

Commenting on an Application



Fife Council welcomes the views of individuals and communities on any development application it receives. Before you submit your comments, we would advise that you view the full application. To ensure that your comments are considered as part of the decision-making process they must be relevant. i.e. a [Material Consideration](#).

Multiple Applications for a site/property

When making representation where there is more than one application for that property/site, you should consider whether you wish to make a representation to each application, as they are assessed and determined individually.

An example of this is when a site/property has a Full Planning Permission (FULL) application as well as Listed Building Consent (LBC) application.

Fife Council Online Planning System

Using the online planning system is the quickest and easiest way to comment on a planning application, planning.fife.gov.uk/online/

This only takes a short time to complete and will allow you to comment on applications at any time of day or night. You will need to register to make your comments. Once registered you can save details of searches you have made and track specific applications which interest you. By doing this you will receive notification of any change to applications that you are tracking.

When submitting your comments online your name, registered address and comments will be shown. You will receive notification that we have received your comment. Your comments will appear once the period for comment has ended. We will not display your email address or telephone number.

The end date for comment can be found under 'Details' > 'Further Information' - Neighbour Consultation Expiry Date and are forwarded directly to the case officer.

NB: The 'Make a Comment' section on the website has a time limit of approximately 20 minutes when typing comments into the appropriate field, it is for this reason we would suggest typing your comments into a word processing package (such as Microsoft Word) and then copying the text into the field.

Drawings or files cannot be attached to comments made through the ePlanning website if you wish to provide attachments these should be emailed to development.central@fife.gov.uk. Please remember to include the application reference number. You may wish to read the supporting information **Submitting Electronic Documents**. We are unable to process files which are marked as 'Secured'.

Email

You can also choose to submit your comments by emailing us at development.central@fife.gov.uk. If you choose to submit comments by email, please provide the **application reference number** (example – 18/00000/Full) in the subject of the message. This will allow us to match comments up to the specific application on which you are regarding. You should also make it clear whether you are supporting or objecting to the application. You will receive confirmation that we have received your comments.

When submitting your comments by email or post your comments will appear under the Documents tab on the online site. We will remove any personal details such as telephone numbers, email addresses and signatures. Your name and address will be made public.

Email - Continued

Your comments will appear once the period for comment has ended. It may take a few more days for written comments to appear on the online site as comments submitted in this manner need to be manually processed and uploaded onto the public site. In cases where applications attract a high level of public interest, we would advise that comments are submitted using the e-planning website to minimise any delays.

Any petitions received with multiple signatures will be classed as one comment.

We do not require signed documents or a hard copy of any representations - one digital copy will suffice.

Consultation Period

Planning law requires that a period of 21 days, or 28 days for applications subject to an Environmental Impact Assessment (EIA), for comments to be submitted. To check the deadline for your comments to be received please use our [online](#) system. This information will be in the **Important Dates** section.

The deadline date for comments will be displayed under the 'important dates' tab within the online application file on our website.

Details	Comments (0)	Documents (7)	Related Items (1)	Map
Summary	Further Information	Important Dates		
Application Received Date:	01 May 2014			
Application Validated Date:	01 May 2014			
Neighbour Consultation Expiry Date:	31 May 2014			

Note: - Comments **will be** accepted on the expiry date.

We will contact you as soon as possible after a decision has been made on the application. This information will also be available online. Once a decision has been made only the online comments will still be available to read.

Please note that the Council cannot be held responsible for any defamatory comments that appear on our website. However, we do reserve the right to remove any comments that we deem to be defamatory.