

<b>PLANNING &amp; DEVELOPMENT CONTROL</b>			
Reference	Description of Record	Point of Closure	Total Retention Period
<b>BUILDING CONTROL</b>			
<b>Information relating to the management of building control applications</b>			
ECS	Building Control Applications (Includes application, certificate of final inspection, correspondence, objections, plans & specifications)	Completion of work or 3 years from submission date	15 years or 20 years for Major Sites
<b>COMPLAINT INVESTIGATION &amp; ENFORCEMENT</b>			
<b>Investigation of complaints and enforcement action</b>			
ECS	Dangerous Structures - Formal notice served	Upon compliance or case closed	Indefinite
ECS	Dangerous Structures - No formal action	Upon compliance or case closed	6 years
ECS	Enforcement - Formal notice served (Building or Land)	Upon compliance or case closed	Indefinite
ECS	Enforcement - No formal action (Building or Land)	Upon compliance or case closed	10 years
<b>DEVELOPER CONTRIBUTION &amp; OBLIGATION NEGOTIATION</b>			
<b>The management and negotiation of contributions and obligations for developments</b>			
ECS	Section 106 Developer Agreement (Correspondence relating to the negotiation and making of agreement)	When agreement sealed/signed	Permanent
ECS	Section 106 Developer Contribution Management (Monitoring of compliance, funding expenditure and obligations)	When all financial and compliance obligations have been met	Indefinite
<b>MINERALS &amp; WASTE PROCESSING &amp; SITE INSPECTION &amp; MONITORING</b>			
<b>Information relating to the inspection and monitoring of mineral extraction and waste sites</b>			
ECS	Mineral & Waste Applications Mineral Extraction Mineral Register (Correspondence relating to establishing planning scheme controls and providing for them to be amended)	When superseded	Permanent
ECS	Minerals & Waste Application Consultation (Correspondence relating to the process of receiving, considering and responding to submissions and objections to planning schemes and amendments)	When decision is made	6 months

Reference	Description of Record	Point of Closure	Total Retention Period
<b>PLANNING APPLICATION PROCESSING</b>			
<b>Information relating to the management of planning applications</b>			
ECS	Development Control Applications & Discharge of Requirements for Nationally Significant Infrastructure Projects (NSIP) (Includes application, correspondence, plans, objections and appeals)	Upon issue of formal decision/discontinuance notice or appeal decision	Permanent
<b>PLANNING CONSULTATION PROCESSING</b>			
<b>Information relating to the processing, co-ordination and submission of planning consultation</b>			
ECS	Planning Consultation for the Structure Plan & Local Plans & Supplementary Planning Guidance (SPG) & Supplementary Planning Document (SPD) & Local Development Framework (LDF) (Correspondence relating to consultation replies, public inquiries, objections made by members of the public and inspectors reports)	When plan published	Review on an annual basis
ECS	Planning Strategy & Vision Inherited Local Plans Local Development Framework Local Development Scheme Regional Planning Guidance Structure Plan Supplemental Planning Guidance Town Centre Plans (Correspondence relating to the development of a vision and strategy for existing and future land sites)	No point of closure given	Review every 5 years
<b>TREES &amp; HEDGES</b>			
<b>Information relating to the making of tree preservation orders, tree maintenance, grants and di</b>			
ECS	Hedges (Evergreen hedge dispute resolution)	When hedge no longer exists	1 year
ECS	Dedicated Tree Planting Scheme	Completion of work and planting of tree	Lifetime of tree
ECS	Tree Preservation Order Correspondence	When order made and confirmed	1 year
ECS	Tree Preservation Order	When order made and confirmed	Permanent
ECS	Tree Maintenance	When tree no longer exists	Lifetime of tree
ECS	Tree Works Grant	End of financial year in which grant was made	6 years