

## Planning and Building Application Files

Records	Retention Period	Action by Dept if required	Action by Jersey Archive	Notes
<b>Building Applications:</b> Application forms Decisions Notices Approved Plans Site Visit Records Completion Notices Structural calculations and drawings	In perpetuity - All other file contents destroy after 10 years. All applications in relation to Grade one listed and a small sample of other significant buildings showing either high public interest or construction innovation to be transferred to Jersey Archive after 20 years.	Weed file - destroy out of date information. Transfer relevant files to Jersey Archive after 20 years.	Archive relevant files	The documents being retained constitute the register of building applications
<b>Planning Applications:</b> Application forms Decisions Notices Plans Officer Report or equivalent Details of minor amendments Request for Reconsideration Letters (RFR) RFR:Decision Notice RFR Officer Report or Equivalent RFR: Approved plans if applicable	In perpetuity - All other file contents destroy after 10 years. All applications in relation to listed or other significant buildings showing major projects or of high public interest to be transferred to Jersey Archive after 20 years with photographs and comments retained as well as the items in column 1.	Weed file - destroy out of date information. Transfer relevant files to Jersey Archive after 20 years.	Archive relevant files	The documents being retained constitute the register of planning applications
<b>Planning Appeals:</b> Appeal notices Affidavits and appendices Court Submissions Appeal decisions	In perpetuity - All other file contents destroy after 10 years. All applications in relation to listed or other significant buildings to be transferred to Jersey Archive after 20 years.	Weed file - destroy out of date information. Transfer relevant files to Jersey Archive after 20 years.	Archive relevant files	The documents being retained constitute the register of building applications
<b>Planning &amp; Building Compliance:</b> Notices of breach Images showing breach Plans relating to breach Court Judgements	In perpetuity - All other file contents destroy after 10 years. All applications in relation to listed or other significant buildings to be transferred to Jersey Archive after 20 years.	Weed file - destroy out of date information. Transfer relevant files to Jersey Archive after 20 years.	Archive relevant files	The documents being retained constitute the following registers: Register of dangerous building notices Register of development notices Register of building applications Register of land condition notices