**Model planning contravention notice**

***IMPORTANT ‑ THIS COMMUNICATION AFFECTS YOUR PROPERTY***

***TOWN AND COUNTRY PLANNING ACT 1990***

***(As amended by the Planning and Compensation Act 1991)***

***PLANNING CONTRAVENTION NOTICE***

***SERVED BY: [name of Council]***

*To: [Name[s] of those thought to be owner[s] or occupier[s] of land or person[s] having any other interest in it.]*

*[Name[s] of person[s] thought to be responsible for a possible breach of planning control.]*

*1.* ***THIS NOTICE*** *is served by the Council because it appears to it that there may have been a breach of planning control, within section 171A(1) of the above Act, at the land described below. It is served on you as a person who appears to be the owner or occupier of the land or has another interest in it, or who is carrying out operations in, on, over or under the land or is using it for any purpose. The Council require you, in exercise of their powers under section 171C(2) and (3), so far as you are able, to provide certain information about interests in, and activities on, the land.*

*2.* ***THE LAND TO WHICH THE NOTICE RELATES***

*The land at [address or description of land], shown edged in [a distinctive colour] on the attached plan.*

*3.* ***THE MATTERS WHICH APPEAR TO CONSTITUTE THE BREACH OF PLANNING CONTROL***

*[Without planning permission]*

*[Specify the suspected breach of planning control]*

*[The failure to comply with a condition or limitation]*

*4.* ***WHAT YOU ARE REQUIRED TO DO***

*Provide in writing, the following information:*

*[Specify the information required, within the terms of section*

*171C(2) and (3)]*

*(1)*

*(2)*

*(3) etc*

***Time within which the information must be provided:*** *within twenty‑one days, beginning with the day on which this notice is served on you:*

*5.* ***OPPORTUNITY TO MAKE REPRESENTATIONS IN RESPONSE TO NOTICE***

*If you wish to make an offer to apply for planning permission, or to stop carrying out any operations or activities, or to undertake remedial works; or to make any representations about this notice, the Council, or representatives of the Council, will consider them on [date and time] at [address where the person served with the notice may be heard] where you will be able to make any offer or representations in person at that time and place.*

*6.* ***WARNING***

*It is an offence to fail, without reasonable excuse, to comply with any requirements of this notice within twenty‑one days beginning with the day on which it was served on you. The maximum penalty on conviction of this offence is a fine of [level 3 on the standard scale]. Continuing failure to comply following a conviction will constitute a further offence. It is also an offence knowingly or recklessly to give information, in response to this notice, which is false or misleading in any way. The maximum penalty on conviction of this offence is an unlimited fine.*

*7.* ***ADDITIONAL INFORMATION***

*If you fail to respond to this notice, the Council may take further action to deal with the suspected breach of planning control. In particular, they may issue an enforcement notice, under section 172 of the 1990 Act, requiring the breach, or any injury to amenity caused by it, to be remedied. [Add any other "likely consequences", in accordance with section 171C(5)(a), if appropriate.]*

*If the Council serve a stop notice, under section 183 of the 1990 Act, section 186(5)(b) of the 1990 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 for 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.*

*Dated: [date of notice]*

## **Signed: [Council's authorised officer]**

*On behalf of: [Council's name and address]*