



Statement of Policy for the Planning Enforcement Service

Approved by Cabinet 3rd February 2009

This Statement of Policy for the Planning Enforcement Service replaces the adopted Policy Statement of June 2004 and its subsequent revisions of September 2004 and November 2005.

The following procedures have been agreed:

- 1) Enforcement complaints will be acknowledged within two working days of receipt.
- 2) The site should be inspected on the same day as the acknowledgement letter is sent and in any event no later than five working days following receipt of the complaint.
- 3) Enforcement Officers should determine if there appears to have been a breach of planning control within two working days of the site visit and in any event within no less than five working days of the site inspection.
 - 4a) If a possible breach has been established, appropriate action should be commenced within five working days.
 - 4b) If no breach has been identified, the complainant will be notified within five working days and the complaint file will be closed.

In the case of irreplaceable assets (for example works to protected trees or listed buildings) speed is much more critical and an initial site visit will need to be made on the same day as the complaint.