

# Data Transfer Plan: London Legacy Development Corporation London Borough of Newham

## Document Control

Organisation	London Legacy Development Corporation
Date	10 July 2023
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Title	Data Transfer Plan: London Legacy Development Corporation and the London Borough of Newham
Description	Outlines the processes, principles, and scope of the transfer of data from the London Legacy Development Corporation to the London Borough of Newham associated with the function of the local planning authority and the CIL charging and collecting authority.
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## Approvals

This approval is for the content of this transfer plan:

Approval by	Name/Department	Signed (Y/N)	Date
London Legacy Development Corporation			
Business Owner (Legacy Corporation)	Anthony Hollingsworth – Executive Director of Planning, Policy and Decisions Team		
IT and Information Services	Jim Wood – Director of IT and Information Services		
Agile Applications Ltd (if applicable)	N/A		
Legacy Corporation (TFL) Legal (If Applicable)	N/A		

Civica Approvals (If Applicable)	N/A		
Receiving Organisation: London Borough of Newham			
Business Owner (LBN)	Jane Custance - Director of Planning & Development		
LBN - IT Service Provider (application software - Idox Software Ltd)	N/A		
LBN - IT Service Provider (application software - Exacom)	N/A		
LB Newham - IT Service Provider (on-premise)	OneSource ICT		
LBN Legal (If Applicable)	OneSource		
LBN – Information Governance (If Applicable)			

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# 1 Introduction

This data transfer plan sets out how the London Legacy Development Corporation (the Legacy Corporation) will work with the London Borough of Newham (LBN) in order to prepare planning, policy and associated data for transference to the LBN.

## 2 Background

The planning powers of the Legacy Corporation will be transferred to the four surrounding London boroughs of Newham, Hackney, Tower Hamlets and Waltham Forest on the **1<sup>st</sup> December 2024**. The last day on which the Legacy Corporation will exercise its planning functions will be until midnight on **30<sup>th</sup> November 2024**.

To support the transfer of the planning powers, the following data will be transferred:

- LLDC (PPDT) Development Management Data
- LLDC (PPDT) Policy Data
- LLDC (PPDT) matters related to the function as collecting authority and the monitoring of compliance with deeds of planning obligations.

See Section Six for specific details and information on the data to be transferred.

## 3 Legal Basis for the Transfer

The Legacy Corporation is the data owner and has statutory planning powers. The data referred to in this document relates to those powers.

### 3.1 Return of Legacy Corporation Planning Functions to the relevant borough

On the 8<sup>th</sup> September 2022, the Mayor of London formally decided for the purposes of sections 204(2) and (3) of the **Localism Act 2011** that from 1<sup>st</sup> December 2024 the Legacy Corporation shall cease to exercise, as regards the whole of its Mayoral development area, the entirety of its town planning functions conferred on it by London Legacy Development Corporation (Planning Functions) Order 2012 ("2012 Order" SI 2012 No. 2167).

From the 1<sup>st</sup> December 2024 the planning functions that were exercised by the Legacy Corporation as a result of the 2012 Order will return to the London Boroughs of Newham, Hackney, Tower Hamlets and Waltham Forest and will be exercised by them.

The Legacy Corporation in conjunction with colleagues at the Department for Levelling Up, Homes and Communities is currently working on the relevant Statutory Instrument required to revoke the Corporation's planning powers.

### 3.2 Transfer of Personal Data

There is a certain amount of personal data associated with the planning process. It will be necessary to transfer this data to ensure complete series of records.

A Legitimate Interest Assessment is not required, and the transfer of any personal data is covered by existing protocols within the LLDC and LBN.

## **4 Statement of the Data Transfer Principles**

### **4.1 Purpose**

The purpose of the Data Transfer Principles is to ensure that the data is transferred in accordance and agreement with the relevant legislation and the policies and objectives of both the Legacy Corporation and the LBN.

All the data which has been defined within Section Six – Scope of Data Transfer (of this document) will be transferred to the LBN.

### **4.2 Objectives**

**The objectives of the transfer and receipt of data are to ensure that:**

- a) All the relevant data is identified by the Legacy Corporation.
- b) That Civica, the managed provider of IT services to the Legacy Corporation, and the IT Department of LB Newham are kept informed of, and included where necessary, in the process.
- c) That the data can be transferred as a complete set of data and/or files to ensure data integrity and accuracy.
- d) Data within the new environment will continue to have the same functions and features as it does in existing environments
- e) The LBN is able to continue to provide the statutory function as if it had been the original recipient or producer of the data.

### **4.3 Key Principles**

**The Legacy Corporation will:**

- a) Comply with this Data Transfer Plan.
- b) Implement business processes and procedures to manage the data and information effectively during the transfer process.
- c) Maintain a complete record of the data which has been transferred and, where appropriate, include this information in the Legacy Corporation's Publication Scheme and Information Asset Register
- d) Maintain the relevant levels of access and security during the transfer.

