



Structure Design Certificate

SD1

FORM OF CERTIFICATE FOR THE DESIGN AND CHECK OF CATEGORY 0 STRUCTURES.

(APPLICATION FOR APPROVAL IN PRINCIPLE NOT REQUIRED)

Name of Project/Scheme

Name of Structure

Designer

- 1** We certify that reasonable professional skill and care has been used in the preparation of the design and check of *(name of structure)*¹

with a view to securing that:

- a.** it has been designed in accordance with the following standards:²

or³

- b.** it has been checked for compliance with the relevant standards in **1a** *(above)*

- c.** it has been accurately translated into Construction Drawings and Bar Bending Schedules (all of which have also been checked). The unique numbers of these Drawings and Schedules are:

Signed

Name

Position Held

Design & Check Team Leader

Engineering Qualifications⁴



Structure Design Certificate

SD1

FORM OF CERTIFICATE FOR THE DESIGN AND CHECK OF CATEGORY 0 STRUCTURES.

continued

(APPLICATION FOR APPROVAL IN PRINCIPLE NOT REQUIRED)

Name of Project/Scheme	<input type="text"/>
Name of Structure	<input type="text"/>
Designer	<input type="text"/>

1 c.

Signed	<input type="text"/>
Name	<input type="text"/>
Position Held ⁵	<input type="text"/>
Name of Organisation	<input type="text"/>
Date	<input type="text"/>

2 The certificate is accepted by the Technical Approval Authority (TAA)

Signed	<input type="text"/>
Name	<input type="text"/>
Position Held	<input type="text"/>
Engineering Qualifications ⁶	<input type="text"/>
For TAA	<input type="text"/>
Date	<input type="text"/>

Notes

- ¹ Where several Category 0 structures occur in a project they may be listed on one certificate.
- ² Insert relevant current standards including amendments to date. This certificate shall be accompanied by a General Arrangement drawing.
- ³ List of additional methods or criteria. Departures not accepted for Category 0 structures.
- ⁴ CEng, MICE, MIStructE or equivalent.
- ⁵ A Principal of the organisation responsible for the design.
- ⁶ Engineer with appropriate qualification and experience for Category 0 structures.



Structure Design Certificate

SD2

**FORM OF CERTIFICATE FOR THE DESIGN AND CHECK OF
CATEGORY 1 STRUCTURES.**
(APPLICATION FOR APPROVAL IN PRINCIPLE IS REQUIRED)

Name of Project/Scheme

Name of Structure

Designer

- 1** We certify that reasonable professional skill and care has been used in the preparation of the design and check of *(name of structure)*¹

with a view to securing that:

- a.** it has been designed in accordance with the Approval in Principle dated²

 (date)

including the following³:

- b.** it has been checked for compliance with the relevant standards in **1a**; or

- c.** it has been accurately translated into Construction Drawings and Bar Bending Schedules (all of which have also been checked). The unique numbers of these Drawings and Schedules are:

Signed

Name

Position Held

Design & Check Team Leader

Engineering Qualifications⁴



Structure Design Certificate

SD2

**FORM OF CERTIFICATE FOR THE DESIGN AND CHECK OF
CATEGORY 1 STRUCTURES.**
(APPLICATION FOR APPROVAL IN PRINCIPLE IS REQUIRED)

continued

Name of Project/Scheme	<input type="text"/>
Name of Structure	<input type="text"/>
Designer	<input type="text"/>

1 c.

Signed	<input type="text"/>
Name	<input type="text"/>
Position Held ⁵	<input type="text"/>
Name of Organisation	<input type="text"/>
Date	<input type="text"/>

2 The certificate is accepted by the Technical Approval Authority (TAA)

Signed	<input type="text"/>
Name	<input type="text"/>
Position Held	<input type="text"/>
Engineering Qualifications ⁶	<input type="text"/>
For TAA	<input type="text"/>
Date	<input type="text"/>

Notes

- ¹ Where several Category 1 structures occur in a project, they may be listed on one certificate.
- ² Insert date of agreement of the AIP by the TAA including the dates of any addenda. Note the AIP is valid for three years after the date of agreement by the TAA. If the construction has not yet commenced within this period, the AIP should be re-submitted to the TAA for review.
- ³ List of additional methods or criteria. Departures not accepted for Category 1 structures.
- ⁴ CEng, MICE, MIStructE or equivalent.
- ⁵ A Principal of the organisation responsible for the design.
- ⁶ Engineer with appropriate qualification and experience for Category 1 structures.



