

FOI number: **HBC\_FOI\_2019121**  
Date FOI Received: **05/02/2019**  
Department: **Planning**  
Title: **Planning policies on consultees comments retention.**  
Description: **Policies on the retention of consultation information relating to planning applications and whether the letters were scanned and shared at any point.**

**Request:** *(As Redacted sent by requestor)*

Can you let me know if this is policy for all planning application?

Can you provide me with the policy that defines how this information is managed and the specific clauses that relates to may request.

Where each of the letters in question receive in paper form or electronically?

If received in paper were they ever scanned and saved or shared electronically?

If received in paper, when were they destroyed and how?

Thank you **<REDACTED>**

best regards

**Response:** *(Response as Redacted sent by service)*

With regard to HBC\_FOI\_2018850 response to your earlier request, ("We cannot assist you as we do not hold replies from neighbours/consultees back that far as they are not part of the planning file. We keep only application form, certificate, plans, officer report and decisions.") you have made the following request:

Can you let me know if this is policy for all planning application?

Our Response: All records held are available to view on the Planning Database of the Council's website, including the application form, drawings, Decision Notice, and officer's report.

Can you provide me with the policy that defines how this information is managed and the specific clauses that relates to may request.

Our Response: Currently there is no policy in place.

Where each of the letters in question receive in paper form or electronically?

Our Response: We do not hold this information.

If received in paper were they ever scanned and saved or shared electronically?

Our Response: We do not hold this information.

If received in paper, when were they destroyed and how?

Our Response: We do not hold this information.

If you have any queries about the processing of your request then please do not hesitate to contact me. Further information explaining the Council's process for responding to information requests together with a complaints/appeals procedure is available in our reception or via our website at:

<https://www.hertsmere.gov.uk/Your-Council/Official-Publications--Guides--Policies/Access-to-Information.aspx>

The Information Commissioner oversees the application of the Freedom of Information Act. You may contact the Information Commissioner at:

Information Commissioners Office  
Wycliffe House, Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Telephone: 01625 545700  
Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please include the above reference number on all correspondence related to this request.

Thank you for your request.

Kind regards

Information Services