

6. The site is located within a flood risk area, therefore, a flood risk assessment will be required to enable the case officer to fully assess the proposed development.

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](mailto:Consultations.HFC@fife.gov.uk)) if you require any further assistance.

SEPA also require a Simple Index Approach (SIA) to be completed as part of the Flood Risk Assessment. Further guidance and the SIA Tool can be found at [https://www.susdrain.org/resources/SuDS\\_Manual.html](https://www.susdrain.org/resources/SuDS_Manual.html)

7. We will require detailed information on SUDS, including calculations, along with details of treatments to be submitted as part of this planning application.

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.

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

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

Please contact our Flooding, Shoreline & Harbours team at [consultations.hfc@fife.gov.uk](mailto:consultations.hfc@fife.gov.uk) if you require any further assistance.

8. 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.

9. 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.
10. 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 9 above the correct land ownership certificate/email by return covering letter. This 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](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 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)*