**The Receiving organization:**

- a) Comply with this Data Transfer Plan
- b) Have in place business processes and systems to receive the data
- c) Maintain the relevant levels of access and security during the transfer

## 5 Stakeholders

### 5.1 Key Stakeholders

The key stakeholders in the transfer of data are:

#### 5.1.1 The Mayor of London / Greater London Authority (GLA)

The Mayor of London on the **8<sup>th</sup> September 2022** formally decided that from **1<sup>st</sup> December 2024** the Legacy Corporation shall cease to exercise the town planning functions conferred on it by London Legacy Development Corporation (Planning Functions) Order 2012.

#### 5.1.2 Department for Levelling Up, Housing and Communities

The Department for Levelling Up, Homes and Communities (in conjunction with the Legacy Corporation) is involved in drafting the Statutory Instrument required to revoke the Corporation's planning powers.

#### 5.1.3 The London Legacy Development Corporation

The Legacy Corporation until the **30<sup>th</sup> November 2024** is the relevant Local Planning Authority (LPA) for the Legacy Corporation area and holds all relevant Planning and Policy data for that area.

#### 5.1.4 The London Borough of Newham

The LBN from the **1<sup>st</sup> December 2024** will be the relevant Local Planning Authority for the current Legacy Corporation area that falls within the boundary of the LBN. All relevant planning / policy functions; and that of the CIL charging and collecting authority and associated data will transfer to LBN.

#### 5.1.5 Agile Applications Ltd

As the Planning Software Service Provider for the Legacy Corporation, Agile Applications Limited will be involved in the technical management of part of the data transfer. Agile Applications has no interest in the content of the data.

#### 5.1.6 Civica

As the Managed IT Services Provider for the LLDC, Civica will be involved in the transfer of any planning and policy data from the Legacy Corporation Network.

#### 5.1.7 IDOX

As the LBN's back-office provider of Uniform, public access and the IDOX DMS (and other related products) IDOX are a key stakeholder in the maintenance of LBN's extant planning register and will be commissioned to undertake services in support of facilitating the data transfer.

#### 5.1.8 Exacom

As the LPA and collecting authority's back-office supplier for the monitoring and management of planning obligations and cil.

## 6 Scope of Data Transfer

### 6.1 In Scope

The data to be transferred is:

- The statutory planning register (including deeds of planning obligation and associated records of compliance)
- The statutory enforcement register
- The statutory details associated with the function as Community Infrastructure Levy charging and collecting authority functions
- The statutory Local Plan development plan documents, supplementary planning documents, policy mapping and supporting evidence base (in digital and raw data formats)
- Monitoring data (statutory monitoring data and any other monitoring data held by the LLDC and used to produce AMRs and prepare planning documents) and the methodologies used to produce them
- Procurement briefs for planning policy document and evidence base production
- Based on the terms of confidentiality, relevant active pre-planning applications

#### APAS Data:

- Planning Application Data (All planning application data from **1<sup>st</sup> October 2012** (when the LLDC became the relevant LPA for the area)) in relation to closed cases held within the PPDT APAS system, from submission to decision and appeal (if applicable). This includes all submitted and generated documentation, during the life of the application, which includes (but is not limited to) forms, plans, drawings, reports, letters, notices, applicable S106 agreements and CIL Documentation.
  - There are approximately **3,700** planning applications within the APAS system associated with LB Newham.
  - A total of **135GB** of data within the APAS system is currently associated with LB Newham. This comprises of:
    - Inputted record data and back-office database tables (text, dates, etc.) which is held and stored in a Structured Query Language (SQL) database.
    - Data created within the APAS system (letters, notices, decision notices, etc. all held as Word documents) which is encoded within the APAS system.
    - Data which has been uploaded to the APAS system (Forms, reports, plans, drawings, redacted consultation responses, etc. all held as PDF) which is held in BLOB storage.
- Relevant Pre-Planning Application Data (Active pre-planning application case data held within the PPDT APAS system at the agreed date of transfer; subject to the protocols agreed with the Development Management transition work stream).
- Enforcement Data (Active enforcement case data held within the PPDT APAS system at the agreed date of transfer).
- Collectively this satisfies and replicates the transference of the statutory planning register for both closed and open cases (including but not limited to applications, appeals, enforcement, and compliance with deeds).



## Legacy Corporation (LLDC) Network Data

- Borough Filtered Development Management Planning Application Data (note this includes any applicable appeal data)
- Borough Filtered Development Management Pre-Planning Application Data
- Borough Filtered Development Management Enforcement Data
- Borough Filtered Spatial (GIS) Data (Redline Planning Boundaries)
- Borough Filtered (In Part) Policy Data (See **Annex Nine** for further information on Policy, Local Plan, S106 & CIL Data)
- Historical ODA Planning Application Data (note this includes any applicable appeal data)

### 6.2 Out of Scope

The Legacy Corporation considers that the following is out of scope:

- Active & Closed Mailboxes (emails) of individual members of staff (See Annex Nine).
- H:Drives (Personal Drives on the Legacy Corporation network) of individual members of staff.
- Content relating to internal PPDT staff meetings.
- Any personal data about staff, including appraisals, leave records, sickness records and so forth.
- Hard Copy Planning Application Data (Until 2020 PPDT held a hard copy file of each planning application submission, since 2020 PPDT has moved to an electronic platform only. The hard copy files are duplicate physical copies of the data held within the APAS planning system and LLDC Network, and contain **no additional** information or data to that held within the APAS system or LLDC Network).

