

Appendix 1

	Function Description/Purpose of holding	Retention Action	Information to be redacted before publishing online	Disposal technique	Legislation requirement
1	All submissions (including application form, plans and supporting documents & any amendments received) to form Part 1 of the Planning Register	All information to be scanned on receipt.	Applicant's telephone and email addresses. All non-council signatures.	Electronic kept in perpetuity.	Town and Country Planning (Development Management Procedure) Order - Article 40 (3), (4A), (5) & (7)
2	Decision Notices (Planning or Appeal) and Legal Agreements to form Part 2 of the Planning Register	All information to be scanned on receipt	All non-council signatures.	Electronic kept in perpetuity.	Town and Country Planning (Development Management Procedure) Order - Article 40 (4), (4A), (5), (6) & (7)
3	Consultee comments to gather professional opinions as part of the planning process	All information to be scanned on receipt and entered into the back-office system. Electronic documents kept for 6 years, unless necessary to retain for longer following completion of checklist in Appendix 2.		Electronic documents deleted 6 years after decision date.	Limitations Act

4	Agents contact details to inform of Agents forums, sending of newsletters and departmental updates. To be selected when registering applications	Consent to hold names and email addresses until such a time they do not wish to receive further information from the Planning Department. Bi-Annual review of Agents contact details held to ensure agreement given to remain on our mailing list.		If request received to be removed from mailing list, deletion of electronic entry.	GDPR 2018
5	Enforcement Complainant's details	All information to be scanned on receipt and entered into the back-office system to allow contact throughout investigation.	No documentation or information available publicly.	Electronic documents to be deleted after 10 years from case closure, following completion of checklist in Appendix 2.	
6	Enforcement Complaint details (including, but not limited to, address, nature of the alleged breach, photographs, evidence, letters, and general correspondence)	Information stored electronically within our back-office system. Hard copies scanned in upon receipt and during the life of the case and final scan of any other document at close of case.	No documentation or information available publicly.	Hard copies disposed in confidential waste. Electronic documents to be deleted after 10 years from case closure unless formal enforcement action* taken, in which case electronic copy of	

				documents kept in perpetuity	
7	Enforcement Notice, breach of condition notice, temporary stop notice, stop notice, and enforcement order details to form part of the Enforcement Register	Information stored within back office system. Hard copies of notices kept on enforcement register held in Records management. Copy of enforcement notices also scanned in and available on Council's website.		Electronic documents kept in perpetuity, however, register entry kept in line with Town and Country Planning (Development Management Procedure) Order Article (4). Information relating to parties on whom the notice was served to be kept for 84 years from the date on which the notice was served, before being deleted.	Town and Country Planning (Development Management Procedure) Order - Article 43 (1), (2), (3) & (4)
8	All submissions relating to High Hedges Initial Site survey applications	Information stored electronically within our back-office system. Hard copies scanned in upon receipt and during the life of the case and final scan of any other document at close of case.		Hard copies disposed in confidential waste. Electronic documents to be deleted after 6 years from case closure.	

9	All submissions relating to High hedges formal complaints	Information stored electronically within our back-office system. Hard copies scanned in upon receipt and during the life of the case and final scan of any other document at close of case.		Hard copies disposed in confidential waste. All Electronic documents except any decision letter to be deleted after 6 years from case closure unless formal enforcement action* taken, in which case electronic copy of documents kept in perpetuity. Information relating to parties on whom the notice was served to be kept for 84 years from the date on which the notice was served, before being deleted.	
10	High hedges Remedial Notice details to form part of the register of remedial notices	Information stored within back-office system. Hard copies kept on enforcement register held in Records management.	Not published online	Electronic documents kept in perpetuity. Register entry (hard copy) kept in perpetuity. Information relating to parties on whom the notice was	Part 8 of the Anti-Social Behaviour Act 2003

				served to be kept for 84 years from the date on which the notice was served, before being deleted.	
11	All submissions relating to applications for consent under Tree Preservation Orders	All information to be scanned upon receipt and stored in back-office system. Hard copies entered into register. Electronic submissions printed and entered into register.	Not published online	Electronic documents kept in perpetuity. Details of every notification kept on register (hard copy) in perpetuity.	The Town and Country Planning (Tree Preservation)(England) Regulations 2012- part 2, paragraph 12.
12	All submissions relating section 211 notifications (trees in conservation areas)	All information to be scanned upon receipt and stored in back-office system. Hard copies entered into register. Electronic submissions printed and entered into register.	Not published online	Electronic documents kept in perpetuity. Details of every notification kept on register (hard copy) in perpetuity.	Section 214 of Town and Country Planning Act 1990 (as amended)
13	Tree Preservation Order details to form part of the TPO Register	Information stored within back office system. Hard copies kept on TPO register held in Records management.	Not published online	Electronic documents kept in perpetuity. Details of every Order kept on register (hard copy) in perpetuity.	
14	General correspondence and comments received in relation to an application	All information to be scanned on receipt.	All signatures, personal email addresses, names, personal phone numbers and sensitive information.	Electronic documents deleted 6 years after decision date.	Limitations Act

15	General correspondence not related to an application or enforcement case	All information to be scanned on receipt.	.	Electronic copies disposed of after 6 years.	
16	Pre-Application submissions	All information to be scanned on receipt.	Not publicly available.	Electronic copies disposed of after 6 years.	

*'Formal enforcement action' includes the issuing of an enforcement notice, a breach of condition notice, a temporary stop notice, a stop notice, an enforcement order, or a High hedge remedial notice, and also includes any case where Court proceedings have taken place.

Appendix 2

	YES	NO
Is permission granted for non-standard time consent beyond 3 years?		
Is there any ongoing enforcement case on the site?		
Is there any other reason to retain for planning history for future development of the site?		