

Fife Council
Pauline Martin
Bankhead Central
1 Bankhead Park
Glenrothes
Fife
KY7 6GH

Planning Services

Lorraine Gardiner
development.central@fife.gov.uk

Your Ref: 100663135-002
Our Ref: 24/00588/LBC

Date 22nd March 2024

Dear Sir/Madam

Application No: 24/00588/LBC
Proposal: Listed building consent for internal alterations to include conversion of bar to store and installation of internal doors and chimney vent, replacement of ceiling, radiators, and removal of cabinet with associated plasterwork, painting and refurbishment works
Address: St Andrews Town Hall Queens Gardens St Andrews Fife KY16 9TA

I acknowledge receipt of your application for Listed Building Consent dated 5th March 2024. However, I regret I cannot accept your application as valid for the following reasons:-

1. Please provide a 1:20 detail of the proposed internal doors to the new store area. This should include details of the material and colour finish as well as any proposed door surround detail and supporting brochures for the proposed ironmongery.
2. Please provide existing internal elevations to compare against the proposed elevations as submitted. For clarity this is to understand the differences between the old and new radiators and given that the radiator detail is not to scale.
3. The Land Ownership Certificate submitted with the original application will become out of date from 26th March 2023 and will be dated more than 21 days from the date of original certification. To ensure the application is legislatively correct, please 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/>

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

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 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)*