## 7 Transfer Process

### 7.1 Transfer Date

The transfers will take place from **April 2024 through to December 2024**.

**(See Annex Eleven for further details).**

### 7.2 Transfer Process

The Legacy Corporation and the LBN has agreed two processes for the transfer of the statutory planning and enforcement registers:

- Bulk transfer of closed cases in spring / summer 2024 using an APAS extract from Agile to transfer data to LBN using a Secure File Transfer Process (SFTP); with LBN then undertaking local transformation of the data using an IDOX procured tool before onward transfer from LBN to IDOX's secure cloud for Uniform and the IDOX DMS.
- From summer 2024 to December 2024 transferring relevant newly closed planning data from the Legacy Corporation File Servers (Network Drives) using a Secure File Transfer Process (SFTP); LBN's process for processing this data to be determined following a business case for resource.

All other planning (including but not limited to planning policy, developer contributions) data to be transferred in July 2024 for user acceptance testing in summer 2024 by:

- Legacy Corporation to copy relevant planning, policy and developer contributions data from the Legacy Corporation File Servers (Network Drives) using an SFTP or other secure means.

Upon the cessation of the Legacy Corporation's functions a further copy of the data will be supplied:

- On a secure portable hard drive and physically delivered to LBN.

The Legacy Corporation working with Agile Applications will produce reports which describe:

- Number of APAS Records & Data
- Data size of APAS Records & Data
- Document types, numbers and sizes held within APAS

The Legacy Corporation, working with Agile Applications and the LBN will determine and agree which tools will be used to do the physical transfer of the data.

Civica (as the Managed IT Services Provider for the Legacy Corporation) will be kept informed of developments concerning the data transfer and provide additional technical expertise if required.

The Data extracts and associated test extracts will be undertaken outside of Legacy Corporation business hours under Change Control authorised by the Legacy Corporation in advance of the transfer date.

Alternative processes were considered including manual data entry by the LBN – but this was deemed too resource intensive with the potential for data entry errors; and the direct system to system transfer which both software/service suppliers to the Legacy Corporation and LBN were not able to facilitate so this option was not practicable.

### 7.3 Post Transfer

Following the data extracts, a copy of the data will be retained within the Agile Applications Ltd APAS system until **1<sup>st</sup> December 2024**.

Within that period the Legacy Corporation will assist with queries in relation to the files as described in the Request for Information Protocol below (**See Annex Two & Annex Three**).

## 8 Compliance

### 8.1 Data Protection

Personal data will be included in the transfer of planning data from the Legacy Corporation to LB Newham.

This personal data will include:

- Name, address, email, phone number and signatures of data subjects who have made planning applications.

- Name, address, email, phone number and signatures of data subjects who have commented on planning applications.
- Name, address, email, phone number and signatures of data subjects who have taken part in public consultations.

#### **Data Controller:**

The Legacy Corporation is the data controller for the Planning data. As part of the transfer of the Planning data, the Data Controller function will transfer to the LB Newham following the transfer of planning powers.

The Legacy Corporation is a registered data controller with the Information Commissioner's Office (ICO) as a requirement of the Data Protection Act. The privacy statements are here:

- <https://www.queenelizabetholympicpark.co.uk/planning-authority/planning-policy-and-decisions-team-privacy-notice>
- <https://www.queenelizabetholympicpark.co.uk/privacy-policy>

Following the transition of planning powers, the LBN will become the Data Controller of the Planning Data. The privacy statement is here:

- [Processing personal data privacy notice – Newham Council](#)

#### **Data Processor:**

Agile Applications who provide the APAS system are a data processor working to the instructions of the LLDC as a data controller in regard to the planning data.

Civica are the data processor working to the instructions of the LLDC as a data controller in regard to planning and policy LLDC Network data.

IDOX and Exacom are data processors throughout the following activities when data has been transferred for the purpose of testing; after the Bulk Extract, and subsequent Delta Extracts and transition; and also following the transition.

## **8.2 Freedom of Information and Environmental Information Regulations**

The Legacy Corporation is a public authority for the purposes of the Freedom of Information Act and therefore falls within its coverage.

- London Legacy Development Corporation:  
<https://www.queenelizabetholympicpark.co.uk/get-in-touch/freedom-of-information-requests>
- The receiving organization is the LBN:
- Agile Applications Ltd is a commercial entity and is not subject to the Freedom of Information Act.
- Civica is a commercial entity and is not subject to the Freedom of Information Act.

If the Legacy Corporation receives an FOI request which might relate to this project, it will liaise with both the Legacy Corporation & The LBN.

