

Surrey County Council Planning and Building Control Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/ Access
PBC1.0	Planning Process	-	-	-	-	-	-
PBC1.0.1	Environmental assessments	Limitation Act 1980 (Section 8)	Last action on project + 12 years	Secure Disposal	No	Official	-
PBC1.0.2	Environmental Impact Assessment/Appropriate Assessment held within planning team databases, microfiche and scanned records	Council Directive 85/337/EEC	Permanent	-	Yes	Official	-
PBC1.0.3	Records relating to housing development	Limitation Act 1980 (Section 2)	Closure of file + 6 years then review	Offer to Surrey History Centre	No	Official	-
PBC1.0.4	Post-Occupation Surveys of Recent Residential Developments	-	Completion of output + 5 years then review	Offer to Surrey History Centre	Yes	Official - Sensitive	-
PBC1.0.5	Planning appeal documentation relating to mineral and waste development held within the planning team databases, microfiche and scanned records	-	Permanent	-	Yes	Official	-
PBC1.0.6	Planning application and planning case files held within the planning team databases, microfiche and scanned records, including the application, publicity and consultation documents and responses, processing documents and background information, committee report, statutory notices , legal agreements and decision notices	Town and Country Planning Act 1990	Permanent	Offer to Surrey History Centre	Yes	Official	-
PBC1.0.7	Planning applications where Highways has taken part in the planning process and holds unique records	-	Current year + 5 years then review	Offer to Surrey History Centre	No	Official	-
PBC1.0.8	Correspondence and responses to Planning Applications where there is significant highway involvement	-	Retain for a minimum of 5 years	Secure Disposal	No	Official	-
PBC1.0.9	Planning applications relating to heritage conservation sites	-	Current year + 20 years	Offer to Surrey History Centre	No	Official	-
PBC1.0.10	Pre-Application enquiries	-	Permanent	Secure Disposal	Yes	Official	-
PBC1.0.11	Files containing copy documentation	-	-	-	-	-	-

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PBC1.0.15	Records relating to the calculation of						

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PBC5.0.6	Correspondence and other information supporting the Historic Environment Record	-	Permanent - the information should be weeded at appropriate intervals				