

Planning, Listed Building and Conservation Area Records and Data Protection Details:-

Planning Application Files:

We are required to keep a public register of planning applications; we are not required to keep this information in a specific format.

The Pembrokeshire County Council public register of planning applications is a combination of paper and electronic records comprising key and non-key documents. Below is a list of key documents which are made publicly available in-line with GDPR requirements.

Listed Building and Conservation Area

Listed building (LB) and conservation area (CA) applications are retained in both paper and electronic formats where available. Please note after March 2020 no paper files have been created. The key documents and non-key documents are the same for planning applications and LB and CA applications. See the lists below.

Key Documents:

- application forms
- plans and drawings (including amendments)
- supporting documents (e.g. design and access statements)
- planning obligation documents
- details of any direction under the Town and Country Planning Act 1990 (as amended) and the Town and Country Planning (Development Procedure Order) 2015 (as amended)
- Officer Reports (inc. Delegated and Committee)
- decision notices (including any subsequent appeal decision notices)
- reserved matters or details reserved by condition (including commencement notifications)
- Confidential documents and photographs (considered through a Freedom of Information request only)

Redacted key documents are publicly available to be viewed in either electronic or paper format depending on the age of the file. (See the table below for further details)

Non Key Documents:

These documents are not made publicly available. Third party representations, may be requested under the Local Government (Access to Information) Act 1985 and made available depending on the age of the file and whether these documents are still available. If so, they will be supplied according to GDPR requirements. Personal data including names,

addresses, telephone numbers, email addresses, signatures and means of identifying individuals will be redacted beforehand.

Both Key and Non-key Documents are detailed within the Local Planning Authority's Document Retention Policy.

Requests to view documents

1947 – 1996 application records:

Files dating from 1947 to 31st March 1996 are stored in hard copy format only in a remote Local Authority secure storage facility. A request to view these files can be made by emailing planning.support.team@pembrokeshire.gov.uk. All requests will be researched and actioned, adhering to the requirements of GDPR and our document retention policy.

Please note that these files have to be requested by Planning Support staff to be retrieved from the Authority's Records Management Unit. On return, each file's documents will be assessed as to whether they are key documents and therefore available within the public domain (listed above). Redactions may need to be applied to these documents containing personal or sensitive information and signatures, as such reasonable time should be afforded for such requests. Once this exercise is complete the redacted documents can be emailed to recipients or the redacted paper file, containing key documents only, made available for viewing at County Hall by prior appointment (Working hours are Mon – Fri between 9 am -5pm) and subject to any Covid restrictions which may be in place. Hard copies of these key documents can be provided at a reasonable charge dependent on the amount, size and colour of each and postal delivery arrangements made at the time of visit. We aim to achieve this within 5 working days from the time of initial request. We are unable to publish these documents to the Authority's website because of the age of the records. (Please note the Authority's email attachment file size limit is 20mb, where document sizes exceed this limit, separate multiple emails will be sent). On the return of paper files to the Records management Unit, non key documents will be destroyed securely. on the paper file's return to the Records Management Unit.

1996 to present day decided application records:

Historic planning files dating from 1st April 1996 to the present day for decided applications are currently undergoing a back scanning exercise and associated key documents (listed above) are generally available in electronic format via the Authority's website www.pembrokeshire.gov.uk, by accessing the Planning web pages under "Search for a Planning Application" link. Non-key documents are not published to the web but depending on the age of the file and whether these documents are still available, you may make a request to view any third party representations.

If you are unable to locate a planning record or you do not have the planning reference number to search using this link, please make a planning history search request through the Planning Support Team's email address, planning.support.team@pembrokeshire.gov.uk. Alternatively telephone the Contact Centre on 01437 764551. For either option please provide the full site address details of the property you wish us to research. We will then arrange for the associated publicly available electronic redacted key planning documents to be published on-line. If you are unable to access the web, we can arrange for the same documents to be sent to you as detailed above (both within GDPR guidelines).

