**Reporting a potential Planning Breach**

**Please Note: We cannot investigate boundary or ownership disputes, Party Wall Act issues, trespass, or the enforcement of covenants. Anonymous reports will not normally be logged and investigated unless the alleged breach is a serious one.**

Please try to complete all the sections of this form, as the information provided will aid our investigation.

# Your Details

Please be assured that your details are strictly confidential and are not disclosed even if a freedom of information request is submitted.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Postcode |  |
| Telephone |  |
| Email |  |

# Where is the potential breach?

|  |  |
| --- | --- |
| Address |  |
| Postcode |  |

Do you know the name and address (if different) of the owner of the land or building?

|  |
| --- |
|  |

# What is the breach?

Which of the below best describes the breach of planning control?

|  |  |  |  |
| --- | --- | --- | --- |
| Advertisements |  | Breach of Condition(s) |  |
| Aerials or Antennas |  | Works to a Listed Building |  |
| Change of Use\* |  | Extensions |  |
| Fences, Gates and Walls |  | Gypsy/traveller incursions |  |
| House in Multiple Occupancy or Bedsit |  | Untidy land |  |

\*If your report concerns a business being operated from a residential property (change of use), please complete the attached observation log for 7 days before submitting your report.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have the works commenced? | Yes |  | No |  |

# How does the breach affect you?

Please provide as much detail as you can, to assist us with our investigation. If possible, you should provide a photograph of the breach. Information such as the size of an extension, fence, wall or advertisement and the exact location of the breach within the site is particularly useful.

|  |
| --- |
|  |

# Seven day observation log

If you are reporting a business operating from a residential property, please complete this log for a 7-day period before submitting this form.

**Planning permission is not always required to run a business from home.**

|  |  |  |
| --- | --- | --- |
| Date | Time | Activity |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Submitting the form

You should email your completed form, along with any photographs and supporting evidence, to [planningenforcement@sstaffs.gov.uk](mailto:planningenforcement@sstaffs.gov.uk).

Once a case has been registered and allocated to an Officer, you will receive a case reference number. All communications should include the reference number provided.

All Investigations will be conducted in line with the [Planning Enforcement Policy and Procedure](https://www.sstaffs.gov.uk/doc/171628/name/Planning%20Enforcement%20Policy%20July%202020.pdf/).