### **8.3 Intellectual Property Rights & Protective Marking**

There are no intellectual property rights issues in relation to LLDC produced documentation and data, and the transfer of any such documentation and data is and will be covered by existing protocols within the LLDC and LBN.

Third party produced data / documentation (reports, logo's, etc.) will be handled in the same way by LBN as LLDC. This will be communicated to third parties during current and future communication arrangements concerning transition related matters. In addition, a specific reference to this third-party data will be added to the LLDC dedicated transition Webpages.

## **9 Data Management**

### **9.1 Transfer of the Data**

After the data has been transferred, User Acceptance Testing (UAT) will be conducted by the receiving organisation to confirm the accuracy, etc. of the data. On completion of UAT, formal sign-off of the data transfer will occur.

After the transfer and sign-off of the data, the Legacy Corporation has no responsibility for the data which the recipient organization The LBN has received.

## **10 Costs**

### **Costs associated with the data transfer:**

- **Legacy Corporation / PPDT**
  - Internal costs of the Legacy Corporation in analysing the data
  - Any specialist software which is required
  - Agile Applications Limited (APAS Supplier) costs in running data scripts and transferring APAS data.
- **LBN**
  - Costs incurred by the receiving organisation – The LBN.

The costs incurred in preparing, transferring, and receiving the data will be covered separately by each organisation but the Legacy Corporation will consider a business case from the LBN to cover reasonable costs at their discretion and by prior agreement.

## **11 Sign Off**

Sign off will be required by the Legacy Corporation, the LBN, Agile Applications Limited to confirm that the data extracts and transfer have been successfully completed.

- The Legacy Corporation will need to sign off the transfer of the files
- Agile Applications will need to sign off the accuracy and completeness of the transfer of the data
- The LBN will need to sign that they have satisfactorily received all the data they require as has been identified by the Legacy Corporation.



## Annex One – Risks

Ref No.	Risk – taken into account risk to individuals, compliance risk & organisation/ corporate risk	Initial Risk score			Proposed solution(s) /mitigating action(s)	Action Lead	Status/Progress	Residual RAG status		
		Likelihood	Impact	RAG status				Likelihood	Impact	RAG status
1	Transfer process does not work	<u>L</u>	<u>H</u>							
2	Transfer incomplete	<u>L</u>	<u>M</u>							
3	Transfer cannot be completed as a server-to-server process	<u>H</u>	<u>H</u>							
4	Issues with content	<u>L</u>	<u>M</u>							
5	Capacity issues, including lock-down pressures	<u>L</u>	<u>L</u>							
6	Disagreements about scope of transfers	<u>L</u>	<u>L</u>							
7	Consistent messages and approach across	<u>M</u>	<u>M</u>							

	all of the workstreams									
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## **Annex Two – Request for Information 1 (Protocol)**

### **Purpose**

The purpose of the Request for Information Protocol is to manage any requests for data which may arise once the transfer has been completed, post UAT and sign-off and the formal closure of PPDT as the Local Planning Authority.

### **Parties to the Protocol**

The parties to the protocol are the London Legacy Development Corporation, The London Borough of Newham, and Agile Applications Limited. Requests will not be considered from any other third parties without authorisation.

This protocol will not be used for Freedom of Information requests or Data Subject Access Requests. It will not be used for the purpose of audit or investigatory authorities who will maintain their own processes for data access.

### **Applying the Protocol**

This protocol will apply to the handling of requests for files in relation to the data which has been transferred from the Legacy Corporation to the recipient organization.

### **Points of Contact**

The Legacy Corporation and the LBN will have nominated staff who deal with information requests. Only requests from nominated staff using the RFI process will be considered.



## Annex Two – Request for Information 2 (Template)

Requested by	Organisation and Department		
		Request number	
		Revision	
		Data requested	
		Date submitted to the Legacy Corporation	
		Date required	
		Date of reply by the Legacy Corporation	
		Date closed	
Request authorised by			
	The Legacy Corporation	Date approved	
Details of information requested			
Reason for information request			
Response or comment from the Legacy Corporation			

## Annex Three – Checklist

Ref	Action	Date	Owner	Done	Comments
CL1	Update EMT member/ Director <ul style="list-style-type: none"> <li>Describe scope and purpose</li> <li>Raise costs</li> <li>Identify budget</li> </ul>	2022	BC (LLDC)	Yes	
CL2	Establish the scope with the business <ul style="list-style-type: none"> <li>Determine potential sources of the data</li> </ul>	2022	BC (LLDC)	Yes	
CL3	Run Treesize / APAS Reports <ul style="list-style-type: none"> <li>Total volume of data</li> <li>Total number of APAS records</li> <li>Data / File types</li> </ul>	2022 / 2023	BC (LLDC) / Agile Applications Ltd	Yes	
CL4	Agree scope with business and receiving organization <ul style="list-style-type: none"> <li>Business user to update EMT member/ Director</li> <li>Collate data to be transferred</li> <li>Update the transfer plan</li> <li>Clarify and agree costs</li> <li>Raise change control</li> <li>Agree transfer timescales</li> </ul>	2022 / 2023	BC (LLDC) / JB & KP (LBN)	Yes & Ongoing	
CL5	Agree transfer timetable with the Legacy Corporation, Agile Applications, LB Newham	2023	BC (LLDC) / Agile Applications Ltd / JB & KP (LBN)	Yes & Ongoing	

