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## Planning Services

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Petra Surplus  
development.central@fife.gov.uk

Your Ref: 100654967-001  
Our Ref: 23/03516/FULL

Date 18th December 2023

Dear Sir/Madam

**Application No:** 23/03516/FULL  
**Proposal:** Extension to shop front  
**Address:** 4 Bell Street St Andrews Fife KY16 9UX

I acknowledge receipt of your application for Full Planning Permission dated 13th December 2023. However, I regret I cannot accept your application as valid for the following reasons:-

1. You have not submitted proposed door elevations at a scale of 1:20. If applicable please submit proposed astragal details at a scale of 1:1.
2. You have not submitted existing and proposed window elevations at a scale of 1:20. If applicable please submit existing and proposed astragal details at a scale of 1:1.
3. In order to fully assess your application, please submit elevations with the proposed signage, along with an accurate scale bar.
4. 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>.

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**.

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

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 Petra Surplus

Yours faithfully,

Petra Surplus  
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)*