

In order for the local planning authority to investigate a potential breach of planning permission the attached form is required to be completed along with supporting evidence and returned to this department.

This form must be completed in full and submitted along with any supporting information (**photographs will help speed up the Council's response and can be used as evidence against any unauthorised structures/works/change of uses/untidy land (including buildings)**).

The form and photographs can be submitted electronically at: planning_enforcement@sandwell.gov.uk or by post to: Sandwell Metropolitan Borough Council, Development Planning Section, Planning Enforcement, PO BOX 2374, Council House, Freeth Street, Oldbury, West Midlands, B69 3DE.

Information provided in Section 1) and 2) will be used for the processing of your enforcement enquiry and may be shared in order to provide you with a comprehensive response. Contact telephone numbers and email details in sections 3) and 4) are not required but will assist us in dealing with your complaint. These details may be shared with other Council and Government departments dependant on the nature of your complaint.

This application record will be retained forever in the event that formal enforcement proceedings are instigated and when a breach is either resolved or found to be lawful development or use of the land it will be retained for four years (unlawful development) or ten years (unlawful use).

For further information in relation to how we will use your personal information for this purpose please see the Council's relevant privacy notice at <http://www.sandwell.gov.uk/privacy>.

Any personal details that are given are in confidence and will not be released except by a Court Order.

*Denotes field must be filled out in order to successfully record breaches of planning control.

Reporter

1. Your Name (optional):

2. Your Address (optional):

3. Your Telephone No (optional):

Home:

Mobile:

4. Your E-mail Address (optional):

5. What is your preferred method of contact? (optional)

Subject of complaint

6. Name (if known, person, company name, etc) (optional):

7. Address*:

8. Nature of complaint*:

9. When did the unauthorised works/structure/change of use start? If the case relates to untidy land or untidy building(s) how long as it been going on for?* Please delete as appropriate.

10. What is the planning harm?*

11. Have you discussed the issues directly with the owner/occupier of the unauthorised structure/works/change of use/untidy land and/or buildings?*

12. Additional Information (i.e. photographs; dimensions; sketch):

IMPORTANT: The more information you provide the faster the resolution is likely to be.

Not all development requires Planning Permission. For further information please visit:

www.planningportal.co.uk/permission/responsibilities/planningpermission/permitted

Office Use Only:

Has at least one photograph been provided? Y/N Have any contact details been provided? Y/N Has enough information been provided to open a new enforcement case? Y/N
