

## **Viewing East Northamptonshire Council Planning Documents Online.**

In order to pursue the Government's "Digital by Default" Strategy, East Northamptonshire Council has implemented a paperless working environment within its Planning Services Department.

As a part of this process, work has been undertaken to digitise all of our paper planning application files. As a result of this, you may find that there is a difference in the information available for historical planning applications versus current planning applications.

The majority of documents are currently available online for applications spanning the years 1975-1992, 2005 & 2009-2017. If you are looking for documents between these dates initially please use the online search facility. If your search does not return a response or is for documents outside of these years, they may be still available for viewing. For these documents please use our [online request form](#)

### **The availability of digital planning documents will be affected by East Northamptonshire Council's Retention Guidelines for Planning Applications (see next section)**

When viewing planning application documents online the documents are classified by one of 11 Document Types;

<b>Document Type</b>	<b>Example of Documents within this category</b>
Appeal Documents	Proof of Evidence, Statement, Start Letter, Site Visit, Rebuttals, Questionnaire.
Application Form	Planning Application Form, Appeal Application Form
Committee Update / Action Report	Committee Update Report, Post committee Action Report
Correspondence	All written / electronic correspondence from Agents, Applicants and East Northamptonshire Council
Decision	Decision Notice, Appeal Decision, Secretary of State Decision, Extension of Time Agreement, Pre Planning Approval
Legal Agreement	Section 106, Section 52
Officer Reports	Committee Report, Delegated Report
Other	Site Notice, Assessments and Statements, Studies, Surveys, Reports
Plans, Drawings and Images	All Plans, Photos
Public Comment	Objections, No Objections and Comments received in paper form or exceeding 2000 characters from members of the public.
Statutory Comment	Objections, No Objections and Comments received in paper form or exceeding 2000 characters from Consultees.

Current Planning Applications will contain the following details:

- Date of receipt or generation of the document
- Document Type (as above)
- Description of the Document
- Link to view the document.

Due to the process involved in digitising our historic Planning Applications, the only information available for these documents will be:

- Date that the historic document was loaded into the electronic system
- Document Type (as above)
- Link to view the document.

## **East Northamptonshire Council's Retention Guidelines for Planning Documents**

In line with East Northamptonshire Council's Retention Guidelines, some document types are removed from our systems after a defined period of time. These guidelines are also applied to our internal systems; therefore these documents will no longer be available even if requested under the Freedom of Information Act.

East Northamptonshire Council has a statutory requirement under the Data Protection Act 1998 (and the forthcoming General Data Protection Regulations) to ensure that we only keep data (especially that of a personal nature) for as long as it is necessary and only if it remains accurate.

Comments and Correspondence are most likely to contain personal data, opinion and references; therefore once the application has been decided and the time for an appeal submission has elapsed, these documents will be permanently deleted. Please note that should any comments be deemed relevant to an application, then they will be referenced in the Officers Report.

The Town and Country Planning Act also requires us to keep some documents indefinitely as outlined below.

Our Retention Guidelines are as follows:

<b>Document Type (see above guidance)</b>	<b>Retention Period</b>
Application Form	Keep Indefinitely
Committee Update / Action Report	Keep Indefinitely
Decision Notice	Keep Indefinitely
Legal Agreements	Keep Indefinitely
Plans, Drawings and Images	Keep Indefinitely
Officer Reports	Keep Indefinitely
Appeal Documents	Keep for only 15 years from the Date that the Decision was issued, or the Date that the Appeal was Determined
Other	Keep for only 15 years from the Date that the Decision was issued, or the Date that the Appeal was Determined
Correspondence	Keep for only 7 months from the Date that the Decision was issued, or the Date that the Appeal was Determined
Public Comments	Keep for only 7 months from the Date that the Decision was issued, or the Date that the Appeal was Determined
Statutory Comments	Keep for only 7 months from the Date that the Decision was issued, or the Date that the Appeal was Determined

Therefore as an example, if you are looking for an Ecological Report (Document Type of "Other") for a planning application which was decided over 15 years ago, the document will no longer be in existence and we will not be able to provide you with a copy.

## **Copyright and Limitations.**

By viewing planning applications online you agree to the terms in our Copyright and Limitations Notice.

Plans, drawings and material submitted to the Council are protected by the Copyright Acts (Section 47, 1988 Act). You may only use material which is downloaded and/or printed for consultation purposes, to compare current applications with previous schemes and to check whether developments have been completed in accordance with approved plans.

**Further copies must not be made without the prior permission of the copyright owner (such as the applicant, agent, architect or author).**

Full details can be found [here](#)

The following document types should be considered as “literary works” for the purposes of the Copyright Designs and Patents Act 1988:

- Any type of Map, Drawing, Sketch, Plan, Elevation, Section, Level, Projection, or Model.
- Additional information, reports and statements accompanying an application
- Environmental Statements
- Traffic Impact Statements
- Retail Impact Statements
- Any type of Additional Environmental Information
- Any type of comment received to a planning application
- Any type of petition received in support of or objecting to a planning application
- In the case of an appeal, the statement of case from the Council or Department, the appellant’s statement of case and other person’s representation(s).

The owner of the copyright has the exclusive rights to copy the work, to issue copies of the work to the public and to communicate the work to the public.