

27 November 2024

**Case reference: IC-344972-Z5P8**

We are now in a position to respond to your information request of 19 November.

**Request**

You asked us for the following:

"Title of request: Model Publication Scheme - Local Authority Planning Process

- 1) Has the ICO published an MPS for LA Planning Process? Please can i have a copy and any guidance documents on using the template.
- 2) Has the ICO ever considered the Pre-Planning Application process? When you ask the LA for advice about how to apply and what issues you will be expected to include in your Planning Application." what needs to go into quality application to get it approved".
- 3) I attach my own PPA as an example. Do you have an opinion on this type of document being classed as not suitable for release under FOI?"

We have handled your request for recorded information as part of questions 1 and 2 under the Freedom of Information Act 2000 (FOIA).

**Our response**

We do not hold information within scope of your requests in points 1 and 2. We have provided information below that may be helpful in your area of interest.

We are unable to assist with your question in part 3. Whether information is disclosed as part of an FOIA request will be up to the public authority who holds the information. We provide guidance to public authorities on the factors they should consider on our website [here](#). Under section 50 of FOIA, any person who is unhappy with how a public authority has dealt with their request can make a complaint to the ICO as regulator.

**Advice and assistance**

The obligation to adopt a publication scheme under section 19 of FOIA applies to public authorities. It relates to the authority as a whole, rather than the separate processes carried out, or functions performed by, the public authorities. A local

authority which is also a local planning authority may include details of the planning process in its model publication scheme.

We provide a [model publication scheme](#) that can be adopted by public authorities. It sets out a number of classes of information. To help public authorities populate those classes, we have produced a 'definition documents' for different types of public authorities. The one for principle authorities is the [Definition Document Principal Local Authorities](#).

The definition document does not specifically refer to the planning process, but there is an example of planning committee minutes in the section 'Class 4 - How we make decisions'. Other parts of the planning process may be covered in 'Class 6 - Lists and registers'.

It is also worth noting that other public bodies may be involved in planning matters, such as National Park Planning Boards and government departments.

Some information within scope of an information request will constitute environmental information, which could be covered by the Environmental Information Regulations (2004). We have produced guidance on [Routinely publishing information - EIR guidance](#).

This concludes our response to your request. We hope you found this information helpful.

### **Next steps**

You can ask us to review our response. Please let us know in writing if you want us to carry out a review. Please do so within 40 working days. You can read a copy of our full [review procedure](#) on our website.

If we perform a review but you are still dissatisfied, you can complain to the ICO as regulator of the FOIA. This complaint will be handled just like a complaint made to the ICO about any other public authority. You can [raise a complaint](#) through our website.

### **Your information**

Our [privacy notice](#) explains what we do with the personal data you provide to us, and sets out [your rights](#). Our [Retention and disposal policy](#) details how long we keep information.



Yours sincerely



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