

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
PP1 Planning Process								
PP1.1.3	Community Infrastructure Levy	Town and Country Planning Act 1990	Permanent	N/A	Y	OFFICIAL		
SP1 Strategic Planning								
SP1.1 Planning Policy								
SP1.1.1	The creation, implementation and management of the local plan		Retain until the subsequent Local Plan is adopted. Should not be a period of more than 25 years	Remove from data system and destroy as appropriate	N	NOT PROTECTIVELY MARKED		
SP1.1.2	Representations/correspondence in relation to the production of Development Plan Documents (e.g. Core Strategy and Local Plan).	Town and Country Planning Act 2010, Planning and Compulsory Purchase Act 2004	Retain until the subsequent Local Plan is adopted. Should not be a period of more than 25 years	Remove from data system and destroy securely	Y	OFFICIAL		
SP1.1.3	Representations/correspondence in relation to the production of Supplementary Planning Documents (SPD).	Town and Country Planning Act 2010, Planning and Compulsory Purchase Act 2004	Retain for 7 years after the SPD is adopted.	Remove from data system and destroy securely	Y	OFFICIAL		
SP1.1.4	Representations/correspondence in relation to any other Strategic Planning document.	Town and Country Planning Act 2010, Planning and Compulsory Purchase Act 2004	Retain for 7 years after the document is adopted/published.	Remove from data system and destroy securely	Y	OFFICIAL		
SP1.1.5	General correspondence	Town and Country Planning Act 2010, Planning and Compulsory Purchase Act 2004	Retain as long as is being actioned	Remove from data system and destroy securely	Y	OFFICIAL		
SP1.1.6	Tree Preservation Orders correspondence	Town and Country Planning Act 1990 Town and Country Planning (Tree Preservation)(England) Regulations 2013	Permanent	N/A	Y	OFFICIAL		
SP1.1.7	Brownfield Land Register	Brownfield Land Register Regulations 2017	Retain for 7 years after the development on the site has been completed	Remove from data system and destroy securely	Y	OFFICIAL		
SP1.1.8	Assets of Community Value (ACV)	Localism Act 2011 The Assets of Community Value (England) Regulations 2012	Permanent	Remove from data system and destroy securely	Y	OFFICIAL		
SP1.2 Self-build and custom house building register								
SP1.2.1	Self-build and custom house building register and documents/correspondence relating to this	Self-build and Custom Housebuilding Act 2015 (as amended) Housing and Planning Act 2016	In perpetuity unless applicant requests for it to be removed	Remove from data system and destroy securely	Y	OFFICIAL		
SP1.3 Strategic Planning Complaints								
SP1.3.1	Assessment of complaints in relation to Work undertaken by the Strategic Planning Team	Limitation Act 1980 (Section 2)	Permanent	N/A	Y	OFFICIAL		
PP4 Historic Environment Record								
PP4.1 Heritage Listings								

PP4.1.1	Listed buildings information		Permanent	N/A	N	OFFICIAL	Statutory description and related details retain permanently, other material to be kept under review	
PP4.2 Conservation Areas								
PP4.2.1	Preservation and enhancement of conservation areas		Permanent	N/A	N	OFFICIAL	Statutory description and related details retain permanently, other material to be kept under review	