

PLANNING, LISTED BUILDING AND CONSERVATION APPLICATION KEY & NON KEY DOCUMENT RETENTION POLICY

The planning, listed building and conservation area application register is a permanent record. Associated Key Documents (KD) will also be permanently retained and held in either electronic or paper format. Non-key Documents (NKD) will be retained to satisfy the period of time required for the submission of possible challenges including enforcement investigations, proof of commencement of work, appeals, ombudsman inquiries or judicial reviews. After which non-key documents will be removed from record. Details of both key and non-key document retention periods are detailed in the tables below.

Table 1. below details the scanned and imported planning application documents which are available to be viewed by customers. Both Key and Non-key Documents are available in varying formats depending on the age of the record. However, due to the age of some records, some Non-key Documents may no longer be available if outside their respective retention periods.

Table 2. below acts as a quick reference detailing the availability and storage of planning application files and retention of documents.

Table 3. below details all stationery items generated by, and recorded into the planning database, subsequently stored in to the corporate EDMS together with their respective retention periods.

Please note the same retention period for each document type is applied across both electronically stored documents and scanned paper documents dating from 1996 to the present day.

Pre 1996 paper records have not been captured electronically, these records are held in paper format only. Key Document policies are applied to these records but due to the age of these files, the document retention details the non-key documents falling outside retention timelines.

Anyone requesting to view pre 1996 paper records will be shown redacted Key Documents only. Non-key Documents will not be available only redacted Key Documents will be returned to the Records Management Unit facility.

Table 1: Key and Non Key Scanned and Imported Application Documents dating from 1996 to present day:

DOC TYPE	DESCRIPTION	KEY DOC (KD) or NON KEY DOC (NKD)	DEV. MANAGEMENT IMPORT/SCAN	RMU BACK SCAN	PUBLISH TO THE WEB	ANNOTATE	RETAIN	RETENTION PERIOD
Planning								
APPAMEND	Planning Application Amendments	KD	Y	Y	Y	Y	Y	Permanent
APPDESC	Planning Appeal Decision	KD	Y	Y	Y	Y	Y	Permanent
APPFORM	Planning Appeal Form	NKD	Y	N	N	N	Y	24 Months from Appeal Decision Date
APPGEN	Planning Appeal General Correspondence	NKD	Y	N	N	N	Y	24 Months from Appeal Decision Date
APPLICAT	Planning Application Forms	KD	Y	Y	Y	Y	Y	Permanent
APPQUEST	Planning Appeal Questionnaire	NKD	Y	N	Y	Y	Y	24 Months from Appeal Decision Date
APPTHIRD	Planning Appeal Third Party Representations	NKD	Y	N	N	N	Y	24 Months from Appeal Decision Date

APPSTATE	Planning Appeal Statement	NKD	Y	N	Y	Y	Y	24 Months from Appeal Decision Date
COMMREP	Planning Officer Committee Report	KD	Y	Y	Y	N	Y	Permanent
COMMWORK	Planning Commencement of Work	KD	Y	Y	N	N	Y	Permanent
CONFID	Confidential Document	KD	Y	Y	N (available through Fol request)	N	Y	Permanent
CONSRESP	Planning Consultation responses	NKD	Y	Not for records prior to 2008	Y	Y	Y	72 Months after Decision Date
CONSINT	Planning Internal Consultation Reply	NKD	Y	Not for records prior to 2008	N	N	Y	72 Months after Decision Date
CONSNP	Planning Consultation Reply Not Specified	NKD	Y	Not for records prior to 2008	Y	Y	Y	72 Months after Decision Date
DECNOTSC	Planning Scanned Decision Notice	KD	Y	Y	Y	N (Not required – PCC Officer signature)	Y	Permanent

