

Planning Enforcement

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How Receive an Enforcement Enquiry

There are several ways for the Enforcement Team to receive an enquiry

- TDC Website (most ideal as it captures all the relevant information)
- Direct phone call 01255 686120
- Planning support (reception)
- Members / PC emails
- Emails direct to Planning Enforcement
- Employees

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Enquiry's Received

Once the enquiry is received a Development Technician is to assessed if the subject raised falls within the remit of Planning Enforcement.

If this is determined not to, an initial responses are sent within 15 working days.

All other cases are raised onto Uniform and allocated to officers

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Acknowledgement

Once a case is raised a unique case reference number is raised, all details of contact and a general description of the alleged breach are inputted

An acknowledgement letter is sent out via email or post

A 21 day update letter reminder is set

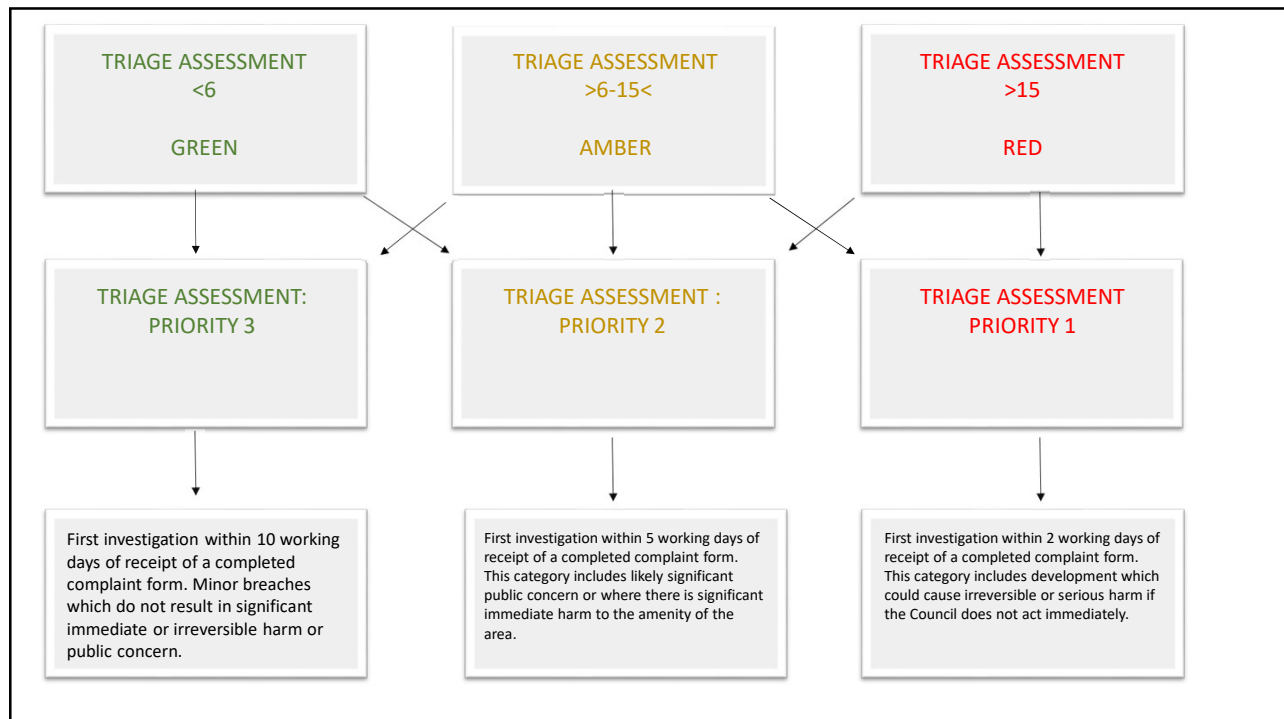
All documents uploaded onto IDOX

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DAY 1

- Enforcement Officer receives enquiry details and conducts a desktop study
- Triage Harm assessment form completed and IDOX
- Based on Triage assessment a traffic light system indicates possible harm being caused
- Based on triage assessment a score indication on priority of when a site visit should be conducted

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Day 2 Onward

- Based on Harm assessment triage an initial site visit is conducted
- Uniform is updated, photos and evidence uploaded to IDOX
- Harm assessment completed and IDOXED, traffic light and priority updated on uniform