Structure Design Certificate

SD3

**FORM OF CERTIFICATE FOR THE DESIGN OF
CATEGORY 2 AND 3 STRUCTURES.
(APPLICATION FOR APPROVAL IN PRINCIPLE IS REQUIRED)**

Name of Project/Scheme	<input type="text"/>
Name of Structure	<input type="text"/>
Designer	<input type="text"/>

1 We certify that reasonable professional skill and care has been used in the preparation of the design of *(name of structure)*

with a view to securing that:

a. it has been designed in accordance with the Approval in Principle dated:¹

 (date)

including the following²:

b. it has been accurately translated into Construction Drawings and Bar Bending Schedules. The unique numbers of these Drawings and Schedules are:

Signed	<input type="text"/>
Name	<input type="text"/>
Position Held	Design & Check Team Leader
Engineering Qualifications ³	<input type="text"/>



Structure Design Certificate

SD3

FORM OF CERTIFICATE FOR THE DESIGN OF CATEGORY 2 AND 3 STRUCTURES.

continued

(APPLICATION FOR APPROVAL IN PRINCIPLE IS REQUIRED)

Name of Project/Scheme	<input type="text"/>
Name of Structure	<input type="text"/>
Designer	<input type="text"/>

1 c.

Signed	<input type="text"/>
Name	<input type="text"/>
Position Held ⁵	<input type="text"/>
Name of Organisation	<input type="text"/>
Date	<input type="text"/>

2 The Departure from Standards and additional criteria given in Paragraph 1 are agreed⁵.

3 The certificate is accepted by the Technical Approval Authority (TAA)

Signed	<input type="text"/>
Name	<input type="text"/>
Position Held	<input type="text"/>
Engineering Qualifications ⁶	<input type="text"/>
For TAA	<input type="text"/>
Date	<input type="text"/>

Notes

- ¹ Insert date of agreement of the AIP by the TAA including the dates of any addenda. Note the AIP is valid for three years after the date of agreement by the TAA. If the construction has not yet commenced within this period, the AIP should be re-submitted to the TAA for review.
- ² List any departures from standard and any additional methods or criteria.
- ³ CEng, MICE, MIStructE or equivalent.
- ⁴ A Principal of the organisation responsible for the design.
- ⁵ Delete if not required.
- ⁶ Engineer with CEng, MICE, MIStructE or equivalent



Structure Design Certificate

SD4

**FORM OF CERTIFICATE FOR THE DESIGN CHECK
OF CATEGORY 2 AND 3 STRUCTURES.
(APPLICATION FOR APPROVAL IN PRINCIPLE IS REQUIRED)**

Name of Project/Scheme	<input type="text"/>
Name of Structure	<input type="text"/>
Designer	<input type="text"/>

1 We certify that reasonable professional skill and care has been used in the checking of the design of
(name of structure)

with a view to securing that:

a it complies with the Approval in Principle dated:¹

 (date)

including the following²:

c it has been accurately translated into Construction Drawings and Bar Bending Schedules, all of which have also been checked. The unique numbers of these Drawings and Schedules are:

Signed

Name

Position Held

Design & Check Team Leader

Engineering Qualifications³



Structure Design Certificate

SD4

FORM OF CERTIFICATE FOR THE DESIGN CHECK OF CATEGORY 2 AND 3 STRUCTURES.

continued

(APPLICATION FOR APPROVAL IN PRINCIPLE IS REQUIRED)

Name of Project/Scheme	<input type="text"/>
Name of Structure	<input type="text"/>
Designer	<input type="text"/>

1 c	Signed	<input type="text"/>
	Name	<input type="text"/>
	Position Held ⁵	<input type="text"/>
	Name of Organisation	<input type="text"/>
	Date	<input type="text"/>

2 The Departure from Standards and additional criteria given in Paragraph 1 are agreed.⁵

3 The certificate is accepted by the Technical Approval Authority (TAA)

	Signed	<input type="text"/>
	Name	<input type="text"/>
	Position Held	<input type="text"/>
	Engineering Qualifications ⁶	<input type="text"/>
	For TAA	<input type="text"/>
	Date	<input type="text"/>

