

Development Services Retention Rules

Planning Development Management

The retention rule we apply and its purpose:	Which documents are included :	What data is included :
<u>Keep permanently</u>		
The Town and Country Planning (Development Management Procedure) (England) Order 2015 – Documents included here form part of the Statutory Planning Application register, and/or were used in reaching the Planning Officer's decision. They may also form part of an Appeal, investigations into Planning Enforcement complaints, prosecutions that might result from those complaints, or formal advice relating to a planning decision.	Application Forms Supporting Information and Reports** Submission of Details and Minor Amendments Drawings, Plans and OS maps Decision Notices and Letters Appeal Forms and Decisions Legal Documents (eg Enforcement Notices, CIL Documents and Letters, Section 106 documents, Tree Preservation Orders), and documents that are considered to contain formal advice. Officer Reports and Reports to Committees and Hearings Photographs taken during Planning Officer site visits, as evidence in an Enforcement complaint regarding that planning application, or in support of works to a Tree Preservation Order Documents indexed as Confidential* Documents relating to ongoing mineral site applications (eg quarries)*** Other*	Applicant and/or Agent details Applicant and/or Agent address Contact details of applicants and agents where Section 106 or monitoring of a minerals site is ongoing The application address and any proposed work Details of the application process such as officer report, consultation comments and decision Contact details of correspondents to whom formal advice has been given.

* These categories may contain a variety of document types, depending on how they were processed electronically. Older documents may be in this category where they have been scanned by outside agencies. These documents are processed as required into more appropriate categories and then processed according to the relevant policy.

** Except where these contain personal or special category details that are covered by the GDPR and information supplied in support of Certificates of Lawfulness

*** Minerals applications may contain categories of document that would be deleted for other application types, but as the planning permission and monitoring process goes on for a much longer time period we retain the documents for longer.

Keep documents for 10 years after a planning decision has been made.

Covered by The Town and Country Planning (Development Management Procedure) (England) Order 2015: To allow an opportunity for the Appeals process, and the monitoring and enforcement of Planning Conditions.	Consultee comments**	Consultee comments submitted electronically**
** Except where these contain personal or special category details that are covered by the GDPR and information supplied in support of Certificates of Lawfulness		

Keep documents for 7 years after a planning decision has been made.

Financial Regulations and Council best practice indicate that the Council should retain all financial documentation for 6 years plus the current financial year.	Financial Documents	Payee Details
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Keep for 7 years after an appeal or planning decision has been made as long as the Community Infrastructure Levy has been discharged.

Financial Regulations and Council best practice indicate that the Council should retain all financial documentation for 6 years plus the current financial year.	Not applicable	Interested Party details involved in the Community Infrastructure levy
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Development Services Retention Rules

Planning Development Management (Continued)		
The retention rule we apply and its purpose: <u>Keep documents for 6 years after a planning decision has been made.</u>	Which documents are included :	What data is included :
Statutory Limitation - To allow for auditing of the Planning process	Correspondence Publicity Documents (for example Site Notices) and Neighbour Notification Comments from members of the public Officer and Case Notes Appeal Documents and Correspondence Administrative documents used in the processing of applications and cases	Not applicable
<i>NB: In a planning application, personal information contained in public comments is hidden, but a copy of the document is retained until disposal as detailed above</i>		
<u>Keep for 12 months after a planning decision has been made.</u>		
Covered by The Town and Country Planning (Development Management Procedure) (England) Order 2015: To allow an opportunity for the Appeals process.	Acknowledgement Letters Neighbour notification list Documents that would otherwise be retained permanently but contain personal or special category data, eg Medical reports and financial data supplied as supporting information, supporting information supplied for Certificates of Lawfulness.	Applicant Contact Details (such as email addresses and phone numbers) Comments made by the public and associated contact details Petitions Neighbours notified of the planning application Case notes containing any personal details Owner Details (name, address, contact details)

Development Services Retention Rules

Development Monitoring		
The retention rule we apply and its purpose:	Which documents are included :	What data is included :
<u>Keep forever</u> To allow for auditing of the Section 106 process	Not applicable	Applicant contact address, as shown on the original planning register
<u>Remove once Planning Conditions and/or Section 106 obligations have been met</u>		
To allow for monitoring of the Section 106 process	Not applicable	Interested party email addresses and telephone numbers
		Email addresses from letters and emails sent by the system