If you do not have an email account and therefore require sight of documents in paper format, you will have to make a request to this effect to the Planning Support Team by telephoning the Authority's Contact Centre on 01437 764551. Please provide the file reference number(s) or the full site address details of the property you wish us to research, also stating which documents you wish to view. A paper file containing relevant redacted key documents will be made available to view. As such a reasonable period of time should be afforded to allow this to be undertaken. You will then be contacted by a team member to arrange a mutually convenient time for you to visit County Hall to view the documents. Please note working hours are Mon – Fri between 9 am -5pm and subject to any Covid restrictions which may be in place. Copies of these key documents can be provided at a reasonable charge dependent on the amount, size and colour of each document and postal delivery arrangements made at the time of visit.

Current Undecided Planning Applications:

New, valid, un-decided planning application details and their associated redacted key documents are published to the Authority's website together with any subsequent statutory consultee responses and updated information (e.g. amended plans etc.) As part of the application process these are available to view on-line at www.pembrokeshire.gov.uk, by accessing the Planning web pages under "Search for a Planning Application" link. Customers can also comment on an application through this facility and upload their associated responses for planning officer consideration. Please note third party responses are not published to the web but will be held electronically within the Planning database and EDMS against respective records in-line with our document retention policy. Whilst available, customers may request to view or receive copies of these third party representations subject to GDPR requirements relating to personal information. The Development Management Privacy Notices and Document Retention document can be viewed at <https://www.pembrokeshire.gov.uk/privacy-promise/departmental-fair-processing-notices>

Alternatively you can visit County Hall Mon – Fri between 9 am – 5 pm (and subject to any Covid restrictions which may be in place) to view registered application details electronically using one of the pcs provided in the main Reception area. If required, hard copies of these key documents can be provided at a reasonable charge dependent on the amount, size and colour of each document and postal delivery arrangements made at the time of visit.

Development Management Privacy Notice & Document Retention Policy:

In line with the requirements of GDPR, documents will be used, stored and retained as part of the planning register. To view the full details contained within the Development Management Privacy Notice, 3rd Party Privacy Notice and associated current Document Retention policy, please click on the following link of the Authority's website (<https://www.pembrokeshire.gov.uk/privacy-promise/departmental-fair-processing-notices>). These documents are also available in hard copy format upon request.

Any queries:

For further clarification of the above please email your query to planning.support.team@pembrokeshire.gov.uk entitled "Data Protection Query" or telephone the Authority's Contact Centre on 01437 764551 asking for the Planning Support Team in relation to a Planning Data Protection query. We will seek to answer your question and where ever required refer on to the Authority's Data Protection team for further clarification.

Please note we may review our policies and subsequently update our documents from time to time.

List of current photocopying charges: *(please note this may be reviewed)*

Size of Paper	Mono	Colour
A4	10p per page	30p per page
A3	20p per page	60p per page

Application Files & Documents Matrix:

File Periods	Storage Format	File/Record Retained permanently	View Key Documents (Redacted as required)	View Non Key Documents (Redacted as required)	Documents Retained
1947 - 1996	Paper	Yes (NKDs culled prior to viewing and destroyed on return to RMU storage facility)	Yes Via email (free) Paper (charge)	No – outside retention period	Refer to Document Retention Policy
1996 to Present Day (Decided)	Paper or Electronic (once captured electronically the planning application paper file is destroyed. LB & CA paper file applications are retained)	Yes – see Document Retention Policy for details	Yes On-line (free) By request Email (free) Paper (charge)	Refer to Document Retention Policy	Refer to Document Retention Policy
Current Applications (Undecided)	Electronic	Yes - see Document Retention Policy for details	Yes On-line (free) By request Email (free) Paper (charge)	Refer to Document Retention Policy	Refer to Document Retention Policy

Created May 2019, Updated June 2019, Updated Sept 2019, Updated 10/3/2020, Updated 28/08/2020, Updated 06/11/2020

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