

Enforcement Investigation Process

Step 1

Report Received

The best way to report a matter to us is through our online form on our website. Please remember to include your telephone number and as much detail as possible.

Step 4

Investigations underway such as:

☐ Site visit ☐ Meeting with owner/occupier ☐ Consider legislation and guidance . Consider third party evidence ☐ Discuss with other council teams or other agencies ☐ Land registry searches ☐ Obtaining information via formal notices (Planning Contravention Notice, Requisition for Information or Interview Under Caution)

Step 7

Negotiations successful

No - Continue to Step 8

Yes - Case will be closed and you will be informed of the outcome.

16 weeks*

Step 2

Triage/ Initial assessment

The information will be assessed to see if it is a breach. If there is no breach you will be informed in writing and the enquiry closed. Breaches will be scored using the triage/harm assessment process to see if the issue meets our threshold for a site visit and further investigation. If the score does not meet the threshold you will be informed in writing and the case will be closed as not expedient.

Step 5

Breach confirmed

Not expedient - Write report and close the case

Expedient - Move to step 6

6 weeks*

Step 8

Consider expediency of formal action:

Assess against local and national policy ☐ Consider the harm caused and the material planning considerations ☐ Consultee comments ☐ Consider relevant appeal decisions/ case law ☐ and Human Rights and equalities legislation.

16 weeks*

Step 3

Case required

Further investigations are necessary. A case will be allocated and an acknowledgement letter will be sent to you providing the reference number of the case.

5 working days*

Step 6

Working to find appropriate outcome such as:

☐ Regularise with application ☐ Negotiate remedial works ☐ Negotiate removal of unauthorised works require use to cease.

Step 9

Commence formal action such as:

Draft notice and report ☐ Discuss implications with other teams including the councils legal team ☐ Gain authorisation in accordance with the councils constitution. Inform the local ward councillor. Preparation of documents for service.

30 weeks*

