

Pre-Application Service



We provide a range of Pre-Application Services to suit your needs.

For Householder and Non-Householder developments, we provide a Pre-Application Service. The Pre-Application forms can be downloaded from our page [Planning Guides and Forms](#). The completed form should be returned by email to development.central@fife.gov.uk

This is a chargeable service. The fee for a householder proposal is £60. 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 of £500 for a Local Application.

The fee for Major Applications will be half the planning application fee for the proposal up to a maximum of £800 unless the proposal is for 100 or more units, in which case the fee will be £1,200.

If you propose to alter, extend or demolish a Listed Building, Listed Building Consent may be required. The Listed Building Pre-application is free of charge and should not be confused with the Householder and Non-Householder Pre-Applications. **Please note: it is common for Listed Building Pre-applications to be accompanied with either a Householder or Non-Householder Pre-application, where material planning considerations are required.**

We would expect to deal with your pre-application enquiries 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 one meeting with the case officer and relevant internal consultees for Householder and Local pre-applications. For Major Applications, you will be entitled to two meetings including relevant internal consultees. Additional meetings can be arranged and will be charged at £50, £125 and £250 for Householder, Local and Major applications respectively. A list of all our fees can be found on [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. This form can be found on www.eplanning.scot

Benefits of pre-application advice include:

- It gives you the opportunity to understand how policies and guidance will be applied to your proposal.
- It can identify at an early stage where there is a need for specialist input for example contamination, transport and ecology.
- It may flag up that the proposal is unacceptable which could save you the cost of submitting a formal application.
- It may lead to a reduction in time dealing with the formal application.
- This service is confidential, and no information will appear on our public site.

We will provide you with

- An assessment of the planning merits of the proposal
- How the proposal relates to key local plan policies and guidance
- Details of submission requirements
- Advice on the likely timescale for completing the planning process
- An outline of the material planning issues
- Assessment on applications affecting the character and appearance of Listed Buildings

You will need to submit the following information with your Pre-application Request

- A completed application form
- A clear description of the proposed development
- The address of the application site
- An ordnance survey-based location plan at a scale of 1:1250 or 1:2500 which outlines the application site in RED
- Details of the means of access to the site (if applicable)
- Photographs of the site

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 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. You can find details of the forms required to set up a formal agreement [here](#).

Updated October 2019
Effective from October 2019