



## **PLANNING ENFORCEMENT PROTOCOL AMENDMENTS**

Temporary alterations have been made to the Planning Enforcement Protocol as a result of the high volume of cases that have been received. These alterations are in force until the 30<sup>th</sup> September 2021 after which they will be reviewed. The temporary alterations that have been made are to Section 7 of the Planning Enforcement Protocol.

The temporary alterations made are to the information that is required in order for a planning enforcement investigation to take place and also to the 'Enforcement Site Inspection Timescale'.

### **REQUIRED INFORMATION**

Anonymous reports of alleged breaches of planning control will not be pursued by the Council unless it relates to a listed building/structure, works within a conservation area or a gypsy/traveler incursion. A report of an alleged breach(es) of planning control will only be pursued when the information listed below has been provided.

- Name, postal address, email address and phone number of the person reporting the alleged breach(es).
- Full address for the location of the alleged breach(es) of planning control (a map can be provided if the allegation related to an area of land)
- Description of the alleged breach(es) of planning control
- How long has the issue been in existence (for operation development, how long has it been taking place/in situ; for change of use, how long has the use been in existence)
- Photographic evidence to support the complaint (if it can be provided)

In the absence of the required information, the report of the alleged breach(es) of planning control will not be pursued further.

### **ENFORCEMENT SITE INSPECTION TIMESCALE**

When a case is logged, it will be assigned a priority number ranging from 1 (high) to 4 (low) depending on the level of harm that is being caused by the alleged breach(es) of planning control. The priority of the case will then determine how soon the initial site inspection will take place. The table below illustrates the timescales for the initial site inspection for each priority.

<b>PRIORITY</b>	<b>SITE INSPECTION TIMESCALE</b>
Priority 1	Within 1-2 working days
Priority 2	Within 10 working days
Priority 3	Within 15 working days
Priority 4	Within 25 working days

We Council Officers can make visits out of normal working hours where it is appropriate to do so.

Planning Enforcement Officers are not empowered to physically stop unauthorized works in site but can issue enforcement proceedings which can lead to prosecution. Considerable back office support is required to administer enforcement proceedings and accordingly investigations are contained to normal office hours.