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Planning Services

Petra Surplus
development.central@fife.gov.uk

Your Ref: 100659898-001
Our Ref: 24/00315/FULL

Date 28th February 2024

Dear Sir/Madam

Application No: 24/00315/FULL
Proposal: Change of use from ancillary domestic store (Class 9) to short-term holiday let (Sui Generis) and replacement roof and formation of decking
Address: Forgehead Smithy Road Balmullo St Andrews Fife

I acknowledge receipt of your application for Full Planning Permission dated 7th 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. We cannot accept the colour red on any other parts of the location plan and/or multiple red lines. Please submit a location plan to a scale of 1:2500 or 1:1250 with only the boundary of the site (including the access) to be developed clearly outlined in only one continuous red line showing a north point and at least two named roads and surrounding buildings. The purpose of the location plan is to ensure that the exact location of the application site is clear. Please also ensure the re-submitted location plan contains an appropriate Ordnance Survey licence/serial number and amend the Land Ownership Certificate if applicable.

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.

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**

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

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 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)*