

Christina's Childminding Services
Miss Christina Morris
26 Haddow Grove
Burntisland
Fife
KY3 0DA

Planning Services

Lorraine Gardiner
development.central@fife.gov.uk

Your Ref: 100662030-001
Our Ref: 24/00582/CLP

Date 22nd March 2024

Dear Sir/Madam

Application No: 24/00582/CLP
Proposal: Certificate of lawfulness (proposed) for change of use in part of dwellinghouse to childminding business
Address: 26 Haddow Grove Burntisland Fife KY3 0DA

I acknowledge receipt of your application for Certificate of Lawfulness - Proposed Use dated 5th March 2024. However, I regret I cannot accept your application as valid for the following reasons:-

1. Please amend or provide a new location plan to show the blue line replaced with a red line to legal represent the site. This is a legislative requirement.
2. Please provide a supporting statement detailing the following:
 - Do you intend to employ an assistant?
 - Do you intend to work co-operatively with another childminder?
 - Please confirm the number and ages of the children you intend to care for (please note ages are not inclusive, and under 5 years means 1 - 4 years for example).
 - Any other information you feel would support the use of the house in part as a childminding service, for example how you intend to manage the operations.

The statement will determine if planning permission is required, or if the operations are considered lawful. Please also refer to your last email dated 21st February 2024 which was sent by this office (development.central@fife.gov.uk) which details this further.

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.**

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

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 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)*