

# Neighbour Notification and Publicity

## Delivering planning reforms in Fife

From 3rd August 2009, the requirement to notify neighbours about a proposed development will be carried out by Fife Council as the Planning Authority. Currently the applicant or agent is responsible for this process.

### 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 defined as:

*"An area or plot or 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 on 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, a Public Notice will be published in a local newspaper. The Notice should be published within 14 days of the validation date. Costs will be recovered from the applicant.

### The Notice to Neighbours must include:

- Date of the Notice (Dated and sent 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 21 days
- 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 applicant before the application was submitted. Mineral applications require a Notice to be displayed. Other applications with no premises in the vicinity may need advertisement.

The boundary of land in Regulation 2 relates to the property boundary, not simply the area of ground that may be subject to development.

Fife Council as the Planning Authority will notify neighbours within 3 days of validating an application. Neighbours have 21 days to make representations before the application can be determined.

This information is available in different languages and formats	
Polish	Polskojęzyczna linia telefoniczna: 08451 55 55 44
Bengali	বাংলায় আলাপ করার জন্য টেলিফোন লাইন: 08451 55 55 99
Cantonese	中文語言熱線電話: 08451 55 55 88
Urdu/Punjabi	اُردو زبان کے لیے ٹیلیفون نمبر 08451 55 55 66
Arabic	خط هاتف اللغة العربية: 08451 55 55 77
Alternative Formats	Braille, LARGE PRINT, tape/CD, 08451 55 55 00 British Sign Language Interpretation
BT Text Direct	18001 08451 55 55 00