Development Services Retention Rules

Building Control

The retention rule we apply and its purpose:	Which documents are included :	What data is included :
<u>Keep permanently</u>		
The Building Regulations 2010 - The information forms part of the Building Regulations register	Not applicable	Applicant and/or Agent Details Applicant and/or Agent Address The Address of the Building Regulation and related applications and any proposed work Details of the process of the application such as officer inspections and actions, consultation, decision and completion
<u>Keep for 30 Years from date of completion of the Building Regulations application</u>		
Covered by the Latent Damage Act: To allow long enough for the proposed building works to be completed and to allow for a reasonable lifespan of those works.	Application Forms Calculations Details Reports Drawings, Plans and OS maps Decision Notices and Letters Completion Notices & Certificates Consultee Comments Documents indexed as Confidential Correspondence/Amendment Letters Other* Inspection Notes Photographs	Not applicable
The 'Other' and 'Confidential' categories may contain a variety of document types, depending on how they were processed electronically. Older documents in particular may be in the Other category where they have been scanned by outside agencies. These documents are processed as required into more appropriate categories and then deleted according to the relevant policy.		
<u>Keep for 7 years from completion of the Building Regulations application</u>		
Financial Regulations and Council best practice indicate that the Council should retain all financial documentation for 6 years plus the current financial year.	Financial documents	Payee details
<u>Remove on Completion of the Building Regulations application</u>		
Documents and data no longer required for the application process and deleted after administrative work is complete	Admin Process Forms	Applicant Contact Details (email addresses and phone numbers)

Development Services Retention Rules

Enforcement

The retention rule we apply and its purpose:	Which documents are included :	What data is included :
<u>Keep permanently</u>		
Covered by the Town and Country Planning Act 1990 & The Town and Country Planning (Development Management Procedure) (England) Order 2015. Documents may be required for legal proceedings and it is therefore in the public interest to keep them.	Complaint Details Drawings and OS Maps Photographs and Background Papers Enforcement Notices Appeal Forms and Decisions Prosecution Details Documents indexed as Confidential* Other*	Complainant Name and Address Address and Nature of Complaint Name, address and contact details of land owner/occupier Details of the process of the complaint such as officer inspections and actions, decision and any enforcement action, Notices and prosecutions
		<small>*The 'Other' and 'Confidential' categories may contain a variety of document types, depending on how they were processed electronically. Older documents in particular may be in the Other category where they have been scanned by outside agencies. These documents are processed as required into more appropriate categories and then deleted according to the relevant policy.</small>
<u>Keep for 10 years from date Enforcement Case is closed</u>		
Covered by the Town and Country Planning Act 1990 and seen as being in the public interest to allow for the maximum prosecution immunity period to pass completely (where applicable).	Application Forms Correspondence Decision Documents Reports Officer Notes Committee Reports Neighbour lists	Complainant contact types (email address and phone numbers) Neighbour details
<u>Keep for 2 years after printing</u>		
To allow for any legal challenge concerning the administration of our processes	Details of neighbours contacted as part of Enforcement appeals	Neighbour Notification lists and letters

Development Services Retention Rules

Appeals

The retention rule we apply and its purpose:	Which documents are included :	What data is included :
<u>Keep permanently</u>		
Covered by The Town and Country Planning (Development Management Procedure) (England) Order 2015 and seen as being in the public interest	Appeal Decisions OS Maps Decision Documents Photographs Documents indexed as Confidential* Other*	Appeal Details Appellant Details Details of the process of the appeal such as dates and decision
*The 'Other' and 'Confidential' categories may contain a variety of document types, depending on how they were processed electronically. Older documents in particular may be in the Other category where they have been scanned by outside agencies. These documents are processed as required into more appropriate categories and then deleted according to the relevant policy.		
<u>Keep for 6 years from date of appeal decision</u>		
Statutory Limitation	Appeal Forms and Correspondence Appeal Statements, Questionnaires and Background Papers Neighbour Notification Lists Public Comments Consultee Comments Reports Officer Notes	Not applicable
<u>Keep for 12 months from date of appeal decision</u>		
The Town and Country Planning (Development Management Procedure) (England) Order 2015 - Public Interest to allow the appeals process and any legal challenge.	Not applicable	Neighbours notified
<u>Remove at Appeal Decision</u>		
Covered by The Town and Country Planning (Development Management Procedure) (England) Order 2015 during the Appeal process but not required afterwards.	Not applicable	Contact Details of the Appellant (email address and phone numbers)

Development Services Retention Rules

Trees

The retention rule we apply and its purpose: <u>Keep permanently</u>	Which documents are included :	What data is included :
Covered by The Town and Country Planning (Development Management Procedure) (England) Order 2015 and to fall in line with general planning applications policy. The documents all form part of the Tree Preservation Order	TPO Documents (including Preservation Orders) Application Forms TPO Applications General Correspondence Enforcement details Photos Documents indexed as Confidential* Other*	All data except email addresses and telephone numbers
*The 'Other' and 'Confidential' categories may contain a variety of document types, depending on how they were processed electronically. Older documents in particular may be in the Other category where they have been scanned by outside agencies. These documents are processed as required into more appropriate categories and then deleted according to the relevant policy		
<u>Delete after 5 years from TPO coming into effect</u>		
To allow for any legal challenge under the legislation	Not applicable	Email addresses and telephone numbers

