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Craig Gunderson
Wemyss House
8 Wemyss Place
Edinburgh
United Kingdom
EH3 6DH

Planning Services

Steven Hollywood
development.central@fife.gov.uk

Your Ref: 100666171-002
Our Ref: 24/00815/LBC

Date 8th April 2024

Dear Sir/Madam

Application No: 24/00815/LBC
Proposal: Listed building consent for Internal and external alterations
Address: New Picture House 117 North Street St Andrews Fife KY16 9AD

I acknowledge receipt of your application for Listed Building Consent dated 27th March 2024. However, I regret I cannot accept your application as valid for the following reasons:-

1. Due to changes to the Listed Building/Conservation Area legislation on 1 October 2015, Listed Building applications received from this date there is a statutory requirement to submit an access statement where the application alters the means of access to the Listed building.

An access statement is a document containing a written statement about how issues relating to access to the building for disabled people have been dealt with and which:

- a) Explains the policy or approach adopted as to such access and how any specific issues arising from the proposed works which might affect such access have been addressed;
- b) describes how features which ensure access to the building for disabled people will be maintained; and
- c) states what, if any, consultation has been undertaken on issues relating to access to the building for disabled people and what account has been taken of the outcome of any such consultation.

The regulation does not apply to an application for Listed building consent where the works which are subject of the application do not alter the means of access to the listed building.

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Fife House, North Street, Glenrothes, KY7 5LT

2. You have not submitted manufacturer's details/specifications of the proposed apparatus (if applicable) (brochure extracts may suffice);
Roof cowls, kitchen duct/flue, external platform lift and stair/balustrade/handrail, external condenser unit, external lighting, and external window louvre's.
3. You have not submitted proposed door elevations at a scale of 1:20. If applicable please submit proposed astragal details at a scale of 1:1.
4. You have not completed the Low Carbon checklist. From the 1st April 2019, this needs to be fully completed in order to validate your planning application in accordance with our Local Development Plan - FIFEplan. The checklist can be found on our website at <https://www.fife.gov.uk/kb/docs/articles/planning-and-building2/planning/development-plan-and-planning-guidance/planning-guidance-under-Adopted-Supplementary-Guidance-Low-Carbon-Fife>.

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 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 Steven Hollywood

Yours faithfully,

Steven Hollywood

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