

## Pre-Application Service



We provide a Pre Application Advice service for Householder and non-householder applications. The Pre Application forms can be completed using our [online form](#).

This is a chargeable service. Householder proposals must relate to existing dwellings only but cannot include any change of use.

The fee for a non-householder pre-application costs half the planning application fee for the proposal up to a maximum. Our current charges can be found on our [Planning Costs and How to Pay](#) section.

We would expect to deal with your pre-application enquiry within the following timescales:

- Householder Pre-application - 20 working days
- Listed Building Pre-application - 20 working days
- Other Local Pre-application - 30 working days
- Major Pre-application - 40 working days

Some cases may be more complex and take longer to consider. If this happens, the case officer will contact you and explain why it is not possible to respond within the stated timescales.

As part of the service, you will be entitled to meeting with the case officer and relevant internal consultees:

1. Householder Developments – Single Meeting
2. Local Developments – Up to three meetings
3. Major Developments – Up to five meetings

Any subsequent meetings can be arranged for an additional fee. A list of all our fees can be found on [Planning Costs and How to Pay](#) page. If you are trying to find out if a proposal requires planning permission, then you should complete a Certificate of Lawfulness application which can be found on [www.eplanning.scot](http://www.eplanning.scot).

## Benefits of Pre Application Advice

1. It gives you the opportunity to understand how policies and guidance will be applied to your proposal
2. It can identify at an early stage where there is a need for specialist input for example contamination, transport and ecology
3. It may flag up that the proposal is unacceptable which could save you the cost of submitting a formal application
4. It may lead to a reduction in time dealing with the formal application

## We will Provide you with

1. An assessment of the planning merits of the proposal.
2. How the proposal relates to key local plan policies and guidance
3. Details of submission requirements
4. Advice on the likely timescale for completing the planning process
5. An outline of the material planning issues

## Submission Requirements

1. A completed pre application form
2. A clear description of the proposed development
3. The address of the application site
4. An ordnance Survey-based location plan at a scale of 1:1250 or 1:2500 which outlines the application site in RED
5. Details of the means of access to the site (if applicable)
6. It would be helpful if you can provide as much information as possible as this will allow us to provide more specific pre application advice.

**Please be aware that pre-application advice will be made at officer level only and cannot guarantee whether an application will ultimately be successful.**

We actively encourage the use of Processing Agreements which can provide more certainty for larger or more complex local or major scale planning applications. The use of Processing Agreements enables both sides to set out for example what information is required to assess your application and the time period that the determination process will take. We appreciate that the timing of the determination may be particularly important if there are funding deadlines or other time based constraints on your proposal and a Processing Agreement can provide more certainty in terms of the time an application will take to progress through the system.

Full details of Processing Agreements as well as the required forms to setup a formal agreement can be found on the [Planning Guidance webpage](#) under the Planning Application Guides and Forms heading.

## Pre Application Submissions and Information Requests

Preapplication enquiries are not published on Fife Council's Public Access portal. However, all preapplication information held by the Council is subject to the Environmental Information (Scotland) Regulations 2004 (EIRs) or, where applicable, the Freedom of Information (Scotland) Act 2002 (FOISA). This means that, if we receive an information request, the Council need to demonstrate an exemption applies or we may be required to disclose some or all of the material submitted.

## Providing Information on Commercial Sensitivity

When submitting a preapplication enquiry, applicants are required to confirm the following:

1. Do you agree to the release of your preapplication information if Fife Council receives an information request?
2. If you do not agree, please indicate whether any part of the information you are providing is commercially sensitive or otherwise confidential.
3. If the information is commercially sensitive or confidential, please provide a clear explanation of:
  - a. *Why* disclosure would cause harm to your commercial interests or prejudice your position;
  - b. *Which specific documents or sections* are affected; and
  - c. *For how long* you believe this sensitivity is likely to apply.

Providing this context allows the Council to make a more informed assessment in applying any relevant EIR exceptions or FOISA exemptions, and it assists us in undertaking the required public interest test.

## Decision Making on Disclosure

While the Council will take account of the information you provide, Fife Council's Information Governance Team will make the final decision on whether information should be released or withheld in response to an EIR or FOI request.

The Council is legally required to consider each request on its merits and cannot guarantee confidentiality. However, identifying commercially sensitive material at the outset puts us in a better position to fully assess the public interest and the potential impacts of disclosure.