Development Services Retention Rules

High Hedges

The retention rule we apply and its purpose:	Which documents are included :	What data is included :
<u>Keep permanently</u>	Application Form Worksheet Drawing Correspondence OS Extract Report Background Papers Photos Officer Notes Decision Other* Documents indexed as Confidential *	All Data except Email addresses and telephone numbers
The documents form part of the decision/enforceability of the Remedial Notice, on which there is no time limit. There is a statutory requirement to register the Notice under the Anti-social Behaviour Act 2003		
*The 'Other' and 'Confidential' categories may contain a variety of document types, depending on how they were processed electronically. Older documents in particular may be in the Other category where they have been scanned by outside agencies. These documents are processed as required into more appropriate categories and then deleted according to the relevant policy.		
<u>Delete after 5 years from the imposition of any orders</u>		
To allow for any legal challenge under the legislation	Not applicable	Email addresses and telephone numbers

Development Services Retention Rules

Listed Buildings		
The retention rule we apply and its purpose:	Which documents are included :	What data is included :
<u>Keep permanently</u> These form part of the Listed Building Record and may form evidence for any future enforcement action. Documents relating to planning applications for Listed Buildings are covered under the 'Planning' section of this document.	Photos Details of the listing Any documents referring to the building being at risk Documents indexed as Confidential*	Listed Building Address Details of inspections and actions of the Listed Building
*The 'Confidential' category may contain a variety of document types, depending on how they were processed electronically. Older documents in particular may be in the Other category where they have been scanned by outside agencies. These documents are processed as required into more appropriate categories and then deleted according to the relevant policy.		
<u>Keep for 6 years</u>		
Statutory limitation	Correspondence	Not applicable

Development Services Retention Rules

Highways Development Control

The retention rule we apply and its purpose: <i>Keep permanently</i>	Which documents are included :	What data is included :
To maintain a record of the Highways consultation process for Planning	Miscellaneous Highways documents	Details of the relevant Planning Application Applicant Details
The 'Other' and 'Confidential' categories may contain a variety of document types, depending on how they were processed electronically. Older documents in particular may be in the Other category where they have been scanned by outside agencies. These documents are processed as required into more appropriate categories and then deleted according to the relevant policy.		
<i>Keep for 6 years from date of last response from Highways</i>		
Statutory limitation - To allow long enough for any legal challenges to decisions to be made	Drawings	Applicant Contact Details (email address and phone number)
	Correspondence	

Development Services Retention Rules

Street Naming and Numbering

The retention rule we apply and its purpose:	Which documents are included :	What data is included :
<u>Keep permanently</u>		
To follow Geoplace best practice guidance.	Decisions Drawings OS Extracts	Details of the Street Naming or Numbering (SNN) scheme Applicant Details Details of the SNN process such as dates, notification and decision
<u>Keep for 4 years from date of notification</u>		
To follow Geoplace best practice guidance.	Correspondence Officer Notes Photos	Not applicable
<u>Keep for 7 years from date of Notification</u>		
Financial Regulations and Council best practice indicate that the Council should retain all financial documentation for 6 years plus the current financial year.	Not applicable	Payee details
<u>Remove 12 Months after case is completed</u>		
Data no longer required for the application process and deleted after administrative work is complete and to allow for any communication regarding amendments to the scheme.	Not applicable	Applicant Contact Details

Development Services Retention Rules

Land Drainage Services		
The retention rule we apply and its purpose:	Which documents are included :	What data is included :
<u>Keep permanently</u> All Drainage Service document retention policies are guided by the 'Flood and Water Management Act 2010' and the 'Land Drainage Act 1991' legislation.	Appeal Documents Consultation Responses Inspection Notes Completion Certificates Photographs and other media Reports Drawings & calculations Decision Notices for refusals and where approved work has started within 3 years of decision	All drainage scheme details other than contact details
<u>Deleted seven years after decision</u> Financial Regulations and Council best practice indicate that the Council should retain all financial documentation for 6 years plus the current financial year.	Invoices and receipts	Not applicable
<u>Deleted three years after decision</u> Kept to allow time for works to commence	Decision notices where works have not been implemented	Not applicable
<u>Deleted 7 days after completion</u> Documents and data no longer required for the application process and deleted after administrative work is complete.	Application Forms Correspondence (including Enforcement letters)	Contact details