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Planning Services

Andrew Sommerville
development.central@fife.gov.uk

Your Ref: 100665101-002
Our Ref: 24/00831/LBC

Date 11th April 2024

Dear Sir/Madam

Application No: 24/00831/LBC
Proposal: Listed building consent for proposed rear ground floor extension and removal of existing bay window to rear of property
Address: Rosemay High Street Elie Leven Fife

I acknowledge receipt of your application for Listed Building Consent dated 28th March 2024. However, I regret I cannot accept your application as valid for the following reasons:-

1. You have not submitted existing and proposed window elevations at a scale of 1:20. If applicable please submit existing and proposed astragal details at a scale of 1:1.

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 - and the section **Apply & Pay for Planning Permission** before submitting additional information. You can also download a copy of

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

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 Andrew Sommerville

Yours faithfully,

Andrew Sommerville
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)*