**Application for Satisfaction / Discharge of Conditions**

Please complete all sections of this form and use **BLOCK CAPITALS.**

This form can be filled in electronically. Please email your completed form to the eProcessing Team, The Highland Council, Headquarters, Glenurquhart Road, Inverness, IV3 5NX.

**Please note your application will not be valid until payment has been received.**

**Please ensure you make payment BEFORE submitting this form.**

|  |
| --- |
| **Data Protection** |
| Your personal data will be managed in compliance with the Data Protection legislation. You can read our privacy notice for planning related certificates on the Council’s website at: <https://www.highland.gov.uk/directory_record/1052173/planning_applications_consents_and_notice_of_review>​​[ ]  I have read and understood the privacy notice. |

|  |  |  |
| --- | --- | --- |
| 1. **We offer a Premium (fee) and Standard (no fee) service. Which service are you applying for?**

|  |
| --- |
|[ ]  Premium  |
|[ ]  Standard |

 |
| **2. Are the applicant and agent details still the same as the original application?**

|  |
| --- |
|[ ]  Yes |
|[ ]  No |

**2b. If no – Which details have changed (You can tick more than one option)**

|  |
| --- |
|[ ]  Applicant  |
|[ ]  Agent |

 |
| **Complete applicant/agent details as appropriate depending on options selected at Q2 above.** |

|  |  |  |
| --- | --- | --- |
| **3a Applicant Details**  |  | **3b Agent Details** |
| Name |  |  | Name |  |
| Company |  |  | Company |  |
| Address |  |  | Address |  |
| Telephone Number |  |  | Telephone Number |  |
| E-mail Address |  |  | E-mail Address |  |

|  |
| --- |
| **4. Description of application** |
| Planning application Reference Number |  | Date of Decision |  |
| Description of the original application: |
|  |
| Site Address: |
|  |
| **5. What type of application are you submitting:** |
|

|  |
| --- |
|[ ]  First application to satisfy conditions |
|[ ]  Additional application to satisfy conditions |
| Please provide a full description and or list of the material / details which are being submitted for approval for each condition on a separate cover sheet. Please state which condition each document relates to and attach the list to this form. |

 |
|  |
| **6. Please state the condition number(s) and description to which this application relates and identify whether you wish to satisfy or discharge the condition.** |
| No | Condition | Satisfy | Discharge |
|  |  |[ ] [ ]
|  |  |[ ] [ ]
|  |  |[ ] [ ]
|  |  |[ ] [ ]
|  |  |[ ] [ ]
|  |  |[ ] [ ]
|  |
| **7. Are there any other conditions remaining on the permission that you require to satisfy which are NOT included in this submission?**  |
|

|  |
| --- |
|[ ]  Yes  |
|[ ]  No |

 |
| If yes, please provide the number of what these are? |
| Has the development already started?

|  |
| --- |
|[ ]  Yes |
|[ ]  No |

 |
| If yes, please state date when development started (DD/MM/YYYY) |  |
| Has the development been completed?

|  |
| --- |
|[ ]  Yes |
|[ ]  No |

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| If yes, please state date when development completed (DD/MM/YYYY) |  |

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| --- |
| **8. Make a payment** |
| **Make sure you pay the correct fee**There is a fee to deliver the Premium value added service, please check our [Other Planning and Environment Fees and Charges document](https://www.highland.gov.uk/downloads/file/20630/other_planning_and_environment_fees_and_charges_-_applicable_as_of_1_april_2019) for more details on how much you need to pay.To assist with calculating how much you need to pay please use the [Planning Fee Calculator](https://www.eplanning.scot/ePlanningClient/CustomPages/feecalculator.aspx) and our [Planning application charges](https://www.highland.gov.uk/downloads/file/1375/planning_application_charges)**To Pay**Payment should be made when completing this application form using the Council's [PAY button](https://www.highland.gov.uk/pay) and select [Planning and building Standards payment form](https://self.highland.gov.uk/service/Planning_and_Building_Standards_payments?noLoginPrompt=1).  Quote your payment reference below. For more information on other ways to pay, please visit our [Planning Payment options page](https://www.highland.gov.uk/info/180/planning_-_applications_warrants_and_certificates/143/planning_permission/3).  |
| **Please quote your on-line payment reference here e.g. (FSXXXXXXX)** |  |
| **Please note your application will not be valid until payment has been received.** **Please ensure you make payment BEFORE submitting this form.** |
| **9. Submit supporting documents** |
| Once you submit your completed application form to the eProcessing Team you will receive a new application reference for this application e.g. 19/00000/SSCON.Once you have received this, please upload all supporting information using the [ePlanning.scot Portal](https://www.edevelopment.scot/eDevelopmentClient/CustomPages/login.aspx) by selecting the Post Submission Additional Documents (PSAD) form and attach all of the documents to it.When submitting the supporting documents, please quote your new application reference as requested on the PSAD form.  |
|  |
| **10. Declaration** |
| I/we hereby apply for the discharge / satisfaction 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. |
| Signed: |  |
| Printed Name: |  |
| Date: |  |
| *Condition discharge does not grant consent to vary the original approved drawings.* *If you want or need to vary the permitted scheme, please seek our advice first.****A further planning application is required for a variation or removal of a condition****Please see our* [*Request for variations to planning applications page*](https://www.highland.gov.uk/info/180/planning_-_applications_warrants_and_certificates/143/planning_permission/6) *for more details**To****apply for a variation of a condition****following a planning permission, please submit**an application for non-compliance with a condition under Section 42 of the Town and**Country Planning (Scotland) Act 1997 (as Amended).* |