

Development Management Changes From 1st April 2018



From 1st April 2018, Fife's Development Management team will be introducing several changes. Please take time to read through this document to find out how these changes may affect you. We are encouraging all customers to use our online services. By using this method for both the submission and payment of applications, it speeds up the planning process, as well as removing any delays as we try to match payments with applications.

Administration Charge for Paper Submissions

A new charge will be introduced for all paper submissions. The charge will cover the additional administration tasks incurred when dealing with paper applications. The charges are:

Householder Applications	£30.00
Non-Householder Applications	£80.00
Major Applications	£180.00

Exemptions to this charge are:

- Customers who are visually impaired
- Pre Application Requests
- Pre Application Screening Notice
- Proposal of Application Notice
- Modification or Discharge of Planning Obligations
- Marine Fish Farm Application
- High Hedges Form

If you have not submitted an application online before and you would like start using this service please visit the [eplanning](http://www.fife.gov.uk/planning) website where there is detailed [guidance](#) to help you through the process.

There will be no additional charge for those applications submitted online.

Charge for Telephone Payments

We are introducing a £3 charge that will apply for all payments made using our telephone service, although this service is temporarily suspended due to the COVID19 pandemic. We would therefore advise you to make any payments using our [online service](#).

You can access the payment section by using the PAY button from Fife.gov.uk home screen or using by the links on our web pages and selecting the Make a Payment icon.

If you have an application reference number, enter this in the Reference box. You can also make a payment without a Planning Application reference number. To ensure that we can match your payment to your application when we receive it please include the following information when completing the payment screens. Examples are provided below.

In the Reference, box enter Your Name

Add the amount you intend to pay i.e. £202.00

In the Optional Description box enter Site Address for the Proposal with Post Code

Please make sure that you are in the correct payment screen if you need to pay for both a Planning Application and a Building Warrant. We require all of the above information to allow us to match your payment with your application. If we do not have the information this will delay the validation of your application.

If you submit your application online, you have the option to make the payment before finalising your application. If you would like your customer to make the payment using the online site, you have the option to share the application with them. You can do this by clicking the **Send Invitation** link which can be found on the **Proposal Summary** page. Your customer will be able to log into the site to make the payment after which you will be able to finalise the application. A detailed guide is provided by the Scottish Government to help you through this process.

Using the online portal for both the application submission and payment is the quickest and easiest method.

Submitting Additional Documents

If you use the online portal for your initial application any subsequent documents or information should be sent to us via the same route. We **will only accept** additions to your application when you use the [Post Submission Additional Documents](#) (PSAD) process.

When using the PSAD you can:

- Submit additional information for live applications.
- Submit additional information for an application which has been decided, i.e. non material variations, or details to discharge conditions etc.
- Submit additional documents via eplanning for an application which was originally submitted by paper.

Keep up to date with news from Fife's Planning Team follow us on Twitter: [@FifePlanning](#)

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