

## Appendix B

### CBC Planning Enforcement - Member Protocol

This document sets out how Members should report any breaches of planning control to the Planning Enforcement Team and communicate with the Team on planning enforcement matters.

To assist in understanding the scope of planning enforcement and therefore matters the team are able to deal with, Members should refer to DCLG Guidance on Effective Enforcement:

[https://www.gov.uk/guidance/ensuring-effective-enforcement?dm\\_i=1MBJ,51I8Z,KIUXU5,JFFK8,1](https://www.gov.uk/guidance/ensuring-effective-enforcement?dm_i=1MBJ,51I8Z,KIUXU5,JFFK8,1)

Also the following CBC guidance will assist Members in understanding how reports of breaches of planning control are dealt with and what action can be taken to resolve breaches:

<http://www.centralbedfordshire.gov.uk/planning/enforcements/breaches.aspx>

#### Member Protocol:

The Protocol requires Members to:

- Aid investigation by providing all information obtained for an alleged breach of planning control to the Planning Enforcement Team via the on-line report a breach form at:  
[https://www.centralbedfordshire.gov.uk/officeforms/Planning\\_Enforcement.ofml](https://www.centralbedfordshire.gov.uk/officeforms/Planning_Enforcement.ofml)  
Complete all sections of the form so that all the necessary information is provided to open a case and investigate.
- Send queries about planning enforcement matters or requests for updates on open cases to the planning enforcement in-box:  
[planning.enforcement@centralbedfordshire.gov.uk](mailto:planning.enforcement@centralbedfordshire.gov.uk) .  
This in-box is monitored during working hours and all queries are dealt with as quickly as possible. Whilst individual officers may be contacted directly, please be aware that they may be out on site, at meetings or un-available for other reasons.
- Contact the Planning Enforcement Team as above prior to accessing any site. Relevant information about health and safety matters on particular sites is held by the Team and only Enforcement Officers are authorised to access sites to investigate planning enforcement matters.
- Send complaints relating specifically to highway, noise or other pollution matters directly to Highways or Pollution teams as appropriate.

- Keep complainant's details confidential and do not disclose information to a third party that could identify a complainant.