

# Development Services Retention Rules

Planning Development Management		
The retention rule we apply and its purpose:	Which documents are included :	What data is included :
<b><u>Keep permanently</u></b>		
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	Applicant and/or Agent details
	Supporting Information and Reports**	Applicant and/or Agent address
	Submission of Details and Minor Amendments	Contact details of applicants and agents where Section 106 or monitoring of a minerals site is ongoing
	Drawings, Plans and OS maps	The application address and any proposed work
	Decision Notices and Letters	Details of the application process such as officer report, consultation comments and decision
	Appeal Forms and Decisions	Contact details of correspondents to whom formal advice has been given.
	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*	
<p>* 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.</p> <p>** Except where these contain personal or special category details that are covered by the GDPR and information supplied in support of Certificates of Lawfulness</p> <p>*** 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.</p>		
<b><u>Keep documents for 10 years after a planning decision has been made.</u></b>		
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		
<b><u>Keep documents for 7 years after a planning decision has been made.</u></b>		
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
<b><u>Keep for 7 years after an appeal or planning decision has been made as long as the Community Infrastructure Levy has been discharged.</u></b>		
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

# Development Services Retention Rules

Planning Development Management (Continued)		
The retention rule we apply and its purpose:	Which documents are included :	What data is included :
<u>Keep documents for 6 years after a planning decision has been made.</u>		
Statutory Limitation - To allow for auditing of the Planning process	Correspondence	Not applicable
	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	
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		
<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	Applicant Contact Details (such as email addresses and phone numbers)
	Neighbour notification list	Comments made by the public and associated contact details
	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.	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><b>Keep permanently</b></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><b>Keep for 30 Years from date of completion of the Building Regulations application</b></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	Not applicable
	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	
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><b>Keep for 7 years from completion of the Building Regulations application</b></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><b>Remove on Completion of the Building Regulations application</b></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 :
<b><u>Keep permanently</u></b>		
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	Complainant Name and Address
	Drawings and OS Maps	Address and Nature of Complaint
	Photographs and Background Papers	Name, address and contact details of land owner/occupier
	Enforcement Notices	Details of the process of the complaint such as officer inspections and actions, decision and any enforcement action, Notices and prosecutions
	Appeal Forms and Decisions	
	Prosecution Details	
	Documents indexed as Confidential*	
	Other*	
*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.		
<b><u>Keep for 10 years from date Enforcement Case is closed</u></b>		
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	Complainant contact types (email address and phone numbers) Neighbour details
	Correspondence	
	Decision Documents	
	Reports	
	Officer Notes	
	Committee Reports	
	Neighbour lists	
<b><u>Keep for 2 years after printing</u></b>		
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><b>Keep permanently</b></u>		
Covered by The Town and Country Planning (Development Management Procedure) (England) Order 2015 and seen as being in the public interest	Appeal Decisions	Appeal Details
	OS Maps	Appellant Details
	Decision Documents	Details of the process of the appeal such as dates and decision
	Photographs	
	Documents indexed as Confidential*	
	Other*	
*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><b>Keep for 6 years from date of appeal decision</b></u>		
Statutory Limitation	Appeal Forms and Correspondence	Not applicable
	Appeal Statements, Questionnaires and Background Papers	
	Neighbour Notification Lists	
	Public Comments	
	Consultee Comments	
	Reports	
	Officer Notes	
<u><b>Keep for 12 months from date of appeal decision</b></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><b>Remove at Appeal Decision</b></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:	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 to fall in line with general planning applications policy. The documents all form part of the Tree Preservation Order	TPO Documents (including Preservation Orders)	All data except email addresses and telephone numbers
	Application Forms	
	TPO Applications	
	General Correspondence	
	Enforcement details	
	Photos	
	Documents indexed as Confidential*	
	Other*	
*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 the 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 :
<b><u>Keep permanently</u></b>		
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	Application Form	All Data except Email addresses and telephone numbers
	Worksheet	
	Drawing	
	Correspondence	
	OS Extract	
	Report	
	Background Papers	
	Photos	
	Officer Notes	
	Decision	
	Other*	
	Documents indexed as Confidential *	
*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.		
<b><u>Delete after 5 years from the imposition of any orders</u></b>		
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 :
<b><u>Keep permanently</u></b>		
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	Listed Building Address
	Details of the listing	Details of inspections and actions of the Listed Building
	Any documents referring to the building being at risk	
	Documents indexed as Confidential*	
*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.		
<b><u>Keep for 6 years</u></b>		
Statutory limitation	Correspondence	Not applicable

# Development Services Retention Rules

Highways Development Control		
The retention rule we apply and its purpose:	Which documents are included :	What data is included :
<u>Keep permanently</u>		
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.		
<u>Keep for 6 years from date of last response from Highways</u>		
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 :
<b><u>Keep permanently</u></b>		
To follow <a href="#">Geoplace</a> best practice guidance.	Decisions	Details of the Street Naming or Numbering (SNN) scheme
	Drawings	Applicant Details
	OS Extracts	Details of the SNN process such as dates, notification and decision
<b><u>Keep for 4 years from date of notification</u></b>		
To follow <a href="#">Geoplace</a> best practice guidance.	Correspondence	Not applicable
	Officer Notes	
	Photos	
<b><u>Keep for 7 years from date of Notification</u></b>		
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
<b><u>Remove 12 Months after case is completed</u></b>		
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 :
<b><u>Keep permanently</u></b>		
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
<b><u>Deleted seven years after decision</u></b>		
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
<b><u>Deleted three years after decision</u></b>		
Kept to allow time for works to commence	Decision notices where works have not been implemented	Not applicable
<b><u>Deleted 7 days after completion</u></b>		
Documents and data no longer required for the application process and deleted after administrative work is complete.	Application Forms	Contact details
	Correspondence (including Enforcement letters)	