

Infrastructure and Environment
Regulation Directorate
Planning and Building Standards Application Files
Retention Schedule
[Updated February 2024]

Under the Public Records (Jersey) Law 2002 the Archivist appointed by Jersey Heritage is required to work with public authorities to produce retention schedules. The schedules list the public records produced by authorities, the length of time these records need to be retained for and the eventual disposal of the information – either to the Jersey Archive for permanent preservation or to be confidentially destroyed.

This schedule applies to all records, whether paper or electronic application files that are produced by Planning and Building Standards.

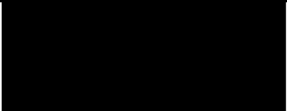
The guidance below reflects best practice but does not constitute legal advice. The Archivist will endeavour to work with public authorities to ensure that the guidance reflects legislation but responsibility for checking on any legislative requirements rests with the public authority. Responsibility for checking more recent enactments rests with the reader.

This schedule will be reviewed after 5 years. **Date of next review: February 2029**

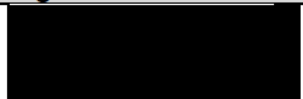
Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Building Standards: Application forms Decisions Notices Approved Plans Site Visit Records Completion Notices Structural calculations and drawings	In perpetuity - All other file contents destroy after 10 years. All applications in relation to Grade 1 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	Weed file - destroy out of date information.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
Planning Applications: Application forms Decisions Notices Plans Officer Report or equivalent Details of minor amendments Request for Reconsideration Letters (RFR)	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	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

RFR: Decision Notice RFR Officer Report or Equivalent RFR: Approved plans if applicable	retained as well as the items in column 1.			
Planning Appeals: 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
Planning & Building, Land and Wildlife Compliance: 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/sites 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
Legal Search Applications	1 Year	Delete any over 1 year old	None	Details of requester contained in receipt of payment and property search response
Legal Search Replies	10 Years	Delete any over 10 years old	None	These can be reproduced if necessary and we would not seek to prosecute breaches over 8 years

APPROVED AND SIGNED ON BEHALF OF PLANNING AND BUILDING APPLICATION FILES BY:

Name	Signature	Position	Date
Kelly Whitehead		Group Director, Regulation	04.12.2023

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	15/02/2024

