

Annex 5



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Planning, Housing &
Environmental Health

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

CAUTION: THIS IS IMPORTANT INFORMATION RELATING TO THE UNAUTHORISED WORKS RECENTLY CARRIED OUT AT THE PROPERTY.

Dear Sir/Madam

Town and Country Planning Act 1990 (as amended)

Site: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Criminal Offence/Breach of planning law: Unauthorised works to a Listed Building in the form of.....

The building cited on the property of are protected under the [Planning \(Listed Buildings and Conservation Areas\) Act 1990](#). These building are heritage asserted and any works to the Listed Buildings without prior Listed Building Consent is considered to be a criminal offence in terms of **Section 9 of the Town and Country Planning Act 1990 and the [Planning \(Listed Buildings and Conservation Areas\) Act 1990](#)**.

The Council (LPA) has no record of having received any recent application/notification in respect of the work to the Listed Building at the above site, or of having granted any consent for the works which have been undertaken.

An inspection conducted on theconfirms that that offences under the **Town and Country Planning Act 1990 and the [Planning \(Listed Buildings and Conservation Areas\) Act 1990](#)** have been committed.

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Any further works to the heritage asset at the aforementioned property shall cease with immediate effect and details of the prosecution proceedings initiated against the responsible parties will be shared within 7 days from the date of this letter.

Yours sincerely,

{investigating officer}

Planning Enforcement Officer

Development Management

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

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

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