

PLANNING - Paper and Electronic Records				
Sub-work Area – Basic Work Activities	Example of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record (and retention period)
Development Management	Public Register as per Section 242	Planning Act (NI) 2011	Permanent	Permanent retention by Council
	Planning Applications Files to include but not exclusive to:- (Outline/Full/Reserved Matters/Pre Application Discussion/Pre Application Enquiry/Non Material Change/Certificate of Lawful Use or Development/Proposal of Application Notice/Listed Building Consent/Advertising Consent/Discharge of Condition/Hazardous Substance Consent/TPO's)		6 years (after date of last paper in the file)	Destroy
	Public Register of Section 26 (Regionally Significant Applications) & Section 29 (Call-In Applications)	Planning Act (NI) 2011	Permanent	Permanent retention by Council
	Applications for Certificate of Alternative Development Value (CADV's)	The Certificates of Alternative Development Value Regulations (Northern Ireland) 2015	6 years (after date of last paper in the file)	Destroy
	EIA Assessment Register	The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2017	Permanent	Permanent retention by Council
Enforcement	Register of Enforcement Notices	Planning Act (NI) 2011	Permanent	Permanent retention by Council
	Enforcement Files	Planning Act (NI) 2011	1 year after Case Close unless referred to PRONI.	Destroy unless advised by PRONI to be permanently retained by PRONI and Council.
Development Plan	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	Background Information - 6 years after adoption of plan	Destroy
			Published Plan	Permanent Retention by Council. Transfer a copy to PRONI after 6 years
	Records associated with Publications (Conservation Area Design Booklets, Design Guides etc.)	The Planning (Local Development Plan) Regulations (Northern Ireland) 2015	Background Information - 6 years after publication.	Destroy
			Publications	Permanent Retention by Council. Transfer a copy to PRONI after 6 years