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KY11 9UH

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## Planning Services

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Petra Surplus  
development.central@fife.gov.uk

Your Ref: 100660410-003  
Our Ref: 24/00428/LBC

Date 1st March 2024

Dear Sir/Madam

**Application No:** 24/00428/LBC  
**Proposal:** Listed building consent for works to building in association with part change of use from dwellinghouse (Class 9) to dog grooming parlour (Class 1A)  
**Address:** Balgownie House West Green Culross Dunfermline Fife

I acknowledge receipt of your application for Listed Building Consent dated 20th February 2024. However, I regret I cannot accept your application as valid for the following reasons:-

1. You have not submitted a valid location plan as it contains multiple red lines. The site boundary should be outlined in one continuous red line. Only the site boundary should be outlined in red, there should be no other red lines on the plan. Any other land that is owned by the applicant but is not part of the proposed site area, should be outlined in one continuous blue line.
2. You have not submitted existing floor plans to a scale of not less than 1:100.
3. You have not submitted proposed floor plans to a scale of not less than 1:100.
4. Please submit all floor plans - ground floor and first floor etc (this should be done for both existing and proposed).
5. Please confirm if there are any proposed external works to the building. If there are any proposed external alterations, please submit existing and proposed elevations to a scale of not less than 1:100.

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)*