Notes

- ¹ Insert date of agreement of the AIP by the TAA including the dates of any addenda. Note the AIP is valid for three years after the date of agreement by the TAA. If the construction has not yet commenced within this period, the AIP should be re-submitted to the TAA for review.
- ² List any departures from standard and any additional methods or criteria.
- ³ CEng, MICE, MIStructE or equivalent.
- ⁴ A Principal of the organisation responsible for the design check.
- ⁵ Delete if not required.
- ⁶ Engineer with CEng, MICE, MIStructE or equivalent



Structure Design Certificate

SD5

APPLICATION FOR APPROVAL IN PRINCIPLE

Name of Project/Scheme

Name of Structure

Designer

1 Road Details

a. Type of road:

b. Permitted traffic speed²:

c. Existing restrictions³:

2 Site Details

a. Obstacles crossed:

3 Proposed Structure

a. Description of structure and working life⁴:

b. Structural type:

c. Foundation type:

d. Span arrangements:



Structure Design Certificate

SD5

continued

APPLICATION FOR APPROVAL IN PRINCIPLE

Name of Project/Scheme

Name of Structure

Designer

3 e. Articulation arrangements:

f. Proposed classes/levels⁵

(i) Consequence class:

(ii) Reliability class:

(iii) Inspection level:

g. Road restraint system type:

h. Proposed arrangements for maintenance and inspection/ inspection for assessment¹:

(i) Traffic management:

(ii) Arrangements for future maintenance and inspection of structure. Access arrangements to structure:



Structure Design Certificate

SD5

continued

APPLICATION FOR APPROVAL IN PRINCIPLE

Name of Project/Scheme

Name of Structure

Designer

3 i. Environment and Sustainability:

j. Durability, Materials and Finishes⁶:

k. Risks and hazards considered for design, construction, maintenance and demolition.
Consultation with CDM Co-ordinator⁷:

l. Estimated cost of proposed structure together with other structural forms considered (including where appropriate proprietary manufactured structure), and the reasons for their rejection (including comparative whole life costs with dates of estimates):

m. Proposed arrangements for construction:

(i) Construction of Structure:

(ii) Traffic management:



Structure Design Certificate

SD5

continued

APPLICATION FOR APPROVAL IN PRINCIPLE

Name of Project/Scheme

Name of Structure

Designer

3 m. (iii) Service diversions:

(iv) Interface with existing structures:

4 Design Criteria

a. Actions:

(i) Permanent actions:

(ii) Snow, wind and thermal actions:

(iii) Persistent actions relating to normal traffic under AW regulations and C&U regulations⁸:

(iv) Persistent actions relating to General Order Traffic under STGO regulations⁹:

(v) Footway or footbridge variable actions:



Structure Design Certificate

SD5

continued

APPLICATION FOR APPROVAL IN PRINCIPLE

Name of Project/Scheme

Name of Structure

Designer

- 4 a. (vi)** Actions relating to Special Order Traffic, provision for exceptional abnormal indivisible loads including location of vehicle track on deck cross-section^{10,11}:

(vii) Accidental actions:

(viii) Actions during construction:

(ix) Special rules for combination of actions:

(x) Any special actions not covered above¹²:

- b.** Heavy or high route requirements and arrangements being made to preserve the route, including any provision for future heavier loads or future widening:

- c.** Minimum headroom provided:

 m

(including allowance for vertical sag compensation and maximum deflection of structure)

- d.** Authorities consulted and any special conditions required:



Structure Design Certificate

SD5

continued

APPLICATION FOR APPROVAL IN PRINCIPLE

Name of Project/Scheme

Name of Structure

Designer

4 e. Standards and documents

(i) List of relevant documents from the TAS:

(ii) Additional relevant Standards and publications:

f. Proposed Departures, relating to departures from standards given in **4e**:

g. Proposed Departures, relating to methods for dealing with aspects not covered by standards in **4e**:

5 Structural Analysis

a. Methods of analysis proposed for superstructure, substructure and foundations¹³:



Structure Design Certificate

SD5

continued

APPLICATION FOR APPROVAL IN PRINCIPLE

Name of Project/Scheme

Name of Structure

Designer

5 a. (i) Method of analysis for ultimate limit state (excluding fatigue):

(ii) Method of analysis for fatigue:

(iii) Method of analysis for serviceability limit state:

b. Description and diagram of idealised structure to be used for analysis:



