



(continued from overleaf)

Does the case involve: (please tick)

Change of use

Erection of a building or structure

External alterations to a building

Poor condition of building or land

Non-compliance with planning condition

Development not in accordance with plans

Other

  
  
  
  
  
  

Please provide details:

Please describe briefly the harm that this matter causes to you:

To the best of your knowledge, when did the matter occur or commence?

Details of the owner of the site and their address, if known:

Send your completed form to:  
The Planning Enforcement Service,  
Planning & Transportation Division,  
P.O. Box 17, Corporation Street,  
Blackpool, FY1 1LZ



## here to get help and advice

If you want advice about the need for planning permission or on planning procedures, please call in to our reception in the Municipal Buildings (immediately behind the Town Hall on Corporation Street).

You can also:

### Telephone:

(01253) 476236 about planning enforcement, or

(01253) 476225/476229 about planning applications.



### Fax:

(01253) 476201



### E-mail:

planning.transportation@blackpool.gov.uk



### or visit the Council's website:

www.blackpool.gov.uk  
Look for Planning under 'Your Services'.

Please make an appointment if you wish to speak to the planning enforcement officer who is dealing with your case or if your enquiry is of a complex or detailed nature.

The Planning Enforcement Service is here to help. If you are in any doubt about making an enforcement complaint or require information about a complaint you have already made, please contact us and we will help you.



## uilding Regulations

Our Building Control Service enforces the Building Regulations and can be contacted by phoning (01253) 476219, or in person, or by fax or by e-mail as shown above.



## hat to do if things go wrong

If you are unhappy with the service you receive from us, please write to The Head of Planning and Transportation, PO Box 17, Corporation Street, Blackpool, FY1 1LZ. He will investigate and respond, in writing. If you are still not happy with his response you can write to the Chief Executive.

If you are not satisfied with that explanation you have the right of complaint to The Local Government Ombudsman if you consider maladministration is involved. The Ombudsman's address is:-

Beverly House  
Shipton Road  
York YO30 5FZ



## Improvements to our service

If you can suggest any ways we can improve our service to you, then please send your comments to us.

**This leaflet can be made available in larger print and other formats on request.**

# Planning in Blackpool

PLANNING AND  
TRANSPORTATION  
DIVISION

Your Guide to Planning Enforcement



2004-2005  
Benefits Administration



Blackpool Council

BUILDING A BETTER COMMUNITY FOR ALL

# W

## What needs planning permission?

Planning permission is usually needed to:

- erect a new building or extend an existing building
- change the way a building or piece of land is used
- alter the way a building looks
- display illuminated signs
- carry out tipping

Some small extensions and other minor works can be carried out without planning permission. This is called “permitted development”.

Mostly, planning permission is not needed to:

- make internal alterations to a building unless the building is one of the 35 in Blackpool that have special architectural importance.

If you are concerned that planning permission has not been given, you can ask us to investigate. This is a common request and we deal with about 650 cases a year. We can also investigate neglected buildings or land.

# I

## If planning permission has not been given

We only take enforcement action in the public interest and normally only where the harm caused is clear.

Often, a remedy can be achieved without a need for formal action.

# H

## How to make a planning enforcement complaint

You can make a complaint by filling in the form attached to this leaflet and sending it to:

The Planning Enforcement Service,  
Planning and Transportation Division,  
P.O. Box 17, Corporation Street,  
Blackpool, FY1 1LZ

We will not investigate anonymous complaints or concerns about competition between businesses.

Please give us a full description of the problem, state clearly the address you are writing about and give us your name and address so we can contact you.

# W

## What you can expect if you make a complaint

If you make a complaint, your identity is kept confidential. However, if an investigation results in formal action we may need you as a witness to help demonstrate the harm caused.

Your concerns will be noted in writing, within three working days. We will give you a date by which we aim to start our investigation and the name and telephone number of the officer who will investigate your concerns.

We give each case a priority rating. We will keep you informed during the investigation and tell you the outcome.

# H

## How you can help

Please give us as much detail as possible. In cases involving changes of use, we may ask you to make a note of activities.

Our investigations can sometimes take quite a while, so you may need to be patient.

# R

## Reasons why formal action may not be taken

In some cases it is not possible to take action. Often, this is because the development does not need planning permission, or took place so long ago that it is now immune from planning enforcement action.

We will not be able to take action if the harm caused is neither clear nor significant, or if the development which has been carried out is considered acceptable.

If we do not intend to take action, we will let you know the reason why.

# T

## The right of appeal

If we issue a formal Enforcement Notice, anyone served with that notice can appeal to an independent inspector who will decide the case. We will notify you if your case results in an appeal and you will be given the chance to make your comments.



## Planning Enforcement Case Form

To help us deal with your concerns, please give as much information as possible, using extra sheets if necessary.

### Your Details

Cases are treated in confidence, and your details will not be disclosed, but we need your details so that we can keep you informed of progress. We will not investigate anonymous cases.

Your Name:

Your Address:

Daytime telephone:

Fax:

E.mail:

### Details of Case

Address of the property you are complaining about:

