

| Retention Schedule - Regeneration & Development   |   |   |  | Notes   |
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| Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc) |   |   |  |   |
| Function  | Document Description  |   | Retention Period   |   |
| Development Management  | Planning applications, including:<br>- reserved matters<br>- permission granted on appeal against an enforcement notice<br>- applications for certificates of lawful development<br>- permission in principle<br>- county matters |   | Retain all information indefinitely except consultation responses from authorities, organisations and members of the public which shall be retained for a period of 12 months after an application is "finally disposed of" or to the conclusion of the complaints process, whichever is the longer.   |   |
| Development Management  | Environmental Statements, screening and scoping opinions and statements of reasons  |   | Retain all information indefinitely  |   |
| Development Management  | Applications for prior approval   |   | Retain all information indefinitely except consultation responses from authorities, organisations and members of the public which shall be retained for a period of 12 months after a decision has been issued or, where an appeal or judicial review has been lodged, 12 months after the issuing of a decision/judgement, or where a complaint has been made the conclusion of the complaints process. |   |
| Development Management  | Advertisements – all applications for express consent   |   | Retain all information indefinitely except consultation responses from authorities, organisations and members of the public which shall be retained for a period of 12 months after a decision has been issued or, where an appeal or judicial review has been lodged, 12 months after the issuing of a decision/judgement, or where a complaint has been made the conclusion of the complaints process. |   |
| Development Management  | Hazardous Substances – all applications for consent   |   | Retain all information indefinitely except consultation responses from authorities, organisations and members of the public which shall be retained for a period of 12 months after an application is "finally determined" or where a complaint has been made to the conclusion of the complaints process, whichever is the longer.  |   |
| Development Management  | Pre-application advice  |   | Retain all information for a period of 5 years   | Pre-application advice is a non-statutory function and is provided and retained on a confidential basis   |
| Regeneration  | Local Development Documents - development plans, statement of community involvement and supplementary planning documents  | The process of preparing Documents also generates general correspondence, internal notes and reports to the Council.<br><br>Once a Document is adopted it is an aid to understanding to retain its evidence base, formal assessments, Council reports and statements of case and the Inspector's report and to make them publicly available on the Council's website until the Document is formally superseded. Consultation responses/representations need only be retained until the Plan is adopted. | All material retained until the document has been adopted and the period for legal challenge has expired. Thereafter, all material except for consultations/responses/representations are retained and made publicly available.  |   |
| Regeneration  | Local Development Documents   | The preparation of Documents includes: the Document itself, Sustainability Appraisal, Habitats Regulations Assessment, the evidence base studies, consultation responses and their assessment, evidence for the public examination, the Inspector's report and all associated reports to the Council  | Retain all material until the Document has been adopted and the period for legal challenge has expired. Thereafter, retain all material except for consultation responses/representations and make publicly available.<br><br>Archive the Document and related material upon it being superseded.  |   |
| Regeneration  | Authority Monitoring Report   |   | Retain all Reports indefinitely  | The Council has a duty to prepare a Monitoring Report annually and to make it available to the public. In addition to providing performance information for the preceding year the series provides using historic trend data. |

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| Local Land Charges | Copies of completed searches, records of income and payment receipts | Retain for 7 years |   |
| Local Land Charges | All entries on the Local Land Charges Register                       |                    | Retain all entries indefinitely unless formally removed. Upon removal retain copy documents for a period of 7 years |