DELEGREP	Planning Delegated Report	KD	Y	Y	Y	N (Not required – PCC Officer signature)	Y	Permanent
DISCHARG	Planning Discharge of Condition Documents – historic DoC correspondence	KD	Y	Y	N	N	Y	Permanent
DRAFTRE	Old Style Draft Decision Recommendation	KD	Y	Y	N	N (Not required – PCC Officer signature)	Y	Permanent
EMAILS	Planning Emails	NKD	Y	N	N	N	Y	72 Months after Decision Date
GENCORR	Planning General Scanned Documents	NKD	Y	N	N	N	Y	72 Months after Decision Date
INTEREST	Planning Interested Party	NKD	Y	Not for records prior to 2008	N	N (Yes if available and customer makes a request –apply annotations as per GDPR requirements)	N	72 Months after Decision Date
LDPPROF	LDP Monitoring Proforma	NKD	N (LDP scan/import)	N	N	N	N	24 Months after Decision Date

NEIGHNSP	Planning Third Party Reply Not Specified	NKD	Y	Not for records prior to 2008	N	N (Yes if available and customer makes a request –apply annotations as per GDPR requirements)	Y	72 Months after Decision Date
NEIGHOBJ	Planning Third Party Reply Objection	NKD	Y	Not for records prior to 2008	N	N (Yes if available and customer makes a request –apply annotations as per GDPR requirements)	Y	72 Months after Decision Date
NEIGHSUP	Planning Third Party Reply Support	NKD	Y	Not for records prior to 2008	N	N (Yes if available and customer makes a request –apply annotations as per GDPR requirements)	Y	72 Months after Decision Date
PAS106	Planning Section 106 & UUs (Signed & Dated Hard copies also retained)	KD	Y	Y	N	Y	Y	Permanent - electronic and hard copy formats
PHOTOSPA	Planning Photographs	KD	Y	Y	N (available through Fol request)	N	Y	Permanent
PLANBLOC	Planning Block Plan	KD	Y	Y	Y	N	Y	Permanent

PLANSGEN	Planning General Plans	KD	Y	Y	Y	N	Y	Permanent
PLANSCRS	Planning Cross Section Plans	KD	Y	Y	Y	N	Y	Permanent
PLANSELE	Planning Elevation Plans	KD	Y	Y	Y	N	Y	Permanent
PLANSFLO	Planning Floor Plans	KD	Y	Y	Y	N	Y	Permanent
PROFORMA	Planning Proforma	NKD	Y	Not for records prior to 2008	N	N	Y	72 Months after Decision Date
SCANDOC	Generic Holding Doc Type – need to re-index to correct doc type).	NKD	Y	N	N	N	N	N (to be re-indexed to correct doc type and respective retention applied)
SITEPLAN	Planning Site Location Plan	KD	Y	Y	Y	N	Y	Permanent
STAGESHT	Planning Stage Sheet	NKD	Y	Not for records prior to 2008	N	N	Y	72 Months after Decision Date
SUPDOCS	Planning Supporting Documents (e.g. Access Statements etc)	KD	Y	Y	Y	Y	Y	Permanent
SUPERSED	Planning Superseded Documents	NKD	Y	Not for records prior to 2008	Y	Y	Y	72 Months after Decision Date

VISITNOT	Planning Site Visit Notes	NKD	Y	Y	N	N	Y	72 Months after Decision Date
VALSHT	Planning Validated Sheet	NKD	Y	Not for records prior to 2008	N	N	Y	72 Months after Decision Date
Permitted Development								
PDFORM	PD Permitted Development Form	NKD	Y	N	N	N	Y	Permanent
PDGENERA	PD General Scanned Documents	NKD	Y	N	N	N	Y	Permanent
PDPHOTOS	PD Photos	NKD	Y	N	N	N	Y	Permanent
PDPLANS	PD Plans	NKD	Y	N	N	N	Y	Permanent
Pre-Application								
PRAPPFM	Pre-Application Form	NKD	Y	N	N	N	Y	Permanent
PRGENERA	Pre-App General Scanned Documents	NKD	Y	N	N	N	Y	Permanent
PRPHOTOS	Pre-App Photographs	NKD	Y	N	N	N	Y	Permanent
PRPLANS	Pre-App Plans	NKD	Y	N	N	N	Y	Permanent
Screening Opinion (7)								
SOENQFRM	Screening Opinion Enquiry Form	KD	Y	N	N	N	Y	Permanent
SOGENERA	Screening Opinion General Docs	KD	Y	N	N	N	Y	Permanent