Structure Design Certificate

SD5

continued

APPLICATION FOR APPROVAL IN PRINCIPLE

Name of Project/Scheme

Name of Structure

Designer

5 c. Assumptions intended for calculation of structural element stiffness:

d. Proposed range of soil parameters to be used in the design of earth retaining elements:

6 Geotechnical Conditions

a. Acceptance of recommendations of the Geotechnical Design Report to be used in the design and reasons for any proposed changes:



Structure Design Certificate

APPLICATION FOR APPROVAL IN PRINCIPLE

SD5

continued

Name of Project/Scheme

Name of Structure

Designer

6 b. Geotechnical Design Report Summary Information

* delete as appropriate

Structure Name	Chainage and OS Grid Reference	Reference / Comments
Structure Type	AIP Ref No.	See HD22/08 cl 3.2 & 3.3 and BS EN 1997-1 cl 2.1 (10) - (21)
Designer's Geotechnical Advisor	Design Life 120 years / other*	
Geotechnical Category 1 or 2 or 3*	Qualative or Quantitative Geotechnical Investigations	
Soils / Geology	Relevant Trial Holes	
Strata	Typical Depths	
Previous Ground History	Contaminated Ground Risk Assessment Required	
Ground Water	Protection of Structure against Chemical Attack	
Earth Pressure Value - Range of angle of shearing resistance (Φ'):	Differential Settlement	
Geotechnical Supervision / Monitoring		

Spread Foundations					Reference / Comments	Pile Design					Reference / Comments	
Structure Element	Founding Stratum	Founding Level (m AOD)	Footing Size	Bearing Resistance (KN/m ²)		Structure Element	Founding Stratum	Toe Level (m AOD)	Pile Dia (m)	Pile Length (m)		Pile Resistance (KN)
				 ULS Comb 1 ULS Comb 2 SLS						 ULS Comb 1 ULS Comb 2 SLS
Pile type:												
Criteria for selecting pile toe level:												
Allowance for negative skin friction within design:												



Structure Design Certificate

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continued

APPLICATION FOR APPROVAL IN PRINCIPLE

Name of Project/Scheme

Name of Structure

Designer

6 c. Differential settlement to be allowed for in the design of the structure:

d. If the Geotechnical Design Report is not yet available, state when the results are expected and list the source of information used to justify the preliminary choice of foundations¹⁴:

7 Checking

a. Proposed Category of Checking and Design Supervision Level:

b. If Category 3, name of proposed Independent Checker:

c. Erection proposals or temporary works for which Type S & P Proposals will be required, listing structural parts of the permanent structure affected with reasons:

8 Drawings and Documents

a. List of drawings (including numbers) and documents accompanying the submission¹⁵:



Structure Design Certificate

SD5

continued

APPLICATION FOR APPROVAL IN PRINCIPLE

Name of Project/Scheme

Name of Structure

Designer

9 The above is submitted for acceptance

We confirm that details of the temporary works design will be / have been pass to the Permanent Works Designer for review¹⁶.

