

Development and Economic Growth Development Management	
Job Description	
Planning Enforcement Officer	
Grade LS14-10	Post Number: TBC
Responsible to:	Team Manager – Planning, Monitoring and Implementation
Job Objective:	To assist in the control and enforcement of planning legislation as part of a high profile, efficient and effective Planning Enforcement service to the community and the Council in line with the Council's Planning Enforcement Policy, and where required to assist the Development Management Team in their functions.
Main duties and Responsibilities:	To investigate all complaints and contraventions under the Town and Country Planning and associated Acts including carrying out site visits, research and collection of evidence and to prepare, as necessary, letters of response to complaints, reports and notices, and implementing whatever action is necessary to rectify the situation.
	To recommend, formulate and process the service of Planning Contravention Notices, Enforcement Notices, Breach of Condition Notices, Stop Notices and use other enforcement powers as required, in conjunction with the Senior Planning Enforcement Officer and Team Manager to secure the effective remedy of breaches of planning control.
	To prepare witness statements, represent the Council at appeal hearings, public inquiries and in Court to ensure, in conjunction with the Senior Planning Enforcement Officer and Team Manager, that all evidence and written statements required in connection with enforcement appeals and prosecution is produced in a professional manner within the required time scales to fulfil the Council's legislative requirements.

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	To contribute to an effective monitoring system to ensure that all planning conditions and Section 106 Agreements are complied with and to initiate appropriate action when necessary.
	To maintain effective communication with complainants, those who may be in breach of planning control, Councillors, Parish Councils, other agencies (e.g. Environment Agency) and other Officers of the Council so that they remain fully informed of current situations, progress and next steps and so that concerns are promptly addressed.
	To occasionally carry out site visits out of office hours, in order to gather evidence and information to establish any breach of planning control.
	To provide general advice on planning and building related matters.
	To assist the Development Management Planning Officers in carrying out general development management duties.
	To process planning and related applications and enquiries.
	To carry out such other duties relating to the Development Management and Planning Policy functions and any other duties as requested by the senior officers.
Prepared by: Andrew Cullen, Planning Manager – Development Date: August 2026	