SOPHOTOS	Screening Opinion Photos	KD	Y	N	N	N	Y	Permanent
SOPLANS	Screening Opinion Plans	KD	Y	N	N	N	Y	Permanent
SOPSCAN	Screening Opinion Decision Scanned	KD	Y	N	Y	N (Not required – PCC Officer signature)	Y	Permanent
Inactive Doc Types No Longer Used								
COMMITTE	Planning Committee Reports (etc.)	NA	NA	NA	NA	NA	NA	NA
COMMREPF	PO Committee Report - FINAL	NA	NA	NA	NA	NA	NA	NA
COMMREPP	PO Committee Report - PUBLISHED	NA	NA	NA	NA	NA	NA	NA
COMMREPW	PO Committee Report - WITHDRAWN	NA	NA	NA	NA	NA	NA	NA
CONSNRP	Planning Consultation Reply Not Specified	NA	NA	NA	NA	NA	NA	NA
CONSOBJ	Planning Consultation Reply Objection	NA	NA	NA	NA	NA	NA	NA
CONSSUPP	Planning Consultation Reply Support	NA	NA	NA	NA	NA	NA	NA
DRAFTRE	Planning Draft Recommendation Sheet	NA	NA	NA	NA	NA	NA	NA
PHOTOS	Planning Draft Recommendation Sheet	NA	NA	NA	NA	NA	NA	NA
PLANS	Historic Photos	NA	NA	NA	NA	NA	NA	NA
PLCOMDOC	Planning Committee Supplementary Documents	NA	NA	NA	NA	NA	NA	NA
SCANDOC	Historic Plans	NA	NA	NA	NA	NA	NA	NA
SCREENOP	SO – Screening opinion Response letter	NA	NA	NA	NA	NA	NA	NA
SOPCHK	SO – Screening Opinion Checklist	NA	NA	NA	NA	NA	NA	NA

Table 2: 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 planning files are destroyed. LB & CA paper applications are retained permanently)	Yes – see Document Retention Policy Table 1 above 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
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Table 3. APAS system standard application stationery:

DOC TYPE	DESCRIPTION	KEY DOC (KD) or NON KEY DOC (NKD)	AUTO IMPORT FROM APAS INTO I@W	RMU BACK SCAN	PUBLISH TO THE WEB	ANNOTATE	REMAIN IN APAS DOC DIARY	RETENTION PERIOD IN I@W
Planning (1)								
ACK	Planning Acknowledgements	NKD	Y	N	N	N	Y	72 Months after Decision Date
APPNOT	Planning Appeal Notification Letters	NKD	Y	N	N	N	Y	72 Months after Decision Date
CADWS13	Planning Cadw S13 Proforma	KD	Y	N	N	N	Y	Permanent
CCDECNOT	Community Council Decision Notification Letter	NKD	Y	N	N	N	Y	72 Months after Decision Date
CONSLIST	Planning Consultation List	NKD	Y	N	N	N	Y	72 Months after Decision Date

CONSRM	Planning Consultee Reminder	NKD	Y	N	N	N	Y	72 Months after Decision Date
CONSULTR	Planning Consultation Letter	NKD	Y	N	N	N	Y	72 Months after Decision Date
DECNENOT	Planning Decision Neighbour Notification	NKD	Y	N	N	N	Y	72 Months after Decision Date
DECNOT	Planning Decision Notice (Saved In Doc Diary Only)	NKD	N	N	N	N	Y	NA
DEFAULT	General Default Document Type	NKD	Y	N	N	N	N	NA
DELCOMP	Planning Decision Neighbour Notification (PN)	NKD	Y	N	N	N	Y	72 Months after Decision Date
DESIGN	Planning Design & Access Validation Letter	NKD	Y	N	N	N	Y	72 Months after Decision Date
DRAFTDEC	Planning Draft Decision Notice	NKD	Y	N	N	N	Y	72 Months after Decision Date
ESAPP	Planning Environmental Statement App	NKD	Y	N	N	N	Y	72 Months after Decision Date
ESPCON	Planning ES (Post Submission) Consultation Letter	NKD	Y	N	N	N	Y	72 Months after Decision Date

ESPSRES	ES (Post Submission) Residents Letter	NKD	Y	N	N	N	Y	72 Months after Decision Date
EXOFTIME	Extension Of Time Letter	NKD	Y	N	N	N	Y	72 Months after Decision Date
EXPTEMP	Expiry of Temporary Consent	NKD	Y	N	N	N	Y	72 Months after Decision Date
GENERAL	Planning General letter	NKD	Y	N	N	N	Y	72 Months after Decision Date
INVALID	Invalid Application Form	NKD	Y	N	N	N	Y	72 Months after Decision Date
MEMO	Internal Memo – Phone Call et.	NKD	Y	N	N	N	Y	72 Months after Decision Date
NECONS	Neighbour Consultations	NKD	Y	N	N	N	Y	72 Months after Decision Date
NEIGHLST	List of Neighbours	NKD	Y	N	N	N	Y	72 Months after Decision Date
OBJACK	Objection Acknowledgement	NKD	Y	N	N	N	Y	72 Months after Decision Date

OFFMAP	Officer Notes Site Map	NKD	Y	N	N	N	Y	72 Months after Decision Date
PDACK	Permitted Development Acknowledgement	NKD	Y	N	N	N	Y	72 Months after Decision Date
PDRESP	Permitted Development Response	NKD	Y	N	N	N	Y	72 Months after Decision Date
PNDECNOT	PN Decision Notice (Unconditional) (Saved in Doc Diary Only)	NKD	N	N	N	N	Y	NA
PRACK	Pre-Application Acknowledgement	NKD	Y	N	N	N	Y	72 Months after Decision Date
PRACKINV	Pre-Application INVALID Acknowledgement	NKD	Y	N	N	N	Y	72 Months after Decision Date
PREREGIS	Pre-Registration Acknowledgement	NKD	Y	N	N	N	Y	72 Months after Decision Date
PREXTTIM	Pre-App Extension of Time letter	NKD	Y	N	N	N	Y	72 Months after Decision Date
PRRESP	Pre-Application Response	NKD	Y	N	N	N	Y	72 Months after Decision Date
PUBAPAG	Public Speaking Letter App/Agnt	NKD	Y	N	N	N	Y	72 Months after Decision Date

PUBDEFER	Public Speaking Letter Deferment	NKD	Y	N	N	N	Y	72 Months after Decision Date
PUBLIC	Publicity (Site Notices)	NKD	Y	N	N	N	Y	72 Months after Decision Date
PUBOBSU	Public Speaking Letter Obj/Supp	NKD	Y	N	N	N	Y	72 Months after Decision Date
PUBREQ	Public Speaking Request to Speak	NKD	Y	N	N	N	Y	72 Months after Decision Date
RECSHEET	Recommendation Sheet	NKD	Y	N	N	N	Y	72 Months after Decision Date
REQINFO	Requisition Notice S330/RFI S16	NKD	Y	N	N	N	Y	72 Months after Decision Date
SOPDEC	SO – Screening Opinion Decision	NKD	N	N	N	N	Y	NA
SOPRESP	SO – Screening Opinion Response Letter	NKD	Y	N	N	N	Y	72 Months after Decision Date
WITHDLET	Withdrawal Letter	KD	Y	Y	Y	Y	Y	Permanent

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