

In order for the local authority to investigate a potential breach of Building Regulations the attached form is required to be completed along with supporting evidence and returned to this department.

This form must be completed in full and submitted along with any supporting information - **photographs will help speed up the Council's response and can be used as evidence against any unauthorised structures/works/change of use.**

The form and photographs can be submitted electronically at: [building\\_consultancy@sandwell.gov.uk](mailto:building_consultancy@sandwell.gov.uk) or by post to: Sandwell Metropolitan Borough Council, Building Consultancy, PO BOX 2374, Council House, Freeth Street, Oldbury, West Midlands, B69 3DE.

Information provided in Section 1) and 2) will be used for the processing of your enforcement enquiry and may be shared in order to provide you with a comprehensive response. Contact telephone numbers and email details in sections 3) and 4) are not required but will assist us in dealing with your complaint. These details may be shared with other Council and Government departments dependant on the nature of your complaint.

This application record will be retained forever in the event that formal enforcement proceedings are instigated and when a breach is either resolved or found to be lawful development or use of the land it will be retained for two years.

For further information in relation to how we will use your personal information for this purpose please see the Council's relevant privacy notice at <http://www.sandwell.gov.uk/privacy>.

**Any personal details that are given are in confidence and will not be released except by a Court Order.**

\*Denotes field must be filled out in order to successfully record breaches of building regulations.

**Reporter**

1. Your Name (optional):

2. Your Address (optional):

3. Your Telephone No (optional):

Home:

Mobile:

4. Your E-mail Address (optional):

5. What is your preferred method of contact? (optional)

**Subject of complaint**

6. Name (if known, person, company name, etc) (optional):

7. Address\*:

8. Nature of complaint\*:

9. When did the unauthorised works / structure / change of use start?\*

10. Have you discussed the issues directly with the owner/occupier of the unauthorised structure / works / change of use?

11. Additional Information (i.e. photographs; dimensions; sketch):



**IMPORTANT: The more information you provide the faster the resolution is likely to be.**

**Not all development requires Building Regulations. For further information please visit:**

<http://www.legislation.gov.uk/uksi/2010/2214/schedule/2/made>

**For information on Building Regulation Enforcement Policy please visit:**

[https://www.sandwell.gov.uk/downloads/file/29520/building\\_consultancy\\_enforcement\\_policy](https://www.sandwell.gov.uk/downloads/file/29520/building_consultancy_enforcement_policy)

**Office Use Only:**

**INSTRUCTION TO ADMIN  
ISSUE OF APPLICATION REQUEST  
(UNAUTHORISED/POSSIBLE UNAUTHORISED WORK)**

**(Please State)**

**Discount 28 Days: Yes / No**

<b>Owner:</b>	<b>cc. Builder</b>

<b>File Reference Number:</b>	
<b>Allocated Inspector:</b>	
<b>Date:</b>	

<b>Site Address:</b>	
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<b>Works Reported by:</b>	
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<b>Site Address Checked by:</b>		<b>On:</b>	
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<b>Description of Works:</b>	
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<b>DM System checked by:</b>	
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<b>Any other instructions:</b>
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