

The [Planning Privacy Statement](#)

Pre-Application Advice Requests

| Source | Description | Retention Period | Retention Trigger | Comments |
|---------------|-----------------------------------|----------------------|-------------------|--|
| Back Office | Case Record | In Perpetuity | | Retained to provide a record of planning history for the site |
| | Applicant / Agent contact details | 6 years | Date Case Closed | Retained to provide a record of pre-planning advice given to customers. |
| Documentation | All | 6 years | Date Case Closed | Historical information provides consistency for any future advice given for the same site. |

Planning Applications

| Source | Description | Retention Period | Retention Trigger | Comments |
|---------------|--|----------------------|-------------------|--|
| Back Office | Case Record | In Perpetuity | | Retained to provide a record of planning history for the site |
| | Applicant email/phone | 6 years | Decision Date | Listed under part 1 of the Planning Register (<i>see below</i>) |
| | Contributors | | | Covered by The Local Government (Access to Information) Act 1985 |
| Documentation | Approved/Refused Plans | In Perpetuity | | The Planning Authority must retain this information. It is listed under part 2 of the Planning Register, as laid out in the Town and Country Planning (Scotland) Act 1997 and other related legislation. |
| | Decision Notice | | | |
| | Delegated Report / Committee Report | | | |
| | Discharge of Decision documentation | | | |
| | Environmental Statements | | | |
| | Statement of Refusal under EIA Regulations | | | Responses from Statutory Consultees are retained to inform the monitoring of planning conditions and enforcement, but also to provide more detail where referenced in the Report of Handling. |
| | Consultee Responses | | | |
| | Application Form | | | The Planning Authority has a legal duty to retain this information. |
| | | 10 years | Decision Date | |

Planning Applications

| Source | Description | |
|--------|-------------|--|
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Planning Appeals

Source