

Appendix A

CRITERIA FOR PRIORITISING PLANNING CONTRAVENTIONS AND BREACHES OF CONDITION (approved by Planning and Development Control Committee on 3 March 2009)

Complaints about alleged breaches of planning control, and identification of conditions for compliance monitoring will be allocated one of five levels to assist in the prioritisation of staff resources.

Where a breach is reported or a condition specifically identified for monitoring by members as representatives of the community, it will initially be given a high priority for attention. Following early discussion with relevant members action and associated timescales will be agreed.

Anonymous complaints will be given lower priority if they relate to low category breaches.

Urgent: Requiring urgent action:

- works resulting in permanent damage to the environment, such as works affecting the character of a Listed Building or conservation area, and works to tree/s subject to a Tree Preservation Order.

High: Requiring immediate attention:

- unauthorised developments where there is a significant threat to public safety, such as unauthorised development at risk of flooding.
- building work which gives rise to clear and significant harm and is unlikely to receive planning permission without significant modification, such as an excessively large house extension affecting light and outlook.
- uses causing serious harm through noise, smell, congestion etc where conditions would be needed, or imposed conditions are not being followed, such as car repairs or other industrial activity in residential areas or take away without an adequate flue.

Medium: Where harm results or would result if the breach is not remedied:

- breaches requiring limited modifications, such as fitting obscure glazing to overcome loss of privacy, or imposing conditions, such as on hours of use.
- breach of conditions without which the development is unacceptable, such as travel plans, renewable energy, play space, hours of use.
- departures from approved plans for which planning permission would not have been given.
- untidy sites and buildings detrimental to the amenity of an area of the city.

Low: Where the work or use is considered by officers to be acceptable in planning terms or causes minimal harm:

- development that would receive planning permission, such as shop and house extensions that do not infringe policy or adversely affect amenity.
- minor variations to approved plans, or small scale alterations to buildings.
- breaches that would be subject to a future planned programme of proactive enforcement work, such as unauthorised advertisements in a specific area of the city.

No action: Matters that are outside the scope of planning enforcement or fall to other agencies

- Non-planning related neighbour disputes or civil complaints, such as trespass and Party Wall Act matters.
- Matters that clearly fall within the powers of another agency, such as parking controls, sales vans on the highway.