

Planning Permission

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What is Planning Permission?

Planning permission when required, ensures any development, construction or change in use of land or buildings complies with local planning policies and regulations. While not an exhaustive list, it can apply to new buildings, extensions, signage, or changes in land or building use (e.g. changing a shop to a hot food takeaway).

Do I Need Planning Permission?

You may need permission if you're constructing new premises, changing how a building or land is used, or installing signage. It's important to check requirements early.

How to Manage It?

Planning applications are submitted through the Scottish Government's ePlanning Portal. Before submitting a Planning application, you may wish to submit a Pre-Application enquiry. This can provide you with feedback on the acceptability of your proposal and identify potential issues early on.



*This guide is part of Fife Council's efforts to make it easier for new and growing businesses to understand and engage with council services.

Find everything you need to get started here:



[Pre-Application Service](#)



[Apply & pay for planning permission online](#)



[Change of use guidance](#)



[Contact planning with an enquiry](#)

Non Domestic Rates

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What Are Non-Domestic Rates?

Non-domestic rates (NDR) are a tax on non-domestic property, lands and heritages entered onto the valuation roll by the Fife Assessor. Non-domestic rates are often referred to as 'Business Rates'. The basic rates charge is calculated by multiplying the rates poundage (set annually by the Scottish Government) and the rateable value of the property (determined by the Fife Assessor). Fife Council as the billing authority has a statutory duty to levy and collect non-domestic rates.

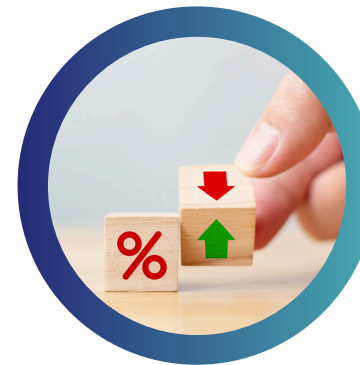
Do I Need to Register?

When there is a change of circumstances, the owner/occupier should inform the Rates Team. Depending on the circumstances, relief to reduce the amount payable may be available.

How to Register or Apply for Rates Relief?

You can advise of a change in circumstances, apply for relief, or view payment options by visiting the Fife Council website. You cannot apply for relief until you are registered as the ratepayer and have been issued with a rates bill. Remember to let us know as soon as possible of any change in circumstances at the property.

Find everything you need to get started here:



[Business rates](#)



[Business rate reductions](#)



[Empty property relief for businesses \(including land\)](#)



[Small business bonus information](#)

Environmental Health

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What is Environmental Health?

Fife Council's Environmental Health Team offers support and advice to businesses whose activities have an impact on human or environmental health. This includes food manufacturers, retailers and food outlets. The team also has a duty to inspect fishing vessels, ships and ports.

Do I Need to Register?

Yes, you will likely need to register if your business:

- Handles food in any way (manufactures, prepares, stores, distributes, or sells food).
- Operates a food outlet, such as a restaurant, café, food truck, catering business, or takeaway.
- Supplies food to other businesses, especially food of animal origin (meat, fish, dairy, etc.).

How to Manage It?

You can register your food business or request advice on environmental health matters through the Fife Council website. It's recommended to contact Environmental Health early to avoid compliance issues later. Processing and inspections may take time, so plan ahead.

Getting Started

For full details and guidance please visit our [Environmental Health for Business](#) page and select the area of your enquiry.



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Licencing

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What is Licencing?

Licencing applies to a range of business activities such as selling alcohol or food, operating taxis, hosting events, or trading in public spaces. It ensures public safety, legal compliance, and proper use of public areas.

Do I Need to Register?

If your business sells food or alcohol, operates a market or street stall, runs events, or uses public space for trading, you will likely need a licence. Different licences apply depending on your activities.

How to Manage It?

You can browse licence types and download application forms from the Fife Council website. Each licence has its own conditions, fees, and processing times. Submit your application as early as possible to avoid delays.

Getting Started

Find everything you need to get started on our [Licences and permits](#) page.



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Trading Standards

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What is Trading Standards?

Trading Standards ensures businesses comply with consumer protection laws, covering areas like fair trading, product safety, pricing, weights and measures, intellectual property (counterfeiting) and the storage of petrol and fireworks. Their role is to safeguard both businesses and consumers by promoting a fair and safe trading environment.

How Trading Standards can help your Business?

You may need to engage with Trading Standards if your business:

- Sells goods or services to consumers, either online or in person and you require advice on consumer protection laws to ensure compliance.
- Manufactures or imports goods (especially where safety standards apply, such as children's toys and products, electrical items, cosmetics).
- Weighs or measures goods for sale (e.g., food, fuel, textiles).
- Sell age-restricted products like tobacco products or vapes and you must be registered to sell these. Other age restricted products include fireworks and lighter refills containing butane.

As a business you must comply with relevant legislation and could be subject to advice visits or inspections.

How to Manage it?

You can request advice, or report concerns to Fife Council's Trading Standards Team. It's highly recommended you seek early advice if your business involves regulated goods or services, to avoid costly mistakes or enforcement actions.

Getting Started

For full details and guidance please visit our [Trading Standards](#) page and select the area of your enquiry or contact us at trading.standards@fife.gov.uk



Building Standards

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What is Building Standards?

Building Standards ensures that any construction, alteration, or conversion work is safe, energy-efficient, and accessible. Most physical work requires a building warrant before it begins.

Do I Need to Register?

If your business involves constructing, altering, or converting a building, you'll likely need a warrant. Compliance with fire safety, energy, and structural regulations is essential.

How to Manage it?

Applications require detailed drawings and specifications. Submit them through the Fife Council system. Inspections and a completion certificate are usually part of the process.

Getting Started

For full details and guidance please visit our [Building standards and public safety](#) page.

How to Contact us

If you wish to submit a general enquiry (all services), contact us by email: bss.info@fife.gov.uk



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