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Planning Services

Lorraine Gardiner
development.central@fife.gov.uk

Your Ref: 100664401-001
Our Ref: 24/00664/FULL

Date 3rd April 2024

Dear Sir/Madam

Application No: 24/00664/FULL
Proposal: Change of use of orchard to form car parking including formation of new access, boundary wall opening with installation of gates and associated landscape works
Address: Site At Routine Row Pittenweem Fife

I acknowledge receipt of your application for Full Planning Permission dated 12th March 2024. However, I regret I cannot accept your application as valid for the following reasons:-

1. As the proposed works are within a Conservation Area, we require a Design Statement detailing the description of proposed works.
2. The Land Ownership Certificate submitted with the original application has become out of date and will be dated more than 21 days from the date of original certification. To ensure the application is legislatively correct, please kindly provide in addition to any additional information submitted after this date, confirmation that the details of land ownership have not changed since the original Certificate was signed and dated.

Alternatively please provide an updated Land Ownership Certificate. Forms can be downloaded online by selecting the Paper forms link and is contained within the application forms package at <https://www.eplanning.scot/>

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 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)*