## Annex Four – Technical Specification 1 (Planning Software & Systems)

Current IT Systems used by PPDT and LBN

Planning Authority	Current back-office planning IT systems	Current license end date	Intention to extend or replace?	Comments
Legacy Corporation (LLDC)	APAS Planning Application Software – Agile Applications Ltd (Back Office)	Perpetual Licence – Renewed Yearly	Currently no intention to replace.  An upgrade to the current APAS system to a SaaS operating environment is planned for summer 2022	The APAS system (is a Hosted System) used to process / manage all planning application, pre-application and enforcement matters submitted to the LLDC. The system links externally to the Planning Portal to pull through submitted planning application data and documentation.
	Web APAS - Land and Property Administration – Agile Applications Ltd (Public Facing)	Included as part of the above package	An upgrade to the current Web APAS system is planned for summer 2022	Web APAS is a public facing system (available via our website) that links to our back office APAS system to display data and information to the general public.
	Query Builder – Agile Applications Ltd (Back Office)	Perpetual Licence – Renewed Yearly	Currently no intention to replace	Query Builder (QB) is a back-office system used for querying (and reporting on) planning, pre-application, enforcement, CIL & Section 106 data.
	ArcGIS – Esri (Back Office)	N/A – Access included as part of the GLA family.	N/A – No intention to move to a different platform	ArcGIS is not used directly for Legacy Corporation Planning related matters within PPDT. However various GIS data layers, provided by the GLA,

Planning Authority	Current back-office planning IT systems	Current license end date	Intention to extend or replace?	Comments
				plug into the GIS element of the APAS system to plot 'Red Line' data and for Consultation / Letter Generation.
	LLDC File Servers – Microsoft Environment	N/A	N/A	Various (duplicate and unique) Planning Authority Information is held in a variety of formats on the Legacy Corporation file servers.
LBN	Idox Uniform 10.7 Idox DMS 5.1 Idox Public Access Idox Total Land Charges (TLC)	31 March 2027	Contract expires 31 March 2027, has a 2-year extension provision included.	Newham has recently migrated all of its on-premise Idox systems to the Cloud (hosted and managed by Idox)  Uniform is used as the primary case management tool for Planning (Development Management and Enforcement), Building Control and for Gazetteer Management.  The system links externally to the Planning Portal (via 1App connector) to pull through submitted application data and documentation (to Idox DMS) Exacom's CIL management product is also used and is soon to be integrated with

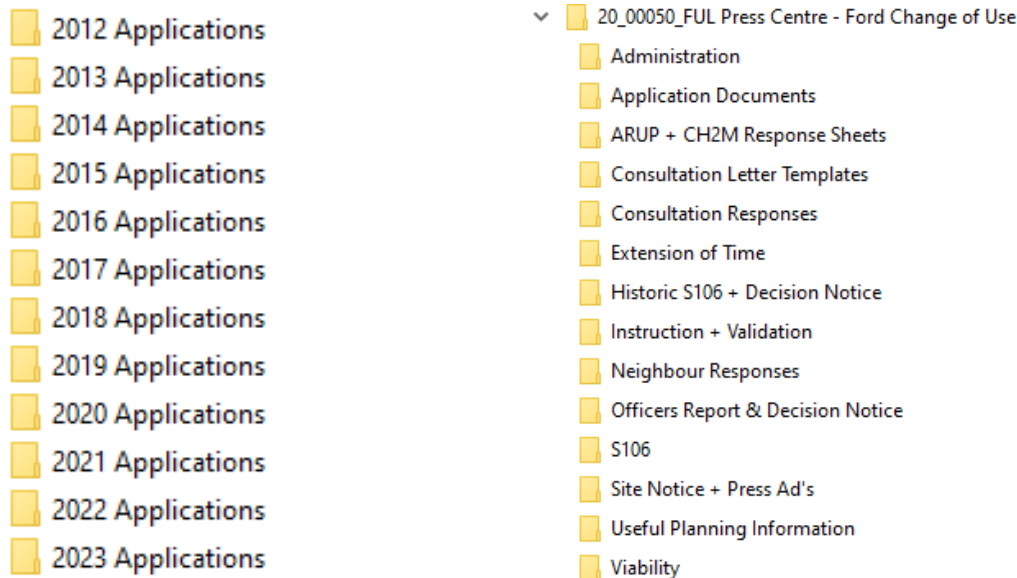
Planning Authority	Current back-office planning IT systems	Current license end date	Intention to extend or replace?	Comments
				<p>Uniform/TLC via Idox CCF/connector. Data is uploaded to the GLA's London Planning Datahub via Idox CCF/connector</p> <p>TLC is used to add/complete land charge searches.</p> <p>LBN is soon to begin the process of migrating its Land Charges Register to HM Land Registry.</p>
	ESRI ArcGIS/Pro	Renewed Annually	No	ESRI ArcGIS is used to enrich spatial data exported from UNIFORM and publish to officers and public through a variety of web services
	Exacom	Renewed Annually	No	Used by the CIL collecting authority and the LPA as the comprehensive monitoring tool for developer contributions.

