

# COSBEDCL4011

## Monitor compliance with statutory and policy requirements in planning, conservation and building control



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### Overview

This unit is concerned with the monitoring of unauthorised building works and structures.

You need to be able to identify unauthorised development or development that does not comply with planning, building control or conservation conditions and decide on the best steps to deal with it.

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### Performance criteria

### Monitor compliance with statutory and policy requirements

*You must be able to:*

- P1 **monitor development** against **statutory and policy requirements**, identify breaches in compliance and record them accurately
- P2 conform to **safe working practices**
- P3 summarise information about breaches in compliance and circulate the information to the **people responsible** for compliance and indicate the consequences of their actions
- P4 negotiate and agree, with the **people responsible**, acceptable changes which are needed to restore compliance
- P5 issue warnings of appropriate **action** to the **people responsible**, for breaches in compliance which are not corrected within a realistic time limit
- P6 take follow up **action** in cases of breach of compliance
- P7 prepare and submit clear and accurate evidence of breaches to the appropriate authorities
- P8 check that **people responsible** continue to comply with legal requirements and take legal proceedings when people are still in default
- P9 record compliance evidence and circulate it to people who have an interest

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### Knowledge and understanding

*You need to know and understand:*

### Monitor compliance with statutory and policy requirements

- K1 how and why to **monitor development** against **statutory and policy requirements** (analysis)
- K2 what to identify as breaches in compliance (understanding)
- K3 how to record breaches in compliance (application)
- K4 how to conform to **safe working practices** (application)
- K5 how to indicate to **people responsible** the consequences of their actions (application)
- K6 how and why to prepare clear and accurate evidence of breaches (synthesis)
- K7 how to check that **people responsible** are continuing to comply with legal requirements and take legal proceedings when **people** are still in default (application)
- K8 how to summarise information about breaches in compliance and circulate the information to the **people responsible** for compliance (application)
- K9 how to issue warnings of possible enforcement action to the **people responsible**, for breaches in compliance which are not corrected within a realistic time limit (application)
- K10 how to take follow up **action** in cases of breach of compliance (application)
- K11 how and why to take legal proceedings when people are still in default
- K12 how and why to negotiate compliance, and acceptable changes which are needed to restore compliance with the **people responsible** (synthesis)
- K13 how and why to agree with the **people responsible** acceptable changes which are needed to restore compliance (evaluation)
- K14 how to submit clear and accurate evidence of breaches to the appropriate authorities (application)
- K15 how to record and circulate compliance evidence (application)
- K16 how to check that **people responsible** continue to comply with legal requirements(application)

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### Scope/Range

### Monitor compliance with statutory and policy requirements

- 1 Monitor:**
  - 1.1 inspections
  - 1.2 documentary sources
  - 1.3 information from the public
  - 1.4 the media
- 2 Development: (Performance in 2 of the following. Knowledge and understanding of the rest is not required):**
  - 2.1 the development and use of land
  - 2.2 structures/buildings
  - 2.3 environmental impact
  - 2.4 conservation/heritage
  - 2.5 energy and carbon use
  - 2.6 advertisement
  - 2.7 trees/hedgerows
- 3 Statutory and policy requirements:**
  - 3.1 European
  - 3.2 local
  - 3.3 regional
  - 3.4 national
  - 3.5 organisational
  - 3.6 results of consultation
- 4 Safe working practices:**
  - 4.1 personal study
  - 4.2 equipment and clothing
  - 4.3 safe use of access equipment
  - 4.4 health and safety practice and regulations
  - 4.5 industry Codes of Practice
  - 4.6 regulations applying to the survey site
- 5 People responsible:**
  - 5.1 land and property owners
  - 5.2 occupiers
  - 5.3 contractors
  - 5.4 client/applicant or their agent
- 6 Action:**
  - 6.1 escalate further
  - 6.2 instigate investigation
  - 6.3 secure compliance by informal means
  - 6.4 refer to other agency

## **COSBEDCL4011**

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- 6.5 use of statutory powers
- 6.6 retrospective application

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**Developed by** ConstructionSkills

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**Status** Original

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**Originating organisation** ConstructionSkills

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**Relevant occupations** Town planners; chartered surveyors (not quantity surveyors); building inspectors; construction project manager and related professions

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**Suite** Town Planning, Conservation and Building Control

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**Key Words** Compliance; statutory; policy; planning; conservation; breach; development

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