

JJF Planning  
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United Kingdom  
KY3 9HS

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## Planning Services

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Kathleen Illingworth  
development.central@fife.gov.uk

Your Ref: 100667863-001  
Our Ref: 24/00947/APN

Date 10th April 2024

Dear Sir/Madam

**Application No:** 24/00947/APN  
**Proposal:** Prior Notification for Farm-related Building Works (Non-residential).  
**Address:** Newbigging Burntisland Fife

I acknowledge receipt of your application for Agricultural Prior Notification dated 9th April 2024. However, I regret I cannot accept your application as valid for the following reasons:-

1. The fee submitted with your application was £0.00. The application requires a balance of £100.00 still to be paid.

Unfortunately we are unable to accept cash or cheques as a payment method for planning applications, unless you are a registered charity. If this is the case please email us at [development.central@fife.gov.uk](mailto:development.central@fife.gov.uk) regarding payment.

You can make payments using the following method:

### Fife Council Online Payments

You can access the payment section by using the PAY button from [fife.gov.uk](http://fife.gov.uk) home screen or by using the Pay for Planning Application links on our web pages at [www.fife.gov.uk/planning](http://www.fife.gov.uk/planning) and selecting the relevant payment section Pay For - Planning Application.

Please enter the planning application reference number into the Reference box, the Site Address/Location and add the amount you intend to pay i.e. £300.00 and click Add. Then add your Contact details and click Pay Now button.

Please make sure that you have added the correct details in Pay For especially if you need to pay for both a Planning Application and a Building Warrant. We require all of the above information to allow us to match your payment with your application. If we do not have the information this will delay the receipt of the application fee.

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

Full details of how to make payments can be found on our web page [www.fife.gov.uk/planning](http://www.fife.gov.uk/planning) - Apply & pay for planning permission

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 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 Kathleen Illingworth

Yours faithfully,

Kathleen Illingworth  
Planner, Development Management

*Current fee information is available at <https://www.fife.gov.uk/planning>  
Planning Costs and How to Pay > Planning Scale of Fees (Publication)*