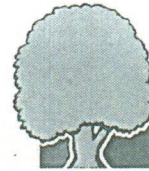


Ealing Council



Ealing

www.ealing.gov.uk

Ealing Council
Perceval House
14-16 Uxbridge Road
London W5 2HL
Tel: (020) 8825 6600
Fax: (020) 8825 6610

Date: 

PLANNING CONTRAVENTION NOTICE (REQUEST FOR INFORMATION)

ADDRESS: 

I am writing to you to ask for your assistance in providing some information about the above property where there may have been a breach of planning control.

Under the terms of section 1 of the Planning and Compensation Act 1991 local authorities are entitled to ask for information, using a **planning contravention notice**, where it appears to them that there may have been a breach of planning control. The fact that we are writing to you does not mean that an offence has been committed and/or that we believe you have done something wrong, but we would like more information with which to consider the case.

The attached forms ask you some straightforward questions about the property, which we ask you to answer to the best of your knowledge. You may wish to refer the matter to your solicitor, or a planning consultant, but this is not essential.

This is a formal notice to which you must reply within 21 days from when you received it. If you do not reply in full and/or within 21 days you are liable to prosecution and a fine of up to £1,000. If you give false or misleading information you could be liable for a fine of up to £5,000. For further details see the Warning Note, attached as Item 2.

I apologise for the number of papers enclosed, but we have tried to make these as simple as possible for you. If you are uncertain about how to complete the forms or wish to discuss an alleged breach and how to remedy it, please feel free to telephone or write to the planning officer whose name and telephone number is given at the top of this letter. **However, whatever you do, you must return the attached notice within 21 days.**

Now please read the attached Warning Note (Item 2).

Yours faithfully,

Alan Crawford

Alan Crawford
On behalf of the Head of Planning Services

ITEM 1:

IMPORTANT - THIS COMMUNICATION AFFECTS YOUR PROPERTY

TOWN AND COUNTRY PLANNING ACT 1990
(as amended by the PLANNING AND COMPENSATION ACT 1991)

ISSUED BY THE COUNCIL OF THE LONDON BOROUGH OF EALING

Planning Contravention Notice

1. It appears to the Council, being the local authority for the purposes of section 171C of the Town and Country Planning Act 1990 ("the Act"), that there may have been a breach of planning control in respect of the land described in Schedule 1 to this Notice ("the land").
2. The breach of planning control which may have occurred is specified in Schedule 2 of this Notice.
3. This Notice is served on you as a person who:
 - (1) is the owner or occupier of the land or has any other interest in it; or
 - (2) is carrying out operations in, on, over or under the land or is using it for any purpose.
4. In exercise of their powers under Section 171C (2) and (3) of the Act the Council require you, so far as you are able, to give them in writing the information specified in Schedule 3 to this Notice within **twenty one days**, beginning with the day on which this Notice is served on you.

Dated

Signed:

Ingrid Smith,
Planning Enforcement Team Leader

ITEM 2:

WARNING NOTE

1. It is an offence to fail, without reasonable excuse, to comply with any requirement of this Notice within twenty-one days beginning with the first day on which it was served on you. The maximum penalty on conviction of this offence is a fine of £1,000. Continuing failure to comply following a conviction will constitute a further offence.

2. It is also an offence knowingly or recklessly to give information in response to this notice which is false or misleading in a material particular. The maximum penalty on conviction of this offence is a fine of £5,000.

ADDITIONAL INFORMATION

3. If you fail to respond to this notice, the Council may take further action in respect of the suspected breach of planning control. In particular they may issue an enforcement notice under 172 of the 1990 Act, requiring the breach, or any injury to amenity caused by it, to be remedied.

4. If the Council serve a stop notice under section 183 of the 1990 Act, section 186(5b) of the Act provides that should you otherwise become entitled (under section 186) to compensation for loss or damage attributable to that notice, no such compensation will be payable in respect of any loss or damage which could have been avoided had you given the Council the information required by this notice or had you otherwise co-operated with the Council when responding to it.

ITEM 3:

PLANNING CONTRAVENTION NOTICE QUESTIONNAIRE:

SCHEDULE 1 (Land to which the Notice relates):

SCHEDULE 2 (Breach of planning control, which may have occurred):

SCHEDULE 3:

In response to the attached planning contravention notice you are requested to provide the following information by the Council under the terms of Section 171C(2) & (3) of the Town and Country Planning Act (1990) as amended by the Planning and Compensation Act (1991):

PLEASE COMPLETE ALL QUESTIONS BELOW, AND DELETE INAPPROPRIATE WORDS (CONTINUE ON SEPARATE SHEET IF REQUIRED).

1. Please confirm your name and permanent address (if a company please state registered name, address and company secretary):

Answer.....
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2. Please state the nature of your interest in the property described in Schedule 1:

Answer.....
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3. When did you first have a legal interest in the property?

Answer.....
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4. Please state the names and addresses of any other persons known to you that have an interest in the property described in Schedule 1 or any part of it, including any Bank or Building Society which has granted a mortgage (if a company name please state registered name, address and company secretary):

Answer.....
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5. For what purposes are the land and/or premises described in Schedule 1 used?

Answer.....
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6. When did the works to construct the single storey rear extension start on site back up your answer with receipts, photographs, affidavits etc?

Answer.....
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7. On a separate piece of paper produce a sketch drawing with accurate measurements (height, depth and width) of the single storey rear extension, indicating where the windows and doors are located in each elevation and if they will be clear glass or obscured. Also include any windows in the adjacent properties and if they are to habitable rooms (bedroom lounge etc)

8. Indicate when the single storey rear extension was substantially complete and ready for occupation.

Answer.....
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9. Please give details of the use to which the single storey rear extension is going to be used. Please provide a sketch plan of the internal layout.

Answer.....
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10. Were you aware that planning permission was required for the single storey rear extension? Do you think that planning permission has been granted for the work, if so please indicate the planning application reference number.

Answer.....
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11. Please confirm what the whole building is currently used for, for example; self-contained residential units, single family dwellinghouse, or house in multiple occupation.

Answer.....
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12. Any other information you wish to add.

Answer.....
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TO BE COMPLETED IN ALL CASES

I declare that the information I have provided in completing this questionnaire is true and accurate to the best of my knowledge:

SIGNATURE: _____ NAME : _____

DATE: _____