



## REQUEST FOR DISCHARGE OF CONDITIONS

Please complete all sections of this form. Please email your completed form to

[planningonline@aberdeenshire.gov.uk](mailto:planningonline@aberdeenshire.gov.uk) or by post to:

ePlanning Team, Aberdeenshire Council, Viewmount, Arduthie Road, Stonehaven, AB39 2DQ.

**Discharge of Conditions** - this form should be used where applicants are seeking approval of information submitted in respect of a condition attached to a planning permission, for the agreement of the Planning Authority.

<b>Are you applying for the Priority Service or Standard Service:</b>	
<input type="checkbox"/>	Priority (6 weeks' timescale)
<input type="checkbox"/>	Standard (3-month timescale)
<b>Are the applicant and agent details still the same as the original application?</b>	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<b>If no – which details have changed (You can tick more than one option)</b>	
<input type="checkbox"/>	Applicant
<input type="checkbox"/>	Agent

<b>Applicant Details</b>	
Title:	
Forename:	
Surname:	
Company Name:	
Address Line 1:	
Address Line 2:	
Town/City:	
Postcode:	
Telephone:	
Email:	

<b>Agent Details</b>	
Title:	
Forename:	
Surname:	
Company Name:	
Address Line 1:	
Address Line 2:	
Town/City:	
Postcode:	
Telephone:	
Email:	



<b>Planning Decision Reference Number:</b>	APP/
<b>Property/Site Address:</b>	
<b>Date of Decision:</b>	
<b>Site Address:</b>	

<b>What type of application are you submitting:</b>
<input type="checkbox"/> First application to discharge conditions <input type="checkbox"/> Additional application to discharge conditions

<b>Please state the condition number(s) and description to which this application relates:</b>			
No.	Description	No.	Description

<b>Has the development already started? If yes, please state date when development started (DD/MM/YYYY):</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date Decided:</b>

<b>Has the development been completed? If yes, please state date when development completed (DD/MM/YYYY):</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date Decided:</b>

**How to submit supporting information and paying a fee**

Once you submit your completed application form to the e-planning team you will receive a reference number for this application.

Once you have received this, please upload all supporting information using the [ePlanning.scot Portal](http://ePlanning.scot) by selecting the Post Submission Additional Documents (PSAD) form and attach all of the documents to it.

When submitting the supporting documents, please provide a full description and/or list of the details which are being submitted for approval for each condition. Please state which condition each document relates to.

There is a fee for this service, please check our [planning fees](#) for more details on how much you need to pay and [how to pay](#). The reference is also required for paying the fee. **Please make a payment ONCE you have received a reference number.**

**The following details must be submitted to allow the discharge of conditions to commence:**

- **A completed form**
- **A fee**
- **Supporting information for each condition.**

<b>Declaration</b>	
I/we hereby apply for the discharge of conditions as described in this form and the accompanying plans/drawings and additional information. I/we confirm that to the best of my/our knowledge, any stated facts are true and accurate, and any opinions given are the genuine opinions of the person(s) giving them.	
<b>Signed:</b>	
<b>Printed Name:</b>	
<b>Date:</b>	

Note: The information held with your submission will be managed by the Council in accordance with the principles set out in the General Data Protection Regulations 2018. For further information on how we use your information, who we share this information with and how long we keep information is detailed in our [Privacy Notice](#).

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