## Annex Five – Technical Specification 2 (Technical Environments & Data Breakdown)

### Technical Environments –

#### Legacy Corporation

- The Legacy Corporation Network (PPDT) is a primarily Microsoft Environment and PPDT Network Data is predominantly held in a parent / child folder structure. Naming conventions within specific data areas are standard across folder / file types and where applicable are held at the top level by year - for example planning application data:



- PPDT planning data held within the APAS system is held in a combination of SQL database tables and unstructured mass data storage (Blob).
- Documents and associated information uploaded to or generated by the APAS system is in the following formats:
  - Microsoft Word
  - Microsoft Excel
  - Adobe PDF

## LB Newham

- All planning data stored and published on the planning register is held within IDOX products, there is no deliberate replication on the shared drives. All officers utilise the shared drive for work in progress cases, case management trackers, training materials and other matters, this is stored at: 'O:drive': paulk(\\planntas).
- The Planning Policy Team store information in their shared 'F:drive': fplan(\\envregenserv01). This has a thematic and geographical file structure. The integration of the Legacy Corporation's data will need to be further considered.
- The Developer Contributions Team include the majority of compliance data in Exacom, there are additional copies of deeds of planning obligation and some duplicate compliance correspondence for both CIL and S106 saved on the 'F:drive': fplan(\\envregenserv01). The assimilation of the Legacy Corporation's data into the Exacom will be manual to enable statutory reporting promptly after transition.

## Data Breakdown

- As of May 2023, there are approximately 3,700 closed planning application records within the APAS system that are within the boundary of LBN.
- The size of the APAS data is approximately **135GB**.
- Planning application data that lies within the QEOP LPA boundary, but on the boundary between LBN and (TBC), will be aligned with the division of S106 & CIL Data and determined on a case-by-case basis by PPDT & LBN.

## Annex Six – Acronyms and Abbreviations

<b>List of Acronyms &amp; Abbreviations</b>	
<b>Acronym / Abbreviation</b>	<b>Full Description</b>
Acolaid	Planning Application Software (Provided by IDOX Software Ltd)
APAS	Planning Application Software (Provided by Agile Applications Ltd)
BPA	British Paralympic Association
CIL	Community Infrastructure Levy
CMS	Communications, Marketing and Strategy (Directorate of the Legacy Corporation)
DLUHC (Formally) DCLG / MHCLG	Department for Levelling Up, Housing and Communities (Formally - Department for Communities & Local Government / Ministry of Housing, Communities & Local Government)
DSAR	Data Subject Access Request
DTP	Data Transfer Plan
EIR	Environmental Information Regulations
EMT	Executive Management Team (at the Legacy Corporation)
Exacom	CIL / S106 Recording & Tracking Software (Provided by Exacom)
GDPR	General Data Protection Regulation
FOI	Freedom of Information
GIS	Geographic Information System
GLA	Greater London Authority
GLL	Greenwich Leisure Limited
HMLR	Her Majesty's Land Registry
HWFI	Hackney Wick & Fish Island
LAC	London Aquatics Centre
LBH	London Borough of Hackney



LBN	London Borough of Newham
LBTH	London Borough of Tower Hamlets
LBWF	London Borough of Waltham Forest
LLDC	London Legacy Development Corporation
LPA	Local Planning Authority
LS185	Operator of the London Stadium
LTGDC	London Thames Gateway Development Corporation
LVRPA	Lee Valley Regional Park Authority
ODA	Olympic Delivery Authority
OPLC	Olympic Park Legacy Company
PDC	Planning Decisions Committee
POV	Park Operations & Venues
PPDT	Planning Policy & Decision Team
QEOP	Queen Elizabeth Olympic Park
Section 106 / S106 / S106 Obligations	A Legal Agreement between an Applicant seeking planning permission and the Local Planning Authority
SWF	Stratford Water Front
UCL	University College London
Uniform	Planning Application Software (Provided by IDOX Software Ltd)

## **Annex Seven – His Majesty’s Land Registry Project**

Her Majesty’s Land Registry is working in partnership with all local authorities in England and Wales to standardise and migrate local land charges register information to one accessible place.

Although PPDT do not maintain land charge register for properties within the QEOP boundary, it does notify the relevant Borough of the outcome of planning applications to which it is the determining authority. On receipt of the notification the Borough updates its internal land charges records.

PPDT will work with the LBN in preparing their data for migration to the new HMLR system, several discussions have already occurred, and relevant data identified.

