Privacy Notice for Planning Support Service – Planning Application Process

Who we are:

Development Management & Planning Support Services
Town Hall
Maidenhead

Customer Contact Centre on 01628 683800

Development Management and Support Services personal data for the reasons set out below.

Separate Notices cover the Council’s Planning Enforcement and Conservation and Planning Policy Functions.

The lawful basis for processing personal data:

The Town and Country Planning (Use Classes) Order 1987
The Town and Country Planning (Applications) Regulations 1988
The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012
The Planning (Listed Buildings and Conservation Areas) Regulations 1990
The Town and Country Planning (Development Plan) Regulations 1991
The Town and Country Planning General Regulations 1992
The Town and Country Planning Appeals (Determination by Inspectors) (Inquiries Procedure) Rules 1992
The Town and Country Planning (Modification and Discharge of Planning Obligations) Regulations 1992
The Highways (Inquiries Procedure) Rules 1994
The Town and Country Planning (General Permitted Development) (England) Order 2015
The Units of Measurement Regulations 1995
The Hedgerows Regulations 1997

The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999


The Town and Country Planning (Enforcement Notices and Appeals) (England) Regulations 2002


The Town and Country Planning (Local Development) (England) Regulations 2004

The Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2005

The Town and Country Planning (Major Infrastructure Project Inquiries Procedure) (England) Rules 2005

The Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2006


Town and Country Planning (Control of Advertisements) Regulations 2007

The Town and Country Planning (General Permitted Development) (Amendment) (No. 2) (England) Order 2008

The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008
The Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2009


The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2010

The Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2010

The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2011

The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012


The Town and Country Planning (Compensation) (England) Regulations 2012


The Planning (Listed Buildings and Conservation Areas) (Amendment No. 2) (England) Regulations 2013

The Planning (Listed Buildings and Conservation Areas) (Amendment No. 2) (England) Regulations 2013


The Town and Country Planning (Section 62A Applications) Procedure and Consequential Amendments) Order 2013

The Town and Country Planning (Fees for Applications Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2013

The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) (No. 2) Regulations 2014


The Town and Country Planning (General Permitted Development) (England) Order 2015

The Town and Country Planning (Use Classes) (Amendment) (England) Order 2015

The Town and Country Planning (Compensation) (England) Regulations 2015

The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015

The Town and Country Planning (Section 62A Applications) (Procedure and Consequential Amendments) (Amendment) Order 2015


The Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2016

The Infrastructure Planning Fees (Amendment) Regulations 2017

The Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2017

The Town and Country Planning (Compensation) (England) (Amendment) Regulations 2017

The Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2018
How do we collect information from you:

Personal data is supplied by service users either by post, telephone, by email, in person or electronically via the Council’s website or the Planning Portal.

What type of information is collected from you:

As part of the Planning process we collect names, addresses, telephone numbers and email addresses relating to applicants, agents and anyone making representation on a planning application.

How we use the information you have provided:

Local authorities have a legal duty to make available certain details relating to planning applications (as a public register), and regulations also allow this information to be made available, on the Internet.

Given the statutory status of the Register of Planning Applications, relevant regulations, and the public interest in making information on the processing of applications available, the Planning Service make a wide range of information and documents available on their websites.

The data collected is recorded on our Planning system (Uniform). Documents are held in the Council’s secure document Management System and documents in the public
domain are available for public access via an online search function. The data is required as part of the planning decision making process.

The Council publish the names and addresses of applicants, agents and anyone making representation on a planning application.

A weekly list giving details of all planning applications received and planning decisions issued is circulated to Councillors, Parishes and Stakeholders and is published on the Council’s website.

Information provided through this process is used to make decisions as part of the planning process listed above.

**Who has access to the information about you:-**

The information is stored on the Council’s Planning database (Uniform) which may be accessed by secure login by appropriate Council employees. Personal names and addresses are available on the Council’s website and available to all. The Council comply with the Data Protection Act by redacting personal email addresses and telephone numbers.

**Who we may share your information with:**

Personal names and addresses are available on the Council’s website and available to all.

Contact details and any further information supplied are stored on the Council’s Uniform database and can be accessed by the Local Authority Planning staff and Council services as below:

- ICT Applications support staff
- Trees/Ecology
- Highways
- Building Control
- Customer Contact centre
- Flooding/Drainage

**How long we store your information:**
The Council maintain an accurate record of all planning applications and associated documents which will permanently remain on the Council’s Planning database (Uniform) system and is available to the public on the Council’s website.

We hold hard copies of all current planning applications and appeals. Certain application paper files are confidentially destroyed once a decision has been issued and larger applications, non-residential and new dwellings/developments are retained in storage at the Town Hall, Maidenhead.

Hard copies of some historic planning documents and decision notices are stored securely in a designated storage room at the Town Hall, Maidenhead or in external storage managed by a third party (Iron Mountain).

Applications received prior to the procurement of Uniform in 1997, are held on microfiche, CD or hard copy and are stored in the Town Hall or securely stored at Clyde House, Maidenhead. These records are retained permanently.

Does your service utilise automated decision making? – No