

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 Planning Applications								
PP1.1.1	Planning application documents, 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		
PP1.2 Planning Appeals								
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		
PP1.3 Planning Enquiries								
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		
PP1.4 Development Contributions								
PP1.4.1	Publication of information from a national census or other surveys relating to the local area.		Permanent		N	NOT PROTECTIVELY MARKED	Restricted use of any survey data that may contain personal data.	
PP1.5 Local Plan								
PP1.5.1	The creation, implementation and management of the local plan		Permanent		N	OFFICIAL	Retain as long as necessary to do so.	

PP1.5.2	The provision of camping and caravan facilities	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years	SECURE DISPOSAL	N	OFFICIAL		
PP1.5.3	Landscape character assessment		Retain from date of the assessment until landscape destroyed	SECURE DISPOSAL	N	OFFICIAL		
PP2 Planning Enforcement								
PP2.1 Planning Enforcement Processes								
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		
PP3 Planning Policy and Legislation								
PP3.1 Planning Policy								
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		

PP4 Historic Environment Record								
PP4.1 Heritage Listings								
PP4.1.1	Listed buildings information		Permanent		N	NOT PROTECTIVELY MARKED	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	NOT PROTECTIVELY MARKED	Statutory description and related details retain permanently, other material to be kept under review	
PP5 Planning Complaints								
PP5.1 Planning Complaints								
PP5.1.1	Assessment of complaints in relation to high hedges	Limitation Act 1980 (Section 2)	Permanent		Y	OFFICIAL		
PP6 Service Delivery Consultation								CM3.1