

Planning privacy notice

The council collects personal information from you, this includes personal identifiers (such as your name, address, telephone number and email address), financial details, family details, housing needs, business activities, property ownership information and your special category data.

We do this to provide planning services to you which broadly include deciding whether to grant or refuse planning permissions for buildings and developments in our district.

We process this information as we have a legal obligation and we need to perform a public task in line with planning legislation. Where we process your special category data we do so in the public's substantial interest specifically for a statutory purpose or where we need to carry out a function as public authority.

We get most of your information directly from you, however we may also obtain it from a planning agent on your behalf or we may receive it from a third party website that provides a transaction service.

We may share your information with other services within the council, individuals and organisations. For example, if you make a complaint to your councillor, or if the sharing is required by law or to prevent a crime.

In order to determine applications for Lawful Development Certificates, we may obtain information from our Council Tax service. This includes confirmation of Council Tax liability associated with the application address. This information is used solely to verify the residential status, occupation, or use of a property where this is relevant to assessing whether a development is lawful. We will only access and use this information where it is necessary, proportionate, and permitted under data protection legislation.

Only provide personal information if you are happy for it to be placed in the public domain, including publication on the internet (unless you highlight for it not to be published) and do not include personal information about another person (including family members) unless the individual concerned has consented and you can provide evidence of this consent.

Your information will be retained in line with our [Retention Schedule](#). For more information on your data subject rights, including how to contact us about them or anything else, please see our [Corporate Privacy Notice](#) (this link opens in a new window).