

Righead Farm  
Mrs Elizabeth Paterson  
The Farmhouse  
Righead Farm  
Kincardine  
Scotland  
FK10 4AT

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## Planning Services

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Kathleen Illingworth  
development.central@fife.gov.uk

Your Ref: 100666877-001  
Our Ref: 24/00893/APN

Date 10th April 2024

Dear Sir/Madam

**Application No:** 24/00893/APN  
**Proposal:** Prior Notification for Farm-related Building Works (Non-residential).  
**Address:** The Farmhouse Righead Farm Kincardine Alloa Fife

I acknowledge receipt of your application for Agricultural Prior Notification dated 3rd April 2024. However, I regret I cannot accept your application as valid for the following reasons:-

1. You have not submitted a location plan. Please submit a location plan to a scale of 1:2500 or 1:1250 with the boundary of the site to be developed clearly outlined in red showing a north point and at least two named roads and surrounding buildings or where the application site is in the countryside, the situation of the application site in relation to the locality and 'neighbouring land'. Properties shown should be numbered or named. The purpose of the location plan is to ensure that the exact location of the application site is clear. Please also ensure the location plan contains an appropriate Ordnance Survey licence/serial number.

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](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)*