

## How to discharge a planning condition

Planning permissions are always subject to conditions. These may include advising how long you have to implement a scheme; identifying the approved drawing numbers; or requiring the submission of further details to the Local Planning Authority for approval, such as materials or large scale drawings.

When a condition requires the submission of further details, this is referred to as a Discharge of Condition application. If this is relevant to you, check when this needs to be done. For example, the wording of the condition may require the details to be submitted to AND approved in writing by the Local Planning Authority PRIOR to the commencement of development.

Prior to the submission of your Discharge of condition application, it is recommended you refer to the following points, which will hopefully help to ensure your application meets the requirements of the conditions, and minimize potential delays or possible refusals:

- Check the case officer's delegated report, or where relevant the committee report, minutes and addendum – these may make recommendations on the contents of condition details.
- See if there are any informatives that are relevant to the condition you are seeking to discharge which might provide further advice on what is required.
- Check the wording of the condition – **ensure you address each point** – otherwise the application may be refused or only partially discharged (therefore causing delays). **PLEASE NOTE: Officers are asked to make decisions based only on submissions, and therefore not obliged to go back requesting information that should have been submitted with the original submission.**
- There may be conditions that overlap, for example hard and soft landscaping includes cycle storage, boundary treatment, and materials. If there are also conditions placed on the decision requiring cycle storage, boundary treatment or material details, consider grouping these conditions together and submit as one application under one fee.
- Ensure any detailed drawings are consistent with the approved drawings referenced in the original decision notice.
- When there is a Construction Method Statement and Arboricultural Method Statement condition, ensure these are written so they are consistent with each other. For example, you will need to ensure the storage of materials or construction vehicle routing is not contradictory to the Arboricultural Method Statement or Tree Protection Plans (which may have been submitted with the application, or conditioned).
- If the condition requests a document (such as a Construction Method Statement), structure this document in the order of the bullet points listed in the condition, also using the same headings.
- If the condition requires materials/samples to be submitted make sure they are correctly labelled with the planning permission reference number, site address and your contact details.

**ALWAYS include an accompanying letter with your submission:**

- **List the relevant condition that you are seeking to discharge**
- **Under each condition outline what are the relevant drawings / documents for that specific condition**