

Swaffham Prior Parish Council

PLANNING APPLICATION DOCUMENT DISPOSAL POLICY

This policy pertains to the disposal of archived planning application documents.

1. Routine planning applications that have been completed may be disposed of after one year.
2. Routine planning applications that have not been completed may be disposed of after one year.
3. Non-routine planning applications are to be retained indefinitely.
4. The Parish Council will provide support for parishioners who are unable to access online documents.
5. The definition of a “routine planning application” is as follows:
 - a. One that does not involve listed buildings
 - b. One that does not involve religious buildings
 - c. One that has not proved contentious
 - d. One that is not on the list of “Buildings of Special Interest”
6. The decision on the status of any particular planning application shall be made jointly by the Clerk and Deputy Clerk.
7. If there is any doubt as to the status of a planning application, the decision will be referred to a Parish Council meeting.
8. It shall be the duty of the Parish Council to review the Planning Application Document Disposal Policy annually at the AGM.

Signed

Chairman _____ Date: _____