



Receipt of Materials Form – Discharge of Conditions

Please complete this form providing as much information as possible to ensure all your material samples are received and registered correctly.

If you have any questions please contact us customerservices@guildford.gov.uk or call 01483 505050

Thank you

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|---|----------|
| Application Number (If Known) | |
| Site Address | |
| Description Of Materials (e.g. Red Engineering Brick, Ibstock) | |
| Quantity of Materials (Please detail number of each if delivering several materials) | |
| Fee Paid | £ |
| Applicants Name | |
| Agents Name (If Applicable) | |
| Date and Time Delivered to GBC | |
| Name of Person Delivering Materials | |
| Contact Phone Number | |
| Contact Email Address | |



GUILDFORD
BOROUGH

www.guildford.gov.uk

Privacy Statement

The information you provide on our Receipt of Materials Form for Discharge of Conditions will be used only for the purposes of the work in connection with your discharge of conditions application in processing and assessing your submission in accordance with the Town and Country Planning Act (1990) as amended in line with our statutory duty.

Your personal information will be processed in line with Data Protection legislation. It will not be disclosed to third parties for marketing purposes but may be lawfully shared with certain third parties including internal consultees and external consultants for the purposes of assessing your application in line with Planning legislation.

If you believe the data we process on you is incorrect, you may request to see this information and, if necessary, have it corrected or deleted. If you wish to raise a complaint, you can contact our Data Protection Officer at the address below.

If you believe we are not processing your data lawfully, you can complain to the [Information Commissioner's Office](#)

Further details are available from the Information Rights Officer, Guildford Borough Council, Millmead, Guildford, GU2 4BB (email: iro@guildford.gov.uk).