

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	10 years	Decision Date	The Planning Authority has a legal duty to retain this information.	

Planning Applications

Source	Description	
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Planning Appeals

Source