Whilst the HMLR project is not part of the scope of DTP project (there are no data transfers involved), there are several areas in common to both projects (decisions data / spatial elements).

Any relevant information that arises from the HMLR project, as it pertains to the DTP project, will be added to this annex as the project progresses.

## **Annex Eight – Section 106 / Community Infrastructure Levy / Policy Data**

PPDT holds data in relation to Section 106 Agreements, Community Infrastructure Levy Payments and general / specific policy areas.

This data is held within the PPDT folders of the O:Drive and consists of Word, Excel and PDF Documentation. There are also duplicate copies of S106 agreements held within the PPDT APAS system as part of the relevant associated planning application.

The data to be transferred is:

- Section 106 Agreements - Data / Documentation
- Community Infrastructure Levy (CIL) - Data / Documentation
- Section 106 Agreements - Obligation and Financial Tracking Information
- Section 106 Agreements - Obligation and Non-Financial Tracking Information
- Community Infrastructure Levy - Liability and Financial Tracking Information
- PPG / Grant - Data / Documentation
- Local Plan 2020 – 2036 - Documentation & GIS Layers
- Brownfield Land Registry Information - Data / Documentation
- AMR / Housing & Development Monitoring Data (London Development Data (LDD), Starts and Completions)
- Spatial (GIS) Data Layers (Boundary, Developments)

Although the S106, CIL and Policy Data Project is being overseen by the Policy Team within PPDT, there is crossover with the overall DTP Project. The project leads for both workstreams are liaising regularly to align agreed principles and the work being performed with regards common areas.

Relevant information that arises from these discussions / respective workstreams will be added to this annex as both projects progress.

A number of meetings of the Planning Policy Forum and individual borough meetings during 2022 and 2023 have helped to establish the following in respect of the transfer of CIL and S106 data, including CIL legal notices and grant funding agreements.

CIL monitoring data will be transferred as a csv file along with copies of PDF notices and associated documents. S106 obligations monitoring data will be provided as a csv file for financial obligations and for non-financial obligations separately for upload with summaries of obligations and identification of discharged and live obligations. There will also be APAS records for S106 obligations that have been submitted for discharge. Associated pdf documents will be provided in terms of S106 Agreements

Discussions on the csv files data structure have taken place and test data provided to each borough for confirmation on the appropriateness of structure for their own records within Exacom (all boroughs operate Exacom). Discussions are continuing in terms of the individual data structure for each.

Approach to how data is uploaded by boroughs will vary dependent on quantum of data and the current arrangements each has in place. For example, certain boroughs have an existing contract in place with Obligations Office that could be utilised. LB Waltham Forest have limited amounts of data to receive and may simply need to rely on a manual upload/inputting.

Discussion on the transfer of grant funding agreements and monies is continuing, with an aim to maximise allocation and spend of monies prior to transition in order to simplify and reduce the amount and complexity of distribution of funds and remaining funding obligations and monitoring attached to grant funding agreements. Only a small number of cross-boundary cases exist and there will be further discussion on which borough would take responsibility for an outstanding funding agreements and monies associated with these to ensure arrangements are in place prior to the data and monies transfer dates identified in the transfer plans. It is anticipated that the remaining detail on these matters will crystallise through further discussion through the remainder of 2023.

## Annex Nine – Planning Policy & Decision Team Emails

The Legacy Corporation operates within a Microsoft Office 365 environment and emails are managed in Outlook.

Each Legacy Corporation officer has a personal email account.

Within PPDT there are a number of generic email boxes. These include:

- **Planning Enquiries** - [PlanningEnquiries@londonlegacy.co.uk](mailto:PlanningEnquiries@londonlegacy.co.uk)
- **Planning Committee** - [PlanningCommittee@londonlegacy.co.uk](mailto:PlanningCommittee@londonlegacy.co.uk)
- **Planning Policy** - [PlanningPolicy@londonlegacy.co.uk](mailto:PlanningPolicy@londonlegacy.co.uk)
- **cilands106** - [cilands106@londonlegacy.co.uk](mailto:cilands106@londonlegacy.co.uk)

During the 10-year period in which the Legacy Corporation has been the Planning Authority approximately 50+ people have worked in the Directorate. In that period LLDC has sent and received an estimated **51 million** emails.

The issues around emails are as follows:

- It would be labour intensive and costly to separate emails out in relation to specific Planning Applications, appeals and so on
- There would be data protection implications in that any personal data of staff would need to be removed. This again would be costly and labour intensive
- If emails were transferred, then LB Newham would become responsible for any Subject Access Requests in relation to those emails as it would become the Data Controller
- LB Newham would also become responsible for FOI requests in which those emails could be included
- LB Newham would have to disclose those emails if requested by a court and this would mean that it would have legal obligations in respect to those emails
- While emails could have supplementary data relating to a planning application the substantive content and information about the planning application, determination process and decision is contained within the applicable planning record within the APAS Planning system, If there are any questions, then this data should be the primary source used for answers.
- The email by definition will be incomplete. It is not the whole picture and discussions which took place in email may have been refuted or challenged in reports, informal discussions and meetings

## **Annex Ten – Transition Workstreams**

In addition to the Data Transfer Project there are a number of additional workstreams in relation to the overall PPDT Transition Project.

Details of these respective workstreams and project leads within PPDT, The Legacy Corporation and the LBN are:

### **PPDT**

- Anthony Hollingsworth (Director of PPDT) – Legislation, TUPE, Directorate Closure
- Bradley Clauson (Senior Transition & Technical Manager) – Data (Electronic & Physical) Transfer
- Alex Savine (Head of Policy) – S106 / CIL / Policy Data and Finances
- Catherine Smyth (Head of Development Management) – Development Management Service
- Anne Ogundiya (Deputy Head of Development Management) – Development Management Service

### **The Legacy Corporation (LLDC)**

- Ilana Manuel (Senior Programme Manager) - Finance, Commercial and Corporate Services
- Danny Budzak (Senior Information Manager) – Data (Electronic & Physical) Transfer

### **LB Newham**

- Jane Custance (Director of Planning & Development) - Legislation, TUPE, Development Management Service
- Nick Kemp (Project Manager) – Transition Lead
- Jennifer Bishop (Infrastructure Planning Manager) – S106 / CIL / Developer Contributions Finances / Data
- Ellie Kuper Thomas (Policy Manager) – Policy Data
- Keith Powell (Product Development Lead)–Data
- James Bolt (Senior Development Manager) – Development Management Service

## Annex Eleven – Timetable

<b>Activity</b>	<b>Date</b>	<b>Responsibility</b>
Borough Discussions post Technical Meetings & Technical Report	<b>May 23 / June 23</b>	<b>Boroughs</b>
Discussion / Testing the Viability of Manually Uploading the Planning Application Data into Respective Borough Planning Systems	<b>May 23 / June 23</b>	<b>LLDC / LBN</b>
Formal Decision by LBN of the APAS Data Transfer Option	<b>June 23</b>	<b>LBN</b>
DTP's General Agreement / Approval / Sign-Off	<b>June 23</b>	<b>LLDC / LBN</b>
Submission of Business Cases (Costs / Finance Assistance)	<b>August 23</b>	<b>Boroughs</b>
Draft Project Programme (July 23 to Dec 24)	<b>July 23 – Sept 23</b>	<b>LLDC</b>
Formalisation / Confirmation in the Statutory Instrument (SI) of the Data Transfer Processes & Data Transferring	<b>June 23 / July 23</b>	<b>LLDC</b>
Preliminary Work on the Chosen Transfer Option	<b>July 23 to Sept 23</b>	<b>LLDC / Agile</b>
Secure LLDC Network Data Transfer Site Created	<b>August 23</b>	<b>LLDC</b>
LLDC Network Data Transfer Window	<b>Sept 23 to Dec 24</b>	
LLDC to Identify and Confirm which APAS Data Relates to each Borough	<b>Oct 23 - Dec 23</b>	<b>LLDC</b>
Analysis and Script Development	<b>Oct 23 – Dec 23</b>	<b>Agile / LLDC / LBN</b>
Statutory Transfer Scheme (STS) to Formally Detail Items Included in the Transfer	<b>Jan 24 / Feb 24</b>	<b>LLDC</b>
Closed / Historic APAS Data Transfer 1 (Bulk Extraction)	<b>April 24</b>	<b>Agile / LBN / Idox</b>

Review of the (Bulk) Extract by LBN / Idox - Mapping, Validation, Uploading, Etc.	<b>April 24 to June 24</b>	<b>LBN / Idox</b>
Amendments and Fixes for the Delta Extraction	<b>May 24 / June 24</b>	<b>Agile / LBN / LLDC</b>
Closed / Historic APAS Data Transfer 2 (Delta Extraction)	<b>July 24</b>	<b>Agile / LBN / Idox</b>
Review of the Delta Extract by LBN / Idox - Mapping, Validation, Uploading, Etc.	<b>From 15<sup>th</sup> July 24</b>	<b>LBN / Idox</b>
LLDC Network Data Transfer (Identified and Agreed DM & Policy Data)	<b>July 24</b>	<b>LLDC / LBN</b>
Active Data Transfer Processes Apply	<b>July 24 to Nov 24</b>	<b>LLDC / LBN</b>
Bi-Weekly / Monthly LLDC Extracts / Reports of New and Closed Data	<b>July 24 to Nov 24</b>	<b>LLDC / LBN</b>
Closeout & Legacy work on Connected IT Systems	<b>Oct 24 / Dec 24</b>	<b>LLDC / LBN</b>
Residual Data Transfer 3 (Identified and Agreed DM & Policy LLDC Network Data)	<b>Nov 24 / Dec 24</b>	<b>LLDC / LBN</b>
LBN Data Responsibilities Apply	<b>1<sup>st</sup> December 24</b>	<b>LBN</b>