

# Annex 3



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Planning, Housing &  
Environmental Health

XXXXXXXXXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXX

Our ref      XXXXXXXXXX  
Contact     XXXXXXXXXX  
Email        XXXXXXXXXX@tmbc.gov.uk  
Date         XXXXXXXXXX

Dear Sir/Madam

## Town and Country Planning Act 1990 (as amended)

**Site:** XXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

**Breach :** XXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

In response to a complaint received by Tonbridge and Malling Borough Council regarding a breach of planning law in the form of **Delete not applicable : Material change of use/ Operational development in the form of .....**– officer to describe breach.

A site inspection carried out at the property on the **insert date: XXXXXXXXXXXXX**, has confirmed the unauthorised **Delete not applicable: Material change of use/ Operational development in the form of .....**– officer to describe breach Thus, confirming that a breach of planning law has occurred.

The **material change of use/operational development** in the form of ..... carried out without planning permission is considered to have a significant impact on the **conservation area/ANOB/ neighbour amenity** and is unlikely to be supported.

The unauthorised Material change of use/operational development is an offence under **Section 55(1)/Section 57(1)** of the **Town and Country Planning Act 1990**.

In light of the above, and to avoid enforcement action being taken, you are required to cease the unauthorised works immediately.

A compliance inspection will be conducted within **14 days** to confirm the cessation of the works and further details regarding any remedial measures will be provided within **14 days** from the date of the compliance inspection.

Yours faithfully

Offer name: XXXXXXXXXXXXXXXXXXXXX

**Development Management**  
Gibson Building, Gibson Drive, Kings Hill, West Malling, ME19 4LZ  
<http://www.tmbc.gov.uk>  
email [planning.enforcement@tmbc.gov.uk](mailto:planning.enforcement@tmbc.gov.uk)

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**Planning, Housing &  
Environmental Health**

Planning Enforcement Officer

**Development Management**

Gibson Building, Gibson Drive, Kings Hill, West Malling, ME19 4LZ

<http://www.tmbc.gov.uk>

email [planning.enforcement@tmbc.gov.uk](mailto:planning.enforcement@tmbc.gov.uk)