

# Neighbour Notification and Publicity



From 3<sup>rd</sup> August 2009, the requirement to notify neighbours about a proposed development will be carried out by Fife Council as the Planning Authority.

## Neighbour Notification will apply to:

- Applications for planning permission
- Planning Permission in Principle
- Applications for Approval of Matters specified in conditions attached to Planning Permission in Principle.

Fife Council as the Planning Authority is required to notify those with an interest in 'neighbouring land' of a planning application. No notification of neighbours is required for other consents e.g. advertisement consent, listed building consent.

## Neighbouring land is identified as

*"An area or plot of land which, or part of which, is conterminous with, or within 20 metres of the boundary of the land for which the development is proposed"*.

A single Notice is to be served to the owner(s), lessees, or occupiers at the address of the neighbouring land (i.e. having a common boundary or edge with the development site).

Neighbour Notification can only take place if there are premises on the land identified as "neighbouring".

Where no neighbours can be identified i.e. no premises within a 20-metre radius, a Public Notice will be published in a local newspaper. The Notice will provide details relating to the consultation period. The cost for the advert which is £155 will be recovered from the applicant. We will notify you if you are required to make this payment.

## The Notice to Neighbours must include:

- Date of the Notice (dated and sent the same day where possible)
- Date of Application
- Name of Applicant and name and address of any agent
- Fife Council reference number for the application
- Description of the development
- Postal address of the site or location of land
- Where and how plans can be inspected
- Comments and representations to be submitted within the specified time period.
- Plan showing proposed development in relation to neighbouring land
- Statement regarding handling applications and the procedures used by Fife Council to determine applications.

A statement (for applications which require Pre-Application Consultation) to confirm representations should still be submitted to Fife Council as the Planning Authority, even if comments had been submitted to the application before the application was submitted. Mineral applications require a Notice to be displayed. Other applications with no premises in the vicinity may need advertisement.

Fife Council will notify neighbours within 3 days of validating an application. This letter will advise you of the timescale for the consultation period. Other interested parties can check the dates by searching for the application [online](#) and using the **Important Dates** tab to find the information.

*Updated October 2021*