



castlepoint

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Castle Point Borough Council

**Planning document retrieval request
terms and conditions**

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Under the Environmental Information Regulations 2004 (EIR), Regulation 8(1) permits a public authority to charge for supplying environmental information. However, Regulations 8(3) states any charge cannot "exceed an amount which the public authority is satisfied is a reasonable amount". We have calculated a cost recovery charge based on a time and motion analysis and staffing and service costs which can be obtained by request at planning@castlepoint.gov.uk.

There are two options;

The Planning document retrieval requests for Plans/drawings/supporting documents

OR

The Legal planning document retrieval requests for Decision notice / S106 agreement/ Completion certificates etc

Plans/drawings/supporting documents

The planning document retrieval services allow for requests for any plans/ drawings or supporting documents held by the planning department for an individual site address to be retrieved and viewed (either by appointment at the planning counter or by electronic copy emailed). Plans, drawings and material relating to planning are protected by the Copyright, Designs and Patents Act 1988. You should only use material which is downloaded.

- for consultation purposes;
- to compare current applications with previous schemes; or
- to check whether developments have been completed in accordance with approved plans.

Copies must not be made without the prior permission of the copyright owner (for example, the architect who prepared the plans). Unauthorised use could lead to the copyright owner seeking compensation from you or taking legal action against you.

Please be aware, post 2007 documents are available on public access; pre 2007 documents are only viewable by these requests.

Decision notices/ S106 agreements/ Completion Certificates

The legal document retrieval service allows requests for legal documents related to an individual site address, such as the decision notice, S106 agreement, completion certificates etc that are held by the planning department, to be retrieved and viewed (either by appointment at the planning counter or by electronic copy emailed).

Please be aware, planning register and decision notices from approximately 1939-2007 can be found on our planning history page and decision notices and S106'S from approximately 2007 onwards can be found on the public access section of our website.

Charge for service

If you require information on more than one property you will need to fill out subsequent forms for each individual address. Each search will require payment.

Planning document retrieval request - £35 for first 30 minutes*

Legal planning document retrieval request - £15 for first 13 minutes*

* If we begin work and find the retrieval will take us more than double this amount of time, we will contact you as soon as possible to let you know and to request further payment if you wish to continue. If you decide not to proceed with an additional payment, if any documents have already been retrieved we will provide these to you.

Payment will be needed before we provide either service, therefore once the form has been received, we contact you with the payment details and once payment has been received, we will endeavour to get the information to you within 10 working days. Once a retrieval request has been paid for, we are unable to offer a refund.

The documents you have requested will be emailed to you, however should you wish a paper copy there is a charge of 30 pence per sheet.

Please note, a temporary payment system over the phone will be available until Late 2019, after which payment can be made online at time of submission.

Costing Breakdown

The document is a record of the calculations and rationale that has enabled us to set a cost recovery charge for the additional services of 'planning document retrieval requests' and 'legal document retrieval requests', which the Planning Support Team can provide. This service can be charged for on a cost recovery basis.

Planning document retrieval request costing

The analysis revealed a planning document retrieval request would be £35.00.

This is based on the following calculation:

Staffing and Service costs: - £70.62

On average it takes 30 minutes to complete a search

To calculate the cost per 30 minutes:

$$70.62/60 \times 30 = 35.31$$

Total = £35.31 to produce each retrieval based on time taken against staffing and service costs (rounded down to the nearest full pound, the charge is £35.00)

Legal document retrieval request costing

The analysis revealed a legal document retrieval request would be £15.00.

This is based on the following calculation:

Staffing and Service costs - £70.62

On average it takes 13 minutes to complete a request

To calculate the cost per 13 minutes:

$$70.62/60 \times 13 = 15.30$$

Total = £15.30 to produce each request based on time taken against staffing and indirect costs (rounded down to the nearest full pound, the charge is £15.00)

Please note, costing breakdown information can be obtained by request at planning@castlepoint.gov.uk

Please be aware this fee calculation is based specifically upon the Planning service and staffing costs. The calculations and figures quoted above can only be applied to the Planning service and does not relate to other departments and services. This is because each department's charges are based on their own individual costings relating to the unique processes and resources of that service.

Other information

Please be aware, by providing you with the documents requested, the Planning department are not in any way providing comment on if any aspects of new proposals or existing developments are lawful. If you wish to establish either of these cases, you have the option to submit a Certificate of Lawfulness. More information can be found on the Planning Portal.

By completing the online form for a document retrieval request, you are confirming you understand some of the information may be available online but you wish us to retrieve, collate and provide that information for you.

Please be aware not all properties have planning histories available, but in order to determine this, research is required, therefore a fee is still applicable.

Some information held by the Planning Department is not available for public viewings, therefore only the documents that are required to be made public will be provided. Any personal information on these documents will be redacted. We are only able to send certain unredacted documents to the named applicant or a legal representative.

Data Protection

The General Data Protection Regulations came into force on 25 May 2018. These regulations set out what to expect when Castle Point Borough Council (CPBC) collects personal information on you. If you would like further details they are set out in Privacy Notices on our website at www.castlepoint.gov.uk/info-governance. Alternatively hard copies are available within CPBC offices.