

Our archives contain a number of historic planning related documents dating back to the 1940s. These are stored in a remote location and can be scanned and made available for viewing upon request. Due to the nature of the material in these files, often coming from a number of different sources, there is no guarantee that the file will be complete or indexed in a date order format. As a result, researching these documents may take a lot of time and effort on your part to locate the information you need. The cost of identifying and scanning this information is £440. Where files cover a number of volumes, the price will increase and we will let you know of these additional charges. Please be aware that, due to the existing laws covering Data Protection, you can only view this information through secure council links. If you require copies of documents after viewing the file, there will be additional charges as set out in the following link; these documents will then be sent to you by post following payment.

Charges

All Local Authorities have the powers under Section 93 of the Local Government Act 2003 to levy charges for discretionary services and charge an administration fee to cover costs for preparing archive material.

We have kept the fees to a minimum at a cost of £440 which covers the sourcing, scanning and retrieval of the TP File via a third party organisation.

You will not be able to copy documents or receive a hard copy because the TP files are large, and may contain personal information covered under GDPR (see below).

We do not currently provide a service to redact personal information, however this is being reviewed.'

Personal Data

Under the GDPR and Data Protection Act 2018, personal data is defined as: any information relating to identified individuals. The latter refers to a natural person who can be identified, directly or indirectly, in particular by reference to an identifier such as name, physical, mental, economic, cultural or social identity. In other words anything biographical about an individual. Any recorded opinions and intentions towards individuals is also included.

Compliance

The GDPR has enhanced the rights of individuals and intensified the threshold organisations must adhere to in order to evidence compliance. Compliance refers to the GDPR Principles and obligations. For instance organisations are required to demonstrate compliance with not keeping information for longer than is necessary; or ensuring that individuals are fully informed about how their personal data is processed.

Compliance and Planning Records

It is against this background that the impact of the GDPR refers to the ability of the authority to comply in relation to the disclosure of personal data contained within planning records – particularly those deemed closed. The GDPR does mean that the council must consider what strategies can be deployed to safeguard the rights and freedoms of data subjects. Any such strategies may include extra costs, for instance those associated with redacting data of both manual and digital records. Data Protection laws are retrospective and therefore applicable to any record where it cannot be proved that the individual is no longer able to exercise their Rights (i.e. deceased). The council is currently exploring options to deal with this matter, in order to clarify the position and provide consistency across its planning records estate.

£440 charge to view the TP file and we will order the file for you to view through a secure link online for only 24hours. (This will take between 3-4 weeks).

Please note you will not be able to download any documents (if you request document this service incurs a fee) also only one person will be able to view when the link is sent out and cannot be forwarded.

Once we receive the file, we will be in touch to arrange payment.

Due to the nature of the material in the TP files, often coming from several different sources, there is no guarantee that the file will be complete or indexed in a date order format. As a result, researching these documents may take a lot of time and effort on your part to locate the information you need.

If you require copies of documents after your appointment, there will be further charges associated with printing and the documents will be sent to you in the post.

Please note the town planning files do not hold any structural or drainage drawings, if you require these you will need to contact building control directly by email:
districtsurveyors@westminster.gov.uk