

Guidance on Planning Enforcement Bank Holiday Service

How to report a suspected breach of planning control in your area

The Planning Enforcement team investigate a variety of breaches of planning control. Such breaches may include unauthorised building works, changes of use, and breaches of planning conditions. We also investigate illegal works to trees, hedgerows and Listed Buildings. For more detailed information on the planning enforcement service, please see the Local Enforcement and Monitoring Plan. The LEMP can be found [here](#).

What to do if you suspect a breach of planning control has occurred

Some minor works can be undertaken without any planning permission at all and some building work is automatically granted planning permission through national government legislation.

If you are concerned that a breach of planning control is occurring then the planning enforcement team will investigate the allegation and advise accordingly, taking enforcement action where appropriate.

For the purposes of efficiency, all alleged breaches should be reported electronically via our on-line form <https://www.buckinghamshire.gov.uk/planning-and-building-control/having-a-say-and-reporting-issues/report-a-planning-breach/>

Report a planning breach

Building work that does not have the right permission is called a planning breach.

A breach is also work that does not follow conditions that were set when planning permission was granted.

You can report a planning breach if someone is:

- building an extension or making changes without planning permission, including putting up outbuildings or fences
- not following approved planning permission
- changing the use of a property or land without planning permission
- working on trees without planning permission
- working on a listed building without consent
- putting up adverts without consent
- bringing waste onto land, storing and sorting waste (excluding fly-tipping), or tipping waste above approved levels

[Report now](#)

Whilst our preferred method of contact is set out above, should you be unable to suitably complete these forms, please email your enquiry planningenforcement@buckinghamshire.gov.uk

These communication channels can be used during office hours, out of office hours and at weekends and they will be dealt with at their first opportunity during office hours.

Bank Holiday Planning Enforcement Service

The Council currently offer a Bank Holiday service for planning enforcement service for specific breaches of planning control, namely:

- Illegal works to protected trees
- Illegal works to Listed Buildings, including demolition
- Any breach of condition that has a **significant** and detrimental impact on the residential amenity of neighbouring properties
- The creation of unauthorised traveller encampments

- Any other breach of planning control that has a **significant** detrimental impact on the local area, or has the potential to cause serious irreversible harm.

Alleged breaches of planning that meet one of the above criteria should be reported via our Bank Holiday out of hours number **07796 993523**. Your enquiry will be triaged, appropriately prioritised and directed to an officer for investigation. You will be advised if the allegation will be dealt with by an officer immediately or sent to the team for follow up in office hours.

The out of hours Bank Holiday weekend service is available between the hours of 9am and 5pm on Saturday, Sunday and Monday of the April, May and August Bank Holiday weekends only.

Please note that the phone number for this service **07796 993523** is only in use during the bank holiday weekend between the hours of 9am and 5pm. It is not monitored at any other time and there is no option to leave a voice mail message.

If your call is not answered, the officer will call you back at their earliest opportunity. Please therefore do not call from a withheld number.

Tree works

If you suspect that works are being undertaken to a protected tree or hedgerow, or a tree in a conservation area then please provide as much detail as you can about the works. Any details of the persons, company or vehicles involved in the works can be critical in such matters. Any photos that can be obtained from you or members of the public can also be highly useful. It is only recommended that photos be taken where persons feel comfortable in doing so and can do so safely.

Gypsy and Traveller Incursions.

The use of land as a caravan site requires planning permission in almost all cases.

If you suspect that a breach of planning control has occurred in relation to land being used as a caravan site, or if works have begun to lay hardstanding in preparation for such a use, then please contact the enforcement team using the communication channels above.

If your enquiry is regarding an unauthorised encampment on public land then please contact the Buckinghamshire Council Gypsy & Traveller Service. Please note that the Gypsy & Traveller Service only operate Monday to Friday, 08.00 - 17.00.

You can report an unauthorised encampment [here](#), or by calling 01296 395000.