Signed

Name

Position Held

Design & Check Team Leader

Engineering Qualifications¹⁷

Name of Organisation

Date

10 The above is rejected/agreed¹ subject to the amendments and conditions shown overleaf¹⁸

Signed

Name

Position Held

Engineering Qualifications¹⁷

For TAA

Date



Structure Design Certificate

SD5

continued

APPLICATION FOR APPROVAL IN PRINCIPLE

Name of Project/Scheme

Name of Structure

Designer

10 Conditions



Structure Design Certificate

SD5

continued

APPLICATION FOR APPROVAL IN PRINCIPLE

Name of Project/Scheme

Name of Structure

Designer

Notes

- 1 *Delete as appropriate*
- 2 *For a bridge, give over and/or under*
- 3 *Include weight, width and any environmental restrictions at or adjacent to the bridge*
- 4 *The design working life of the structure, including temporary structure, and replacement structural parts should be given. They should be expressed as a number of years rather than a range of years.*
- 5 *State the classes and levels for the whole structure, as well as those for the individual structural elements if higher or lower.*
- 6 *For concrete structures, give applicable exposure classes for particular structural elements. For all material strengths given, list the relevant codes/standards.*
- 7 *Designers should name the CDM co-ordinator and confirm that the CDM co-ordinator has reviewed the risks and hazards identified in the AIP and is satisfied. Also see Clause 2.12(i), (ii) and (iii) of BD2.*
- 8 *e.g. Load Models 1 and 2, BS EN 1991-2*
- 9 *e.g. SV model vehicle in Load Model 3, BS EN 1991-2*
- 10 *e.g. SOV model vehicle in Load Model 3, BS EN 1991-2 and/or individual vehicle which includes the following information as applicable:*
 - a) *Gross weight of the vehicle in tonnes and vehicle type and number.*
 - b) *Axle load and spacing (longitudinally and transversely)*
 - c) *Air cushion in tonnes over area applied (in metres, longitudinally and transversely)*
 - d) *Single or twin tyres and wheel contact areas*
- 11 *If in doubt, the heavy or high load route requirements should be confirmed by the TAA.*
- 12 *e.g seismic action, atmospheric icing, floating debris, etc.*
- 13 *List the main structural elements for superstructure, substructure and foundation. If the designs of the superstructure, substructure and/or foundation are carried out by different teams, refer to cl.2.22 and 2.42 of BD2.*
- 14 *When the Geotechnical Design Report becomes available, an addendum to the AIP, covering section 6, must be submitted to the TAA. The addendum must have its own sections 8, 9 and 10 to provide a list of drawings, documents and signatures.*
- 15 *Include, without limitation:*
 - a) *Technical Approval Schedule (TAS).*
 - b) *General Arrangement Drawing.*
 - c) *Relevant extracts from the Geotechnical Design Report.*
 - d) *Departures.*
 - e) *Relevant correspondence and documents from consultations.*
- 16 *This statement is applicable to temporary works design AIP only.*
- 17 *CEng, MICE, MStructE or equivalent.*
- 18 *AIP is valid for three years after the date of agreement by the TAA. If the construction has not yet commenced within this period, the AIP shall be re-submitted to the TAA for review.*



Structure Design Certificate

SD6

FORM OF CERTIFICATE FOR CONSTRUCTION COMPLIANCE. (REQUIRED WHEN STRUCTURE TO BE ADOPTED BY GLASGOW CITY COUNCIL)

Name of Project/Scheme

Name of Structure

Designer

Approval in Principle¹ dated:

(date)

and addenda¹ dated:

(date)

Construction drawings (permanent and temporary works^{1,2}) and bar bending schedules listed with the Design and Check

Certificate/Certificates¹ dated:

(date)

As Constructed drawings³ and Bar Bending Schedules³, the unique numbers of these drawings and schedules are:

The Specification for Highway Works (edition, date):

including additional and substituted clauses recorder in certificates for specification variations^{1,3}:

1 We certify that

(name of structure and its equipment)⁴

a. Have been constructed, commissioned and tested in accordance with :

(i). The construction drawings and bar bending schedules listed within the above Design and Check Certificate/Certificates¹, with any modifications in accordance with the technical approval procedures given in BD2/(date)¹, except (list exception(s) and give appropriate information and reason for non-compliance⁵).



Structure Design Certificate

SD6

FORM OF CERTIFICATE FOR CONSTRUCTION COMPLIANCE.
(REQUIRED WHEN STRUCTURE TO BE ADOPTED BY GLASGOW CITY COUNCIL)

continued

Name of Project/Scheme

Name of Structure

Designer

- 1 a. (ii). The above Specification for Highway Works and specification variations, ¹ except (*list exception(s) and give appropriate information and reason for non-compliance*⁵).

- b. The execution of these works has been accurately translated into As Constructed drawings and bar bending schedules as listed above.

Signed

Name

Position Held⁷

Contractor's Representative

Engineering Qualifications⁶

Signed

Name

Position Held⁷

Name of Organisation

Date



Structure Design Certificate

SD6

FORM OF CERTIFICATE FOR CONSTRUCTION COMPLIANCE.
(REQUIRED WHEN STRUCTURE TO BE ADOPTED BY GLASGOW CITY COUNCIL)

continued

Name of Project/Scheme

Name of Structure

Designer

2 We certify reasonable professional skill and care has been used, relating to the execution of:

(name of structure),

in the task described below (choose either a, b or c):

a. ¹Examining the execution and that it has been constructed, commissioned and tested in accordance with:

(i) The above Approval in Principle, Design and Check Certificate¹, with any modifications in accordance with the technical approval procedures given in BD2, dated:

(date)

except (list of exception(s) and give appropriate information and reason for non compliance⁷):

(ii) The construction drawings and bar bending schedules listed within the Design and Check Certificate/Certificates¹, dated:

(date)

as modified by authorised variations accepted by the TAA,¹ except (list exception(s) and give appropriate information and reason for non-compliance⁵):

b. ¹ Hands off audit role assessment to ensure that the correct quality control procedures have been followed.

c. ¹ (State task/role required under the contract's work specification or if different, the actual task/role performed and give appropriate information and reason for non-compliance⁵):



Structure Design Certificate

SD6

FORM OF CERTIFICATE FOR CONSTRUCTION COMPLIANCE.
(REQUIRED WHEN STRUCTURE TO BE ADOPTED BY GLASGOW CITY COUNCIL)

continued

Name of Project/Scheme

Name of Structure

Designer

2

Signed

Name

Engineering Qualifications⁶

Position Held²

Works Examiner's Representative

Name of Organisation

Date

3 The certificate is accepted by the Technical Approval Authority (TAA)

Signed

Name

Position Held⁷

Engineering Qualifications⁶

For TAA

Date



Structure Design Certificate

SD6

FORM OF CERTIFICATE FOR CONSTRUCTION COMPLIANCE.
(REQUIRED WHEN STRUCTURE TO BE ADOPTED BY GLASGOW
CITY COUNCIL)

continued

Name of Project/Scheme

Name of Structure

Designer

Notes

- 1 *Delete as appropriate.*
- 2 *Temporary works are required where they may have significant effect on the permanent works.*
- 3 *A full list to be given including any addenda.*
- 4 *Certification for mechanical and electrical installations are not required as they are covered in Section 6 of BD2. However all the maintenance and operation manuals, including guarantees, should be provided to the TAA.*
- 5 *Consider appropriate measure if required and advise the TAA if it needs to be recorded in GCC's management system for structures.*
- 6 *Competent engineer with appropriate qualification and experience e.g. for Categories 0 and 1, and with Ceng, MICE, MIStructE or equivalent for Categories 2 and 3. The acceptance of competency criteria may be varied subject to TAA agreement.*
- 7 *A Principal of the Contractor or organisation responsible for the execution.*

**Development and Regeneration Services Privacy Statement for Planning and Building Standards
Statutory Functions under the Town and Country Planning (Scotland) Act 1997,
Building (Scotland) Act 2003, Licensing (Scotland) Act 2005, Civic Government (Scotland) Act 1982
and related legislation.**

Who we are?

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom. You can contact our Data Protection Officer by post at this address, by email at: dataprotection@glasgow.gov.uk, and by phone on 0141 287 1055.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to carry out our statutory functions under the Town and Country Planning (Scotland) Act 1997, Building (Scotland) Act 2003, Licensing (Scotland) Act 2005, Civic Government (Scotland) Act 1982 and related legislation. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Legal basis for using your information:

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at www.glasgow.gov.uk/privacy. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council and necessary for compliance with a legal obligation to which the council is subject.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We also in some cases need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

Personal data you have provided will also be made available online as required to allow us to carry out our statutory functions under the Town and Country Planning (Scotland) Act 1997, Building (Scotland) Act 2003, Licensing (Scotland) Act 2005, Civic Government (Scotland) Act 1982 and related legislation. We may also share your personal data which you have provided with other statutory bodies and consultees.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for.

You can view this on our website at www.glasgow.gov.uk/rdds or you can request a hard copy from the contact address stated above.

Your rights under data protection law:

- **Access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **Correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
 - our use of your personal information is contrary to law or our other legal obligations.
- **Objecting to how we may use your information** – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.
- **Restricting how we may use your information** – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information.

This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

Information you have given us about other people:

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact them in relation to the application you have made or in carrying out the related planning or building standards function. If they want any more information on how we will use their information they can visit our web site at www.glasgow.gov.uk/privacy or email dataprotection@glasgow.gov.uk.

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by phone on 0141 287 1055.

However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745 or Visit their website for more information at <https://ico.org.uk/concerns>.

Please note if your complaint is not about a data protection matter or concerns the handling of personal information please contact us using the complaints procedures in place at <https://www.glasgow.gov.uk/complaints>.

More information

For more details on how we process your personal information visit www.glasgow.gov.uk/privacy
If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.

