

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
<b>PP1 Planning Process</b>								
<b>PP1.1 Planning Applications</b>								
PP1.1.1	Planning application notices, certificates and approvals	Town and Country Planning Act 1990	Permanent		Y	OFFICIAL		
PP1.1.2	Planning applications third party correspondence	Town and Country Planning Act 1990	Up to 7 years	SECURE DISPOSAL	Y	OFFICIAL		
PP1.1.3	Community Infrastructure Levy	Town and Country Planning Act 1990	Permanent		Y	OFFICIAL		
<b>PP1.2 Planning Appeals</b>								
PP1.2.1	Records relating to the management of planning appeals	Town and Country Planning Act 1990	Retain from date planning appeal is resolved for 7 years	SECURE DISPOSAL	Y	OFFICIAL		
<b>PP1.3 Planning Enquiries</b>								
PP1.3.1	Planning Enquiries	Town and Country Planning Act 1990	Retain from year records created for up to 3 years	SECURE DISPOSAL	Y	OFFICIAL		
<b>PP1.4 Development Contributions</b>								
PP1.4.1	Publication of information from a national census or other surveys relating		Permanent		N	NOT PROTECTIVELY MARKED	Restricted use of any survey data that may contain personal	
<b>PP1.5 Local Plan</b>								
PP1.5.1	The creation, implementation and		Permanent		N	OFFICIAL	Retain as long as necessary to	
PP1.5.2	The provision of camping and caravan	Limitation Act 1980 (Section 2)	Retain from year records created for 6	SECURE DISPOSAL	N	OFFICIAL		
PP1.5.3	Landscape character assessment		Retain from date of the assessment until landscape destroyed	SECURE DISPOSAL	N	OFFICIAL		

<b>PP2 Planning</b>								
<b>PP2.1 Planning</b>								
PP2.1.1	Planning Enforcement Notice files	Town and Country Planning Act 1990	Permanent		Y	OFFICIAL		
PP2.1.2	Planning Enforcement complaints	Town and Country Planning Act 1990	Retain from year records created for up to 10 years	SECURE DISPOSAL	N	OFFICIAL - SENSITIVE		
<b>PP3 Planning Policy and Legislation</b>								
<b>PP3.1 Planning Policy</b>								
PP3.1.1	Creation and implementation of Planning Obligations and other agreements (includes Section 106 agreements)		Permanent		N	OFFICIAL		LS4
PP3.1.2	Public consultation documents created in relation to the Planning Obligations and other plans in PP3.1.1 above		Indefinite		Y	OFFICIAL		
PP3.1.3	Representations/correspondence in relation to Planning Policy documents.		Retain for 7 years after Adoption of documents	SECURE DISPOSAL	Y	OFFICIAL		
<b>PP4 Historic Environment Record</b>								
<b>PP4.1 Heritage Listings</b>								
PP4.1.1	Listed buildings information		Permanent		N	NOT PROTECTIVELY MARKED	Statutory description and related details retain permanently,	

<b>PP4.2 Conservation Areas</b>								
PP4.2.1	Preservation and enhancement of conservation areas		Permanent		N	NOT PROTECTIVELY MARKED	Statutory description and related details retain permanently, other material to be kept under review	
<b>PP5 Planning Complaints</b>								
PP5.1	Planning Complaints							
PP5.1.1	Assessment of complaints in relation to high hedges	Limitation Act 1980 (Section 2)	Permanent		Y	OFFICIAL		
<b>PP6 Service Delivery Consultation</b>								<b>CM3.1</b>



Y OFFICIAL  
N OFFICIAL - SENSITIVE  
NOT PROTECTIVELY MARKED