

1. Basic details

Please note: All parts of this section **must** be completed in order for the enquiry to be registered as valid. Photographs must be attached. All details are kept confidential and are used to keep you up to date on the progress of the application.

A. Declaration

I can confirm that I have read the 'Dudley Planning Enforcement Plan' and checked that this is a valid planning enforcement complaint

Signature:

B. Your contact details

Name:

Address:

Postcode:

Our preferred method of communication is via email which **must** be provided where possible

Email:

Telephone:

Mobile:

C. Site of breach

Business name (if applicable):

Full address:

Postcode:

If the full address is not known you will need to attach a plan to show the exact location. This can be a 'Google map' with road names included for identification purposes.

D. Time

Please clarify when the building was erected or the activity commenced. If this is unknown please select when you first noticed the breach.

Less than 4 years	Between 4- 10 years	More than 10 years
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E. Type of Complaint

Please tick any of the following which are relevant to the complaint. If your complaint does not appear on this list please refer to the 'Planning Enforcement Plan' which lists what can be investigated as an enforcement complaint

i. Adverts

Please go to section 2A & 2J

ii. Change of use

Please go to section 2B & 2J

iii. Commercial

Please go to section 2C & 2J

iv. House extensions

Please go to section 2D & 2J

v. Walls and Fencing

Please go to section 2E & 2J

vi. Heritage and listed buildings

Please go to section 2F & 2J

vii. Breach of planning conditions

Please go to section 2G & 2J

viii. Works on a protected tree

Please go to section 2H & 2J

ix. Untidy site

Please go to section 2I & 2J

x. Other (please specify)

Please note if your complaint is not listed and you have checked the enforcement plan to ensure that it is a valid complaint you will need to read each section and answer only those which are relevant

Please only answer questions in this section as directed to in section 1E.

A. Signage and advertisements

- i. Is the sign attached to a building?

Yes	No
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- ii. Is the sign illuminated?

Yes	No
-----	----
- iii. Does the sign flash?

Yes	No
-----	----
- iv. Is the sign new or a replacement of an existing sign?

New	Replacement
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- v. Does the sign relate to a business or activity which takes place on the site or elsewhere?

On site	Elsewhere
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For more information on what is permitted development for adverts and signs please refer to the following links:

https://www.planningportal.co.uk/info/200130/common_projects/4/adverts_and_signs

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11499/326679.pdf

B. Change of use

- i. What was the use of the site before the breach (most recent if the site was not in use)
- ii. What is the current use

B. Change of use (continued)

- iii. As part of the new use have there been any external changes to the building or site (e.g. doors, windows, flues, roller shutters or access arrangements)?

Yes	No
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If yes, please describe the changes.

For more information on use classes and what are permitted change of uses please refer to the following links:

https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use

https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use/2

<http://www.dudley.gov.uk/resident/planning/planning-services/local-development-order/>

C. Commercial

- i. Where on the building is the breach?
- ii. Does the breach relate to a planning application

Yes	No
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- iii. If yes please provide the planning application number

D. House Extensions

i. Is the development attached to the main dwelling (e.g. extension) or detached (e.g. outbuilding)?

Attached

Detached

ii. Where is the development in relation to the main dwelling?

Front

Back

Side

Garden

iii. What type of property is the dwelling?

Detached

Semi-detached

Terrace

Flat

iv. In the case of single storey rear extensions, how far does the extension project:

More than 3m

More than 4m

For more information on what is permitted development for householder development please see the following links:

https://www.planningportal.co.uk/info/200130/common_projects/17/extensions

https://www.planningportal.co.uk/info/200130/common_projects/43/outbuildings

https://www.planningportal.co.uk/info/200130/common_projects/36/loft_conversion

E. Walls and Fencing

i. How tall is the wall/fencing?

metres

ii. What is the wall/fencing made out of?

iii. How far is the wall/fencing from the nearest highway and/or pavement?

Less than 2m

More than 2m

iv. Is the wall/fencing new or a replacement?

New

Replacement

E. Walls and Fencing (continued)

For more information on what is permitted development for walls and fencing please see the following link:

https://www.planningportal.co.uk/info/200130/common_projects/20/fences_gates_and_garden_walls

F. Heritage Sites

i. What development has taken place on the site?

ii. What heritage status does the building or site have (please note this question must be answered to validate the application)

For more information on heritage sites and to find out the heritage status please see the following links:

<http://www.dudley.gov.uk/resident/planning/hi-storic-environment/>

<http://www.dudley.gov.uk/resident/planning/planning-policy/local-plan/devstrat/>

G. Breach of Planning conditions

(please note answers to both of these are required in order to validate the application).

i. Please provide the reference number for the planning permission the breach is in relation to

ii. Please provide the number(s) of the condition(s) being breached

You can search for a planning application reference number via the following link. You will find the decision notice in the documents section which will show the conditions.

<http://www.dudley.gov.uk/resident/planning/planning-services/search-for-a-planning-application/>

H. Works on a protected tree

- i. Describe nature of works undertaken:
- ii. Where is the tree located within the property?
- | | | |
|-------|------|--------|
| Front | Back | Street |
|-------|------|--------|
- iii. When were the works undertaken?
- iv. Who instructed the works (if known)?

I. Untidy site

- v. Is the site publicly visible (i.e. can it be seen from the street)?
- | | |
|-----|----|
| Yes | No |
|-----|----|
- vi. Is the site a building site or is building due to commence on it?
- | | |
|-----|----|
| Yes | No |
|-----|----|
- vii. Is there planning permission on the site (within the last three years)?
- | | |
|-----|----|
| Yes | No |
|-----|----|
- v. If yes please provide the application reference
- vi. Please provide details of what is making the site untidy (e.g. fly tipping, overgrown, poorly maintained buildings)

J. Further information

- i. Please explain how the development has affected you (e.g. blocking light, noise, disturbance)
- ii. Please provide any additional information which you feel is relevant or will help the council investigate your complaint (e.g. dimensions of a structure, information on land levels, details of opening hours, name of person responsible)

Email a copy of this form together with any supporting photos to development.control@dudley.gov.uk
Your complaint will not be validated without them.