

**Richmondshire District Council
Development Management Service
Job Description**

Job Title	Planning Enforcement Officer	Post Number	PLAN DEV 08
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Job purpose:

To enforce the planning control function.

Supervisory/Managerial responsibilities:

None

Supervision and guidance:

Planning Manager

Responsibility for assets, materials, etc:

None.

Principal duties and responsibilities:

1. As a member of the Planning Team to:
 - i. Investigate complaints and breaches of planning control across the full range of matters covered by the Planning Acts including, from time to time, listed building and tree enforcement, undertaking appropriate site visits and meeting with land owners/occupiers and complainants.
 - ii. Liaise closely with the Council's Legal, Housing and Environmental Health Officers and officers of the North Yorkshire Building Control Partnership on matters of common interest relating to this post.
 - iii. Undertake discussions with those in breach of planning control including negotiations to secure a satisfactory resolution of the problem either through the submission of a successful planning application, or the cessation or removal of the unauthorised development.
 - iv. Prepare reports for consideration by the Planning Enforcement Manager or Planning and Development Manager as appropriate on delegated enforcement cases and to prepare reports for consideration by Planning Committee when required.
 - v. Monitor the implementation of planning permissions in consultation with Planning Officers, including follow up of planning conditions. Development of the monitoring system as part of the general computerisation of the Planning Enforcement function.
 - vi. Provide responses to public complaints, and to deal with users of the enforcement service in a sensitive but firm manner incorporating a caring but professional approach.
 - vii. Liaison with the Council's legal advisers in the taking of formal enforcement action including drafting of Planning Contravention Notices, Enforcement Notices, Breaches of Condition Notices, Stop Notices and Temporary Stop Notices and S215 Notices.

- viii Prepare appeal statements and appear as expert witness for the Council as necessary at public inquiries and hearings following any appeal to the Secretary of State and to represent the Council in Court Hearings.
- viii. Carry out procedures as necessary relating to any enforcement action by the Council under the Town and Country Planning Acts.
- 2. To advise Members of the Council, Parish Councils, private organisations and the general public on planning enforcement and related planning matters including attendance at external meetings as required.
- 3. To operate the IT systems associated with the post. To contribute to the development of new systems, and with training, to keep up to date on IT development affecting the work.
- 4. To observe the requirements of the Health and Safety legislation.
- 5. To observe the requirements of the Data Protection Act.
- 6. Such other duties as may from time to time be allocated to the postholder consistent with the responsibilities of the post.

Contacts:

Statutory agencies
 Voluntary agencies
 Councillors
 Council officers at all levels
 General public
 Other Councils

Special Conditions of Service:
 *Full UK driving licence and access to a car for work purposes

Complied By: PF	Assessment Date: 16.09.2002
Complied Date: September 2002	Assessed By: JS
Post Grade: 7	

Job Description

agreed by postholder.....Date.....