

Retention Schedule - Chief Executive - Regeneration & Development May 2018 Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)					Notes
Service	Function	Document Description		Retention Period	
Chief Executive	Development Management	Planning applications, including: - reserved matters - permission granted on appeal against an enforcement notice - applications for certificates of lawful development - permission in principle - 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.	
Chief Executive	Development Management	Environmental Statements, screening and scoping opinions and statements of reasons		Retain all information indefinitely	
Chief Executive	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.	
Chief Executive	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.	
Chief Executive	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.	
Chief Executive	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
Chief Executive	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. 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.	
Chief Executive	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. Archive the Document and related material upon it being superseded.	
Chief Executive	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.
Chief Executive	Local Land Charges	Copies of completed searches, records of income and payment receipts		Retain for 7 years	
Chief Executive	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	