Planning Department – Document Retention Schedule (Development Management)

Document	Format	Retention period	Notes
Files in respect of applications for: • Planning permission, including appeals • Reserved matters approval, • Discharge of conditions • Non-material amendments • Listed Building Consent, • Conservation Area Consent, • Advertisement Consent, • Prior notification/approval, • Works to trees/hedgerows, and • any other related application.	1947 – 1996 • Paper format only 1996 – present day • Paper format, and • Electronic format	Permanent record [1] Permanent record	
Planning enforcement investigation files	Pre-2000 • Paper format only 2000 – present day • Paper format, and • Electronic format	Permanent record Permanent record	
Statutory pre-application enquiries	Electronic format only	Permanent record	As required by The Town and Country Planning (Pre-Application Services) (Wales) Regulations 2016
Non-statutory pre-application enquiries	Electronic format only	Permanent record	To align with the requirements in respect of statutory enquiries

Permitted development enquiries	Electronic format only	2 years following date of response	
Screening and Scoping Opinions	• Paper format, and • Electronic format	2 years following date of response	As required by The Town and Country Planning (Environmental Impact Assessment) (Wales) Regulations 2017

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[1] Planning application files dating between 1947 and 1996 are held in their original form, containing all documents, in paper format only. As of 1st June 2018, following any circumstance where such an application file is recalled to County Hall for viewing, the application file will be "filleted", only core documents will be retained on the file with all other documents being removed prior to being returned to storage. Core documents will consist of:
- Decision notice
- Application form
- Submitted plans
- Any legal agreement (S52, S106, etc)
- Any appeal decision