

## Retention and Disposal Policy for Planning Records (2022)

PLANNING - Paper and Electronic Records				
Sub-work Area – Basic Work Activities	Type of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record (and retention period)
<b>Development Management</b>	<p>All Planning Registers:</p> <ul style="list-style-type: none"> <li>• Register for Applications*</li> <li>• Register for Simplified Planning Zones and Enterprise Zones</li> <li>• Register of Enforcement Notices</li> <li>• Register of Orders and Directions</li> </ul> <p>*This includes Section 26 (Regionally Significant Applications), Section 29 (Call-In Applications) and EIA Assessments &amp; Statements.</p>	<p>Section 242 (1) of the Planning Act (Northern Ireland) 2011</p> <p>Articles 24, 25, 26 and 27 of the Planning (General Development Procedure) Order (Northern Ireland) 2015</p> <p>The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2017</p>	Permanent	Permanent retention by Council
	<p>Planning Application files including related Appeal, Public Inquiry and Judicial Review records.</p> <p>Case Types included: Advertisement; Conservation Area Consent; Discharge of Condition; Request for EIA Determination; Determination - Listed Buildings Consent; Section 26 Determination; Full; Hazardous Substance Consent; Hazardous Substances Deemed Consent; Listed Building Consent; Certificate of Lawfulness (Existing); Certificate of Lawfulness (Proposed); Modify or Discharge a Planning Agreement; Non Material Change; Outline; Proposal of Application Notice; Reserved Matters; Review of Mineral Permissions; Section 54 Application; Transboundary Application.</p>	<p>The Planning Act (Northern Ireland) 2011</p> <p>Period of retention determined by Council/DfI</p>	6 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
	<p>Tree Preservation Order; Urgent Crown Development; Urgent Crown Listed Building Consent; and Works on Protected Trees.</p>	<p>The Planning Act (Northern Ireland) 2011</p>	Permanent	Permanent retention by Council and copied to PRONI at aged 20 years.
	<p>Preliminary Enquiries and Pre-Application Discussions (PADs)</p>	<p>Non-statutory</p> <p>Period of retention determined by Council/DfI</p>	6 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
	<p>Permitted Development Notifications</p>	<p>The Planning Act (Northern Ireland) 2011</p> <p>Parts 14, 16, 18 and 32 of the Schedule to the Planning (General Permitted Development) Order (Northern Ireland) 2015</p> <p>Period of retention determined by Council/DfI</p>	6 years (from date of last paper / action on the file once case is closed / concluded)	Destroy

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	Invalid applications	The Planning Act (Northern Ireland) 2011 Period of retention determined by Council/DfI	6 years (from date of last paper / action on the file once case is closed / returned)	Destroy
	Third party representations on Planning Application files, including related Appeal, Public Inquiry and Judicial Review records	The Planning Act (Northern Ireland) 2011 Period of retention determined by Council/DfI	3 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
	Applications for Certificate of Alternative Development Value (CADVs)	The Certificates of Alternative Development Value Regulations (Northern Ireland) 2015 The Land Compensation (Northern Ireland) Order 1982 Period of retention determined by Council/DfI	6 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
<b>Enforcement</b>	Register of Enforcement Notices	Section 242 (1) of the Planning Act (Northern Ireland) 2011 Article 26 of the Planning (General Development Procedure) Order (Northern Ireland) 2015 The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2017	Permanent	Permanent retention by Council
	Enforcement Files	The Planning Act (Northern Ireland) 2011 Period of retention determined by Council/DfI	2 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
<b>Development Plan</b>	Records associated with all aspects of the process, preparation and publication of development plans from plan initiation to plan adoption stages	The Planning (Local Development Plan) Regulations (Northern Ireland) 2015 Period of retention determined by Council/DfI	Retention by Council for 6 years <a href="#">from date plan adopted</a>	Destroy
	Published Plan	The Planning (Local Development Plan) Regulations (Northern Ireland) 2015	Permanent	Permanent retention by Council
	Records associated with the preparation of Publications (Conservation Area Design Booklets, Design Guides etc)	The Planning (Local Development Plan) Regulations (Northern Ireland) 2015 Period of retention determined by Council/DfI	Retention by Council for 6 years <a href="#">from date of publication</a>	Destroy

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	Publications (Conservation Area Design Booklets, Design Guides etc)	The Planning (Local Development Plan) Regulations (Northern Ireland) 2015	Permanent	Permanent retention by Council
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