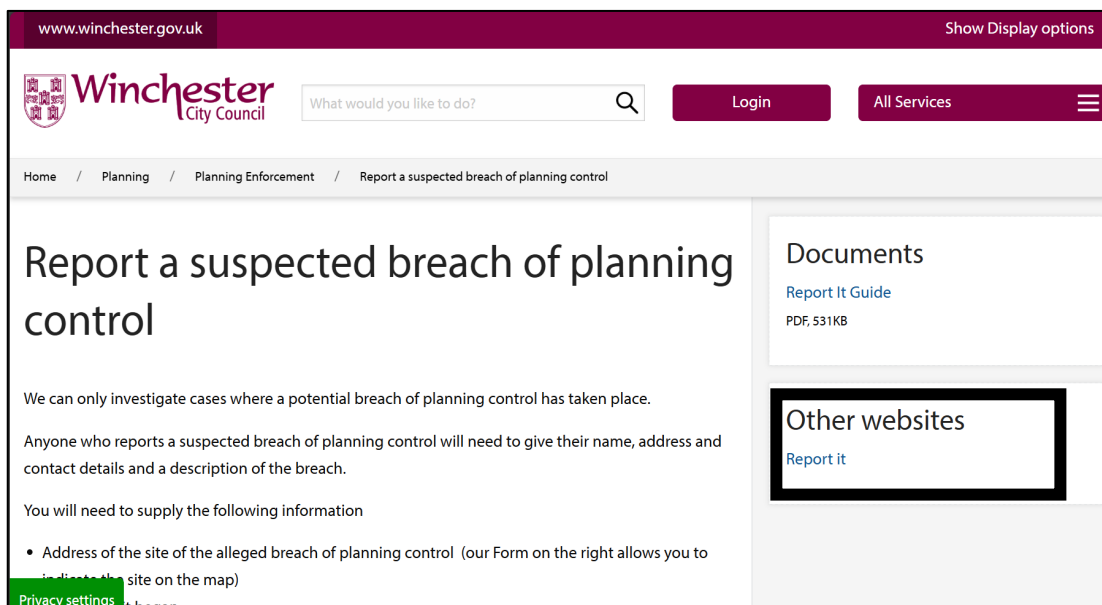


How to Report a Suspected Breach of Planning Control.

The Enforcement Team have created the following guide to assist you when reporting concerns of a suspected breach of Planning Control.



www.winchester.gov.uk Show Display options

Winchester City Council What would you like to do? Login All Services

Home / Planning / Planning Enforcement / Report a suspected breach of planning control

Report a suspected breach of planning control

We can only investigate cases where a potential breach of planning control has taken place.

Anyone who reports a suspected breach of planning control will need to give their name, address and contact details and a description of the breach.

You will need to supply the following information

- Address of the site of the alleged breach of planning control (our Form on the right allows you to indicate the site on the map)

Privacy settings

Documents

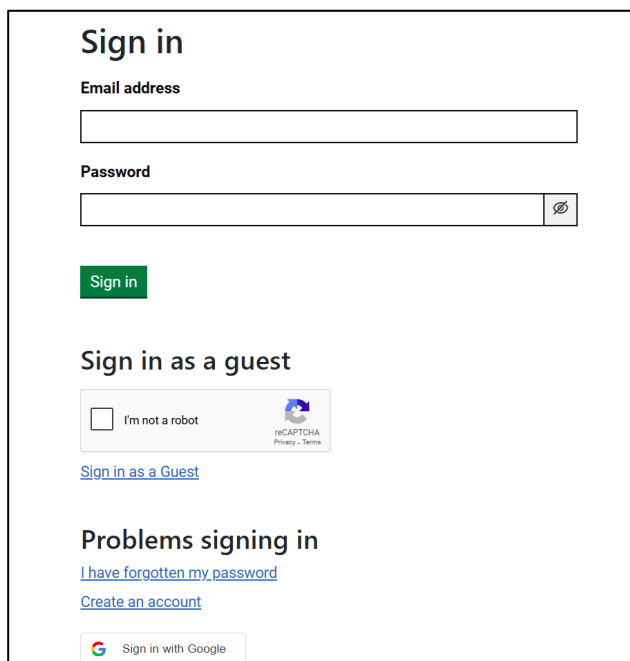
[Report It Guide](#)

PDF, 531KB

Other websites

[Report it](#)

To open the report form, click on the link at the side of the page, highlighted above. From here, you will be able to log in using your 'Your Winchester' account information or enter the report form as a guest.



Sign in

Email address

Password

Sign in

Sign in as a guest

☐ I'm not a robot

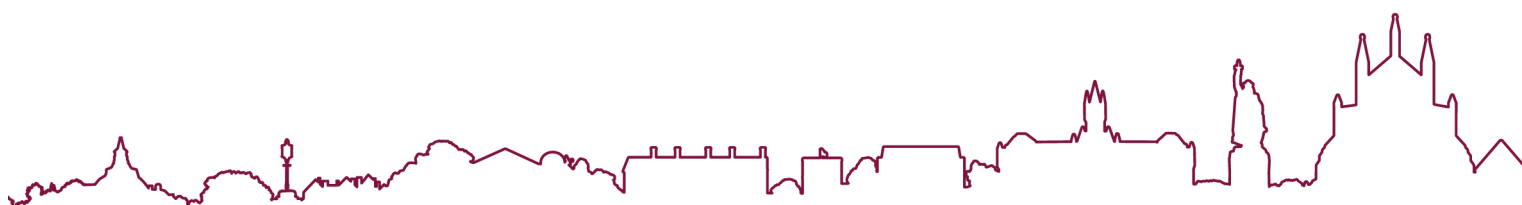
[Sign in as a Guest](#)

Problems signing in

[I have forgotten my password](#)

[Create an account](#)

[Sign in with Google](#)



Before submitting a potential Enforcement investigation request, you will be guided through the Winchester City Council Development Management Privacy Notice, along with information outlining what the Enforcement Team can and cannot investigate.

It is essential that you read and understand this information before proceeding, as your concerns may be more appropriate for a different team.

Please confirm that you have read and understood the guidance before continuing.

Please note: the Enforcement Team cannot investigate anonymous complaints.

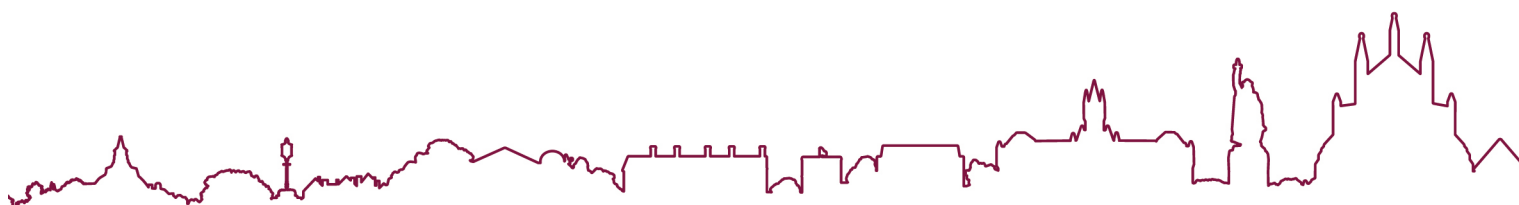
Priority breaches of Planning Control:

- Unauthorised works to a listed building
- (Substantial) Demolition works in a conservation area
- Works to tree(s) protected by a Tree Preservation Order
- Substantive breaches of a Construction Management Plan where the breach is actively or at high risk of polluting and environmentally damaging or harming a site or area

What we cannot investigate:

- Party wall disputes and boundary issues. These are civil matters and should be explored through civil channels.
- Legal covenants; These are civil matters and should be explored through civil channels.
- Noise and smells which should be referred to Environmental Health [Environmental Health - Winchester City Council](#).
- Issues relating to the public highway should be referred to Highways at Hampshire County Council [Hampshire County Council Highways | Transport and roads | Hampshire County Council](#).
- Dangerous structures which should be referred to Building control [Building Control - Winchester City Council](#).
- Potential breaches that are yet to occur.

To continue your report, please tick that you have read and understand the information above.

☒ ✓



To begin your report, you will be asked to identify the location of the suspected breach. You can do this using one of the following methods:

- **Enter the known address** into the search bar
- **Use What3Words** to pinpoint the location (a link is available to the website)
- **Drop a pin** directly on the map at the relevant location

Location

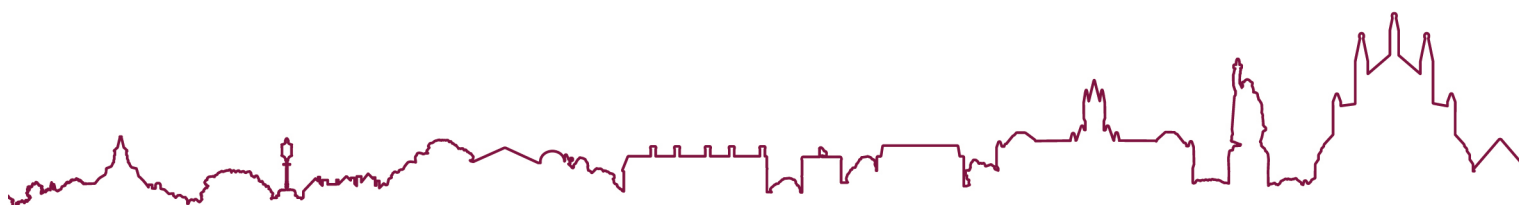
If you wish to use a what3words reference term to identify the location below but haven't yet looked it up, you can do so [here](#).

Use the map to identify the location

After you choose a location, you can move the pin to the exact spot.

- ☒ By using a postcode or street name
- ☐ By using What3Words
- ☐ By dropping a pin on to a map

Find





Next, you will be asked to confirm whether the suspected breach is located within any of the following areas:

- The South Downs National Park
- A Conservation Area
- Involving a Listed Building or a Protected Tree

A map has been provided to help you verify this information.

Before moving on to the next section, please also confirm the date the breach is believed to have commenced.

Please check if the site falls within the South Downs National Park, a Conservation Area or is a Listed Building or is a tree protected through a Tree Preservation Order.

[Click here to access the Map](#)

Please confirm if the breach includes the following:

☐

Is situated within the South Downs National Park

☐

Concerns a Listed Building

☐

Concerns tree(s) protected by a Tree Preservation Order

☐

Is within a Conservation Area

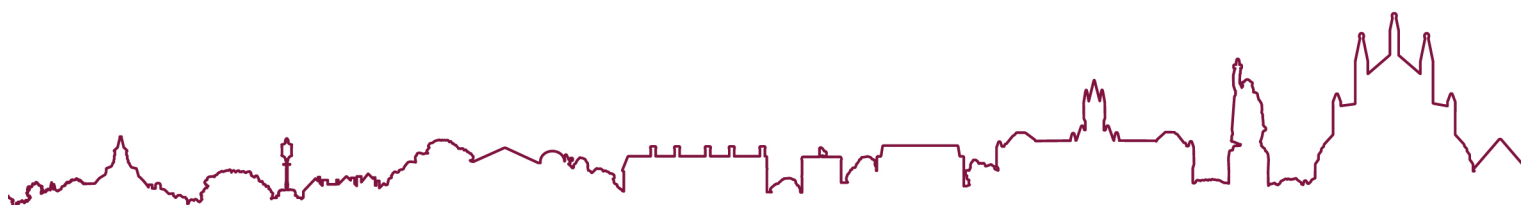
☐

None of the above

Please state when alleged breach is believed to have commenced on the site

Day Month Year

Continue





Please note that the Enforcement Team is unable to accept anonymous complaints.

To ensure that your report can be processed, you will be required to provide valid contact information.

Providing accurate contact details allows the team to follow up if further information is needed and provide updates as the investigation progresses.

Reports submitted without valid contact information may not be investigated.

Contact Details

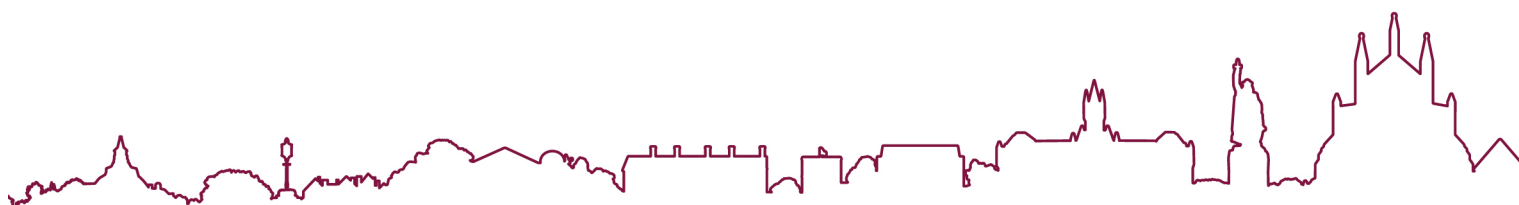
Your name

Your email address

Your contact number

Your contact address

[Continue](#)





You will then be asked to select the type of breach you are reporting.

Please choose the most relevant option from the list provided and click Continue to proceed.

Depending on the type of breach selected, you may be prompted to provide additional details specific to that category.

This information is essential and will help the Enforcement Team assess and progress your report more efficiently and accurately.

Select the Breach you are reporting

Please select a breach type.

Please tap here to obtain select list

- ☐ Works to a listed building
- ☐ Demolition within a Conservation Area
- ☐ Works to a protected tree
- ☐ Breach of a Planning Condition
- ☐ Development not built to approved plans
- ☐ Extensions
- ☐ New or modified outbuildings (e.g. garage or shed)
- ☐ Fences and/or walls
- ☐ New adverts or signage (including flags)
- ☐ Other building works

Continue





Once you have provided the necessary details regarding the suspected breach, you will be asked to describe the harm caused by the development.

Clearly outlining the nature and extent of the harm will help the Enforcement Team assess the issue.

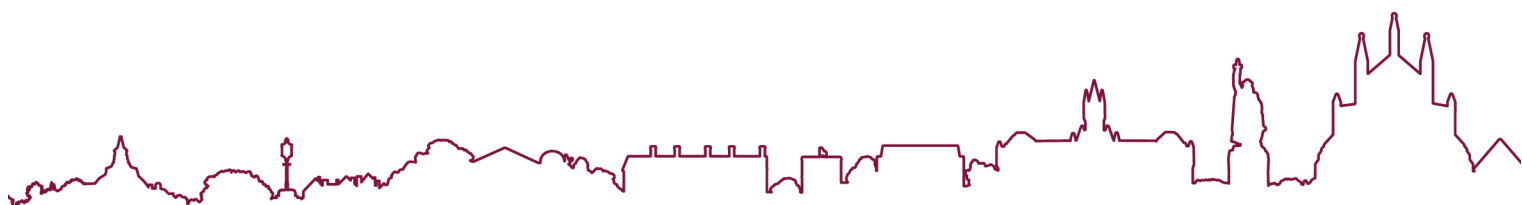
Harm

Are you personally affected by the development?

☐

Please outline the harm caused by the development

Continue



To complete the online report form, you will need to provide evidence of the suspected breach.

You will be prompted to upload supporting materials, such as photographs or documents, that clearly demonstrate the nature of the breach.

To upload a file:


1. Click 'Choose File' and select the relevant image(s) or document(s) from your device.
2. Once selected, click 'Upload File' to add them to your report.

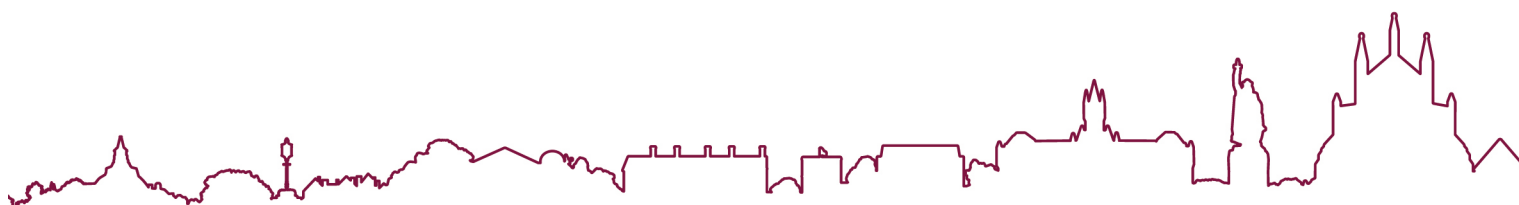
These materials are crucial in helping the Enforcement Team assess and investigate the issue effectively.

Please upload photos and documents to help us investigate this matter.

Drag and drop file here or

Choose another file

Uploaded File	Size	Status	Action
 Acknowledgement.pdf	162.58 KB	Pending	Remove
Total	162.58 KB		Upload File





After uploading your evidence, you will have the opportunity to provide any additional information that you believe may support the investigation.

This could include observations, context, or other relevant details.

Evidence

Please upload photos and documents to help us investigate this matter.

Drag and drop file here or

Choose file

Any further comments or information you wish to provide

Continue





Before submitting your form, you will have the opportunity to review and edit each section of your report.

If any changes are needed, simply click **'Change'** next to the relevant section to make your edits.

Once you are satisfied that all the information is accurate and complete, click **'Submit'** to send your report.

Shortly after submission, you will receive a **confirmation email** containing a copy of your report for your records.

Your completed form will then be forwarded to the Enforcement Team.

A member of the team will review the details provided and will contact you if further information is required or to update you on the progress of the investigation at key stages.

Suspected breach of planning control 2025

Review the details of your submission below.

To continue your report, please tick that you have read and understand the information above.	✓	Change
---	---	------------------------

Please confirm if the breach includes the following:	None of the above	Change
--	-------------------	------------------------

Please state when alleged breach is believed to have commenced on the site	01-01-2000	Change
--	------------	------------------------

Your name	Enforcement Team	Change
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Your email address	enf@winchester.gov.uk	Change
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Your contact number	01962848480	Change
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Your contact address	Winchester City Council, City Offices, Colebrook Street, Winchester, SO23 9LJ	Change
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