

'How To Guide' (13)

How to discharge planning conditions

Following the approval of a planning application it is important to check whether any planning conditions have been added to the decision notice. If you used an agent during the planning process a copy of the decision notice would have been sent to them, so they should issue you with a copy. If this has not been done you can print a copy of the decision notice from our website. Please use ['How To Guide' 1](#) for assistance on how to do this (you will need your planning application number) if you do not have this number please refer to ['How To Guide' 2](#).

Once you have found the relevant decision notice you can check if any conditions have been added. Conditions are towards the end of the notice and are listed in numerical order. Planning conditions will either restrict the permission in some way or require additional information (pre-commencement conditions).

Below are examples of restrictive conditions:

Condition requiring that the proposed materials match the existing building:

The external surfaces of the extension hereby permitted shall be finished with the same materials as those of the existing building to which it is connected.

Condition restricting opening hours:

The use shall not take place other than between the hours of:

8am to 6pm, Mondays – Thursdays

8am to 7pm, Fridays – Saturdays

10am to 4pm, Sundays & Bank Holidays or other Public Holidays.

Condition restricting permitted development rights:

Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking, re-enacting or modifying that Order), no fences, gates, walls, extensions, outbuildings or hardstandings shall be erected or constructed within the curtilage of any dwellinghouse hereby permitted without the specific grant of planning permission by the Local Planning Authority.

These conditions do not need to be discharged however they must be complied with.

Below are examples of pre-commencement conditions:

Condition requiring details / samples of the proposed materials:

No development shall take place until full particulars of the external materials to be used (to include walls, roof, doors, windows and external gutters and pipework) have been provided for inspection (on site where possible) and approved in writing by the Local Planning Authority. The development shall thereafter be carried out in accordance with the approved details or particulars.

Condition requiring drainage details

No development shall take place until full details of surface water drainage of the site have been submitted to and approved in writing by the Local Planning Authority including a timetable for the works. The works shall thereafter be carried out in accordance with the approved details.

Condition requiring details of the bin storage and collection areas:

No building shall be occupied until details of bin storage/collection point(s) are submitted to and approved in writing by the Local Planning Authority. Storage and collection of bins shall be provided in accordance with the approved scheme and thereafter retained.

If there is a condition on your decision notice that requires additional information you are required to do the following:

Go to

http://www.bedford.gov.uk/environment_and_planning/planning_town_and_country/apply_for_planning_permission/planning_application_forms.aspx and print form number 25. Alternatively you can apply electronically www.planningportal.gov.uk

Fill in the form accordingly. Please note that you will need your decision notice to answer some of the questions on this form (particularly Section 5).

Submit the application form along with the fee. For householder applications the fee is £28 per submission and for all other developments the fee is £97 per submission. If your decision notice has several pre-commencement conditions you are able to submit all the paperwork under one submission and therefore one fee. If you submit each condition individually you will be required to pay per submission.

Submit all relevant plans / documents / information that have been requested within the condition. If the condition requires samples to be viewed on site add a statement advising when the samples will be ready to view and where they will be kept on site. If you would like to be present please add a telephone number / e-mail address so an appointment can be made.

Provided all the relevant information is submitted we are able to discharge conditions quickly however you will be advised that this